



# DURDOC HOSPITAL

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	DURDOC HOSPITAL -RECEPTION
<b>JOB TITLE:</b>	PORTER X3
<b>PURPOSE OF POSITION</b>	
The candidate must understand, support and promotes the mission, vision and values of the organization. Assist patients to and from the wards and carry out these duties with politeness and respect.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>To assist patients to and from the wards.</li> <li>To carry out these duties with politeness and respect.</li> <li>To perform other relevant tasks if so, requested by your Superior.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>Must have a Grade 12 qualification.</li> <li>Must have good communication skills.</li> <li>The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> <li>Be prepared to do shift-work.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>Must have good communication skills</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<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>
<b>JMH VALUES</b> (Commitment)	<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: <a href="mailto:durrecruit@jmh.co.za">durrecruit@jmh.co.za</a>	

**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 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 17 January 2025**

**Yours faithfully  
Jenny Bux Group HR Manager**