



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	CITY HOSPITAL - MICU
<b>JOB TITLE:</b>	UNIT MANAGER

### PURPOSE OF POSITION

The incumbent will be responsible for managing all aspects of operating a unit within Medical ICU, i.e., from supervising nursing staff to monitoring patient care.

### KEY PERFORMANCE AREAS

- Ensure all ICU nursing staff in the team practice safely, are competent and work within their scope of practice.
- Ability to plan strategically and financially.
- Ability to teach staff in the unit.
- Assume the role of Nurse Educator with Students.
- Overseeing the Coordination of individualized care from point of first contact throughout the episode of care, incorporating discharge planning in the plan of care.
- To ensure the unit is run to the highest standards at all times.
- Ability to plan, organise, control, lead and direct the team to achieve the company goals.
- Ability to understand and follow policies, procedures and protocols.
- Have good leadership and problem-solving skills.
- Good Interaction with doctors, patients and colleagues.
- Ability to handle all conflict situations in the Unit.
- Ability to uphold legislation required to DOH, SANC/DOL.
- Equipment maintenance and motivations.
- Recruitment of nursing personnel with the NSM.
- Ability to lead and supervise staff.
- Competent with the Hospital Regulations and Policy.
- Ensure all assets are monitored and accurately accounted for.
- Ensure the fixed assets register is managed and maintained.
- Compiling and submitting of reports to management timeously and accurately.
- Ensure compliance with all relevant legislation.

### COMPETENCIES (The following will be advantageous)

#### MINIMUM REQUIREMENTS (Educational Qualifications & Experience)

- Approximately five (5) year's experience as a Sister, deputising for the Unit Manager or currently in a unit manager post within the ICU department.
- Incumbent must be ICU Trained.
- Diploma in Nursing Administration is essential.
- The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.
- Computer literacy – MS Word & Excel

<p><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Must possess excellent inter-personal skill</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> </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 13 July 2022**

**Yours faithfully  
Jenny Bux  
Group HR Manager**