



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL -THEATRE
JOB TITLE:	THEATRE MANAGER

PURPOSE OF POSITION	
The incumbent will be responsible for managing the operational and administrative function of the theatre ensuring to minimise all clinical and infection Control risks to our patients, staff, other health care workers and community, thereby providing quality cost effective service.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Must be able to practice within your scope of practice as a Theatre Manager. • Must be competent with the Hospital's Policies and Regulations. • Administration of the day to day operations of the operating room and CSSD. • Ability to understand and follow policies, procedures and protocols. • To lead and supervise the staff within the Theatre Unit. • Good Interaction skills with doctors, patients and colleagues essential • Ability to handle all conflict situations in the Theatre Unit. • Equipment maintenance and motivations. • Recruitment of nursing personnel with the NSM. • Ability to lead and supervise staff. • Competent with the Hospital Regulations and Policy. • Ability to plan strategically and financially. • Assume the role of Nurse Educator with Students. • To ensure the Theatre Unit is run to the highest standards at all times. • To be on call and do after hours work. • Staff Appraisals – KPI Monitoring. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Approximately 3-5 years experience as a Theatre Manager. • Diploma in operating Theatre Nursing Science and Theatre Technique • Diploma/Degree Administration/Management. • The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous quality and improvement. • Must have knowledge of Eyes, ENT, Gynae, Dental, Orthopaedic, Urology, General Surgery and Neurosurgery. Cardiac experience will be an advantage. • Computer literacy – MS Word & Excel
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Excellent Communication Skills

BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<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.
CV's together with supporting documents should be submitted to: recruitment@jmh.co.za	
	<p>NB: Only short-listed candidates will be contacted.</p> <p>Closing date for applications is 03 December 2023</p> <p>Yours faithfully Jenny Bux Group HR Manager</p>