



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

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| <b>DIVISION:</b>  | RIBUMED GLENWOOD, BALLITO, CITIMED & ASCOT PARK HOSPITAL |
| <b>JOB TITLE:</b> | HR BUSINESS PARTNER X 1                                  |

### PURPOSE OF POSITION

Assist the Group Human Resources Manager in the management, leadership and co-ordination of all the major facets associated to Human Resources within the Group, to enable all Companies within the Group to deliver a high standard of service, resulting in effective and efficient service delivery.

### KEY PERFORMANCE AREAS

1. Recruitment & Selection
2. Induction and Training Needs Analysis
3. Payroll Management - Effective management of the payroll system, ensuring that we are fully compliant and are in strict adherence to legislation.
4. Leave Management - Ensuring that the leave balances are accurate and has been verified.
5. Industrial Relations - Effective handling of disciplinary matters.
6. HR Support to Line Managers - Support and Guidance being offered to line management accurately and timeously
7. Compiling of Job Descriptions for all positions
8. Succession Planning and Career path planning for key employees
9. Training Portfolio Management - Coaching and mentoring of all staff who is a recipient of a staff bursary or learner ships.
10. Reports and Statutory Obligations - Timeous completion of all statutory reports required by the DOL.

### COMPETENCIES (The following will be advantageous)

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| <b>MINIMUM REQUIREMENTS</b><br>(Educational Qualifications & Experience) | <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Relevant Degree or HR Qualification</li> <li>• Minimum of 5 years HR experience</li> <li>• 2 Year's Experience working on the Sage People Payroll system.</li> <li>• Microsoft Excel, Word and PowerPoint knowledge</li> <li>• Must be able to work under pressure, independently and unsupervised.</li> <li>• Manage accuracy and integrity of data.</li> <li>• Must be able to understand the need to maintain discretion and confidentiality.</li> </ul> |
| <b>SKILLS</b><br>(Practical & Technical)                                 | <ul style="list-style-type: none"> <li>• Must have excellent telephone skills.</li> <li>• Must possess excellent inter-personal skills.</li> <li>• Must be able to work independently under minimum supervision.</li> </ul>  |

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| <b>BEHAVIOURAL ATTRIBUTES</b><br>(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><br>(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:recruitment@jmh.co.za">recruitment@jmh.co.za</a> |  |
|  | <p style="text-align: center;"><b>NB: Only short-listed candidates will be contacted.</b></p> <p style="text-align: center;"><b>Closing date for applications is 11 March 2024</b></p> <p style="text-align: center;"><b>Yours faithfully</b><br/> <b>Jenny Bux Group HR Manager</b></p>   |