



ISIPINGO HOSPITAL

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	ISIPINGO HOSPITAL – RECEPTION PORTER
JOB TITLE:	PORTER
PURPOSE OF POSITION	
<ul style="list-style-type: none">To ensure patients are transferred to the relevant departments	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none">To assist patients to and from the wards.To carry out these duties with politeness and respect.To perform other relevant tasks if so, requested by your Superior.	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">Preferably have a Grade 12 certificate or equivalent.Must have good communication skills.The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.Be prepared to do shiftwork.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">Must be honest, truthful, and conscientious in their approach to, and in their performance of their work.Be professionalism, friendliness and efficiency are standard required at all times.Develop a spirit of teamwork amongst colleagues in all Departments recognising the needs for a friendly working environment.
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">Professionalism and initiativeWell-spoken and respectfulMust 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: isirecruit@jmh.co.za	
NB: POPIA CLAUSE	
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 JM (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 29 April 2022	
Yours faithfully Jenny Bux Group HR Manager	