

**INTERNAL VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	<b>PHARMACY</b>
<b>JOB TITLE:</b>	<b>PORTER</b>
<b>PURPOSE OF POSITION</b>	
<ul style="list-style-type: none"><li>The incumbent will be responsible for the delivery of medication and stock to the Wards.</li></ul>	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"><li>Assisting with delivery of stock for Pharmacy and Surgical Stores to the Hospital.</li><li>Assisting in replenishment of stock.</li><li>Assist in unpacking of stock.</li><li>Assisting in relieving the relevant staff during their breaks and leave.</li><li>To perform other relevant tasks if 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>Preferably have Grade 12 qualification.</li><li>Must have good communication skills and be physically fit in carrying of stock.</li><li>The ideal person will have willingness to assume job ownership and apply principles of continuous improvement.</li></ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"><li>Must possess excellent inter-personal skill</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>
<b>CV's together with supporting documents should be submitted to: <a href="mailto:recruitment@jmh.co.za">recruitment@jmh.co.za</a></b>	

**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 12 April 2024**

**Yours faithfully**

**Jenny Bux**

**Group HR Manager**