

**NETCARE**

Vacancy

Closing date: 14.09.2022

Role profile

Role title	Personal Assistant
Division	Hospital Division
Location	Netcare Lakeview Hospital
Reporting structure	Hospital General Manager

Role summary

The incumbent will be responsible to assist the Hospital General Manager with any support and administrative duties. The incumbent will also be required to interact with internal staff and Management, external companies / agencies associated with the business of the organisation, and members of the public.

Key work output and accountabilities

- Types correspondence, including internal and external letters or memos
- Types and/or consolidates monthly reports or statistics
- Updating Regional reports on share point
- Develops presentations (PowerPoint or other)
- Organise video or audio conferencing
- Schedules appointments and arranges meetings with internal and external personnel
- Assists with the arrangements for meetings, including typing and distributing of agendas, minutes and invites, and arranging the venue and catering
- Distributes all correspondence to relevant personnel
- Maintains an appropriate filing system for the entire division
- Arranges all events including gifts, birthday cards and reservations for internal and external personnel as required
- Any other support duties that may be required
- Maintain a record of all subscriptions and follow up on correct payment against purchase orders
- Conferences: Annual Executive trips/conferences – all planning (i.e. flights/accommodation/ prizes etc), administration, gifts, follow through of entire event, expenditure and other related arrangements
- Any other special projects that may come up from time to time
- Checks and makes ready for authorisation all petrol and sundry expenditure claims

- All travel related arrangements which include but are not limited to: booking of flights, accommodation, car hire etc, for the division as well as consultants
- Assists with all queries relating to travel, including facilitating any changes to arrangements
- Organisation of conferences, team building or other functions
- Answers and screens all incoming telephone calls for the Division
- Sorts and distributes the incoming and outgoing post, which includes internal and external mail
- Arranges courier services for distribution of post or goods to outlying destinations
- Attends to all visitors and assists with queries
- Orders all stationery, kitchen and other office supplies on the my market or other approved Netcare system

Skills profile

Education

- Grade 12 or equivalent NQF Level 4 Qualification
- Secretarial Diploma

Work experience

- 2-3 years previous experience in an administration/secretarial position

Knowledge

- Computer literate (Microsoft Office Suite)

NON MANAGERIAL / SPECIALIST SKILLS

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. <i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i>
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.

Values and behaviours

Netcare values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families. Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> I always greet everyone to show my respect. I always wear my name badge to show my identity. I am always well-groomed to show my dignity.

- I always practise proper hand hygiene to show my care.
- I always engage to show my compassion.
- I always say thank you to show my appreciation.
- I always embrace diversity to show I am not a racist.

Application process

NETCARE IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Puseletso.Motloung@netcare.co.za

Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we retain your CV and other information provided on our electronic system. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.

