



**VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	<b>DURDOC HOSPITAL</b>
<b>JOB TITLE:</b>	<b>HOSPITAL MANAGER</b>

**PURPOSE OF POSITION**

To provide strong strategic, professional and managerial leadership for all aspects of health service operations at the relevant Hospital.  
Implementing the operations strategy, monitoring and managing operational performance, and overseeing the delivery of effective facilities management at the Hospital.  
Authority and accountability for the safe and effective delivery and performance of day-to-day clinical services and departments at the Hospital.

**KEY PERFORMANCE AREAS**

- Assist with the development and implementation of the strategic operational plan of the Hospital, in line with the overarching JMH Group strategy.
- Support the Hospital in all its objectives and fully participate as a member of the management team, taking collective responsibility for the corporate governance of the Hospital.
- Develop and maintain key working relationships with the Group General Manager, CFO, members of the JMH Group Executive as well as external relationships and networks with health service providers external to the JMH Group to ensure an integrated and seamless patient experience for recipients of scheduled and unscheduled care at the Hospital.
- Ensure that relevant management systems are in place, to anticipate and manage opportunities and problems in service delivery.
- Ensure that clinical support services in the Hospital meet all needs and are fully fit for purpose at all times.
- Work effectively and co-operatively with current and new customers to establish and maintain good working relationships that are mutually beneficial.
- Investigate specialist doctor openings at the hospital and source new specialist doctors as and when required.
- Develop a hospital strategy for business growth, specific to new doctors and specialists.
- Investigate the economic conditions surrounding business activity such as industry trends and competition, including but not limited to legislative and regulatory aspects in the Healthcare sector.
- Identify marketing opportunities by identifying customer requirements; defining market, competitor's share and competitor's strengths and weaknesses; forecasting projected business and establishing targeted market share.
- Understand brand strategies and develop and execute targeted initiatives to build brand loyalty and to showcase the JMH Group value proposition.
- Apply a forecasting and operational budget preparation and management thereof.
- Assess relative cost benefits of direct provision or purchase of services for the Hospital.
- Understand and promote the role of sound financial management and its impact on organisational effectiveness.
- Liaise with the HR Department about transformation and strategically lead through a culture of inclusivity.
- Create and maintain a positive environment where the differences of others are recognized, understood, and valued, so that all can reach their full potential and maximize their contributions.
- Work closely with the Group General Manager and JMH Group Heads, to organise and assure implementation of all JMH Group policies, procedures and requirements pertinent to services within the Hospital.
- Working within the JMH Group procedure and guidelines and HOD's to provision hard and soft facility management services to provide high standards of service and environment for patients and service users.
- Ensure the efficiency of all capital projects, paying attention to consistency and compliance with all statutory and mandatory requirements and integration with overall service and strategic objectives
- Work closely with the Group General Manager and JMH Group Heads, to organise and assure implementation of all JMH Group policies, procedures and requirements pertinent to services within the Hospital.

- Reviews and evaluates existing Hospital/nursing policies, procedures and work methods by means of periodic and special studies directs the installation of approved work methods and procedures to ensure achievement of objectives.
- Consults and collaborates with physicians, clinical departments, service lines in establishing policies/standards/procedures and quality outcomes for patient care.
- To demonstrate true leadership by setting and encouraging high standards of care and personal conduct from all staff at the Hospital.
- In collaboration with the HR Department support and encourage Hospital staff in their personal development using appraisal and supervision, this will include setting objectives, appraising performance and identifying training and development needs.
- Liaise with the HR Department about transformation and strategically lead through a culture of inclusivity.
- Create and maintain a positive environment where the differences of others are recognized, understood, and valued, so that all can reach their full potential and maximize their contributions.

**COMPETENCIES (The following will be advantageous)**

<p><b>MINIMUM REQUIREMENTS</b> (Educational Qualifications &amp; Experience)</p>	<ul style="list-style-type: none"> <li>• Minimum of 8- 10 years' experience in the Healthcare sector.</li> <li>• Minimum of 5 years' progressive leadership experience as a senior Manager within a Healthcare environment.</li> <li>• Minimum diploma or degree (at least NQF Level 7 or equivalent) preferably in business or health services management/ relevant to health service sector.</li> <li>• Relevant post-graduate qualification/ MBA preferable in relevant field preferred.</li> <li>• Experience of clinical and/or corporate governance.</li> <li>• Experience in project management</li> <li>• Facilities management</li> <li>• Financial management</li> </ul>
<p><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Detailed knowledge of the issues and developments and current thinking in relation to best practice in Hospital policy and service delivery.</li> <li>• Significant knowledge of healthcare sector and operating within a senior Management role.</li> <li>• Demonstrate a track record of service innovation and leading influence.</li> <li>• Have demonstrated effective leadership in a challenging environment.</li> <li>• Demonstrate an aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals.</li> <li>• Have a clear focus on operational performance, results and an understanding of the performance systems needed to manage in a large complex organisation. Show a strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change</li> </ul>
<p><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> <li>• Honesty and Integrity</li> </ul>
<p><b>JMH VALUES</b> (Commitment)</p>	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>

CV's together with supporting documents should be submitted to: [recruitment@jmh.co.za](mailto:recruitment@jmh.co.za)

**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 02 April 2025**

**Yours faithfully  
Jenny Bux  
Group HR Manager**