



## VACANCY: JOINT MEDICAL HOLDINGS

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| <b>DIVISION:</b>  | DEBTORS-CITY HOSPITAL |
| <b>JOB TITLE:</b> | DEBTORS SUPERVISOR    |

### PURPOSE OF POSITION

- To ensure that the cash flow for the JMH Group is maximised through debt collection and minimisation of risk.

### KEY PERFORMANCE AREAS

- Extensive knowledge of Microsoft Office.
- Knowledge of statistical analysis & report writing.
- Extensive knowledge of credit systems and procedures.
- Good knowledge of tariffs and related health industry tariff scale.
- Extensive knowledge of insurer authorisation processes.
- Coaching Others- The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
- Leading and Managing Change- The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
- Performance Development- The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
- Taking Action- Capable of recognising the need for action, considering possible risks and taking responsibility for results.
- Decision Making- Capable of making decisions timeously and taking responsibility for the consequences.
- Managing Self- Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
- Customer Focus and Service Delivery- The capacity to identify and respond to the needs of internal and external customers. Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
- Adapting and Responding to Change- Capable of supporting and advocating change initiatives and managing own reaction to change.
- Continuous Improvement- The capacity to improve systems and processes to facilitate continuous improvement.
- Personal Work Ethic- Capacity to instil an ethic of quality and consistency in self and others.
- Building Relationships- Capacity to establish constructive and effective relationships.
- Communication- The capacity to clearly present information, either written or verbal.
- Teamwork- Capacity to cooperate with others to work towards a common goal.
- Technical Knowledge - The capacity to perform a technical function to required standards.

### COMPETENCIES (The following will be advantageous)

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| <p><b>MINIMUM REQUIREMENTS</b><br/>(Educational Qualifications &amp; Experience)</p> | <ul style="list-style-type: none"> <li>• 5 -7 years' experience in Credit Management/ Finance</li> <li>• 2-3 years' in a managerial role</li> <li>• Experience in the Hospital environment/ Healthcare sector</li> <li>• Have relevant experience in Debtors/ Accounts Receivable Department in a hospital.</li> <li>• Microsoft excel is essential</li> </ul>   |
| <p><b>SKILLS</b><br/>(Practical &amp; Technical)</p>                                 | <ul style="list-style-type: none"> <li>• Excellent Communication Skills</li> <li>• High multi-tasker</li> <li>• Good Telephone etiquette</li> <li>• Punctuality</li> <li>• Good time management</li> </ul>   |
| <p><b>BEHAVIOURAL ATTRIBUTES</b><br/>(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><br/>(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 01 August 2022**

**Yours faithfully**  
**Jenny Bux**  
**Group HR Manager**