



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	RIBUMED BALLITO HOSPITAL
JOB TITLE:	OPERATIONS MANAGER
PURPOSE OF POSITION	
Operations manager will be responsible for full operation of the Ribumed day Hospital and the Ribumed behavioural centre, to ensure and maintain quality patient care standards.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none">• Delegate responsibilities accordingly.• Effective customer satisfaction management.• Effective clinical management.• Effective risk management.• Budget management.• Labour cost management.• Joint Performance Management.• Effective relationship building with internal/ external stakeholders.• Maintain pre-set inventory standards for solutions, supplies, medicines, and equipment, and keeps track.• Understand and follow policies, procedures, and protocols.• Interact with doctors, patients, and colleagues.• Handle conflict situations.• Responsible for equipment maintenance and motivations.• Recruitment of personnel within the facility.• Plan strategically and financially.• Ensure the hospital is always running to the highest standards.• Ensure management of SLA's with external service providers.• Facilitate with marketing initiatives.• Ensure that all infection prevention standards are managed and adhered to• Responsible for coordinating DOH and OHSC inspections.	
COMPETENCIES (The following will be advantageous)	

<p>MINIMUM REQUIREMENTS (Educational Qualifications & Experience)</p>	<ul style="list-style-type: none"> • Grade 12 (Matric). • A relevant Nursing qualification (Diploma in General Nursing/ BCur Degree) or equivalent NQF 7 qualifications is essential. • Current registration with the South African Nursing Council as a Registered Nurse is essential. • A relevant management qualification preferable in Nursing Administration is mandatory. • Psychiatric qualification recognised by SANC is essential. • Minimum 7-10 years' experience in a hospital setting. • 5 years proven leadership and management experience in private healthcare preferable in psychiatric/ mental institution. • Extensive knowledge of mental health conditions and issues in mental health. • Theatre knowledge. • Ability to lead and manage multi-disciplinary team and uni-professional team. • Compliance with the SANC code for a Registered Nurse and all applicable health care legislations. • The ideal person will have a willingness to assume job ownership, work independently and apply principles of continuous quality and improvement. • Computer literacy – MS Word & Excel. • Competent with the Hospital Regulations and Policy.
<p>SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Excellent Communication Skills • Excellent inter-personal skills
<p>BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies. • The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.
<p>JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
<p>cv's together with supporting documents should be submitted to: ribumedrecruit@ribumed.co.za</p>	

NB: Only short-listed candidates will be contacted.

POPIA CLAUSE – HR ADVERTS

**Your information is collected and processed in accordance with the Protection of Personal Information Act
No 4 of 2013 (POPIA).**

**By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information
for the purpose of determining your eligibility for the advertised position.**

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 03 October 2023.

**Yours faithfully
Jenny Bux Group HR Manager**