



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL - GYNAECOLOGY AND LABOUR WARD
JOB TITLE:	UNIT MANAGER

PURPOSE OF POSITION

The incumbent will be responsible for overseeing all aspects of operating a unit within Gynaecology and Labour ward, from supervising nursing staff to monitoring patient care

KEY PERFORMANCE AREAS

- Ensure all midwifery / nursing staff in the team practice safely, are competent and work within their scope of practice.
 - Ability to plan strategically and financially.
 - Ability to teach staff in the unit.
 - Assume the role of Nurse Educator with Students.
 - Ability to coordinate patient care, ward management and leadership of the professions of midwifery and nursing to ensure the delivery of high-quality patient care and efficient use of resources. ☑ Must be capable of overseeing routine antenatal, intrapartum care and postnatal care for normal pregnancy including risk assessment, recognition of complications and initiation of appropriate action.
 - Overseeing the Coordination of individualized care from point of first contact throughout the episode of care, incorporating discharge planning in the plan of care.
 - To ensure the unit is run to the highest standards at all time.
 - Ability to plan, organise, control, lead and direct the team to achieve the company goals.
 - Ability to understand and follow policies, procedures and protocols.
 - Have good leadership and problem-solving skills.
 - Good Interaction skills with doctors, patients and colleagues essential.
 - Ability to handle all conflict situations in the Unit.
 - Ability to uphold legislation required to DOH, SANC/DOL.
 - Equipment maintenance and motivations.
 - Recruitment of nursing personnel with the NSM.
 - Ability to lead and supervise staff.
 - Competent with the Hospital Regulations and Policy.
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- Ensure all assets are monitored and accurately accounted for.
 - Ensure the fixed assets register is managed and maintained.
 - Ensure compliance with all relevant legislation
 - Ensure compliance with all taxation requirements, associated lodgement of relevant returns within required timeframes.
 - Ensure that the JMH Group accounting systems comply with South African Accounting Standards and are relevant to the Healthcare sector requirements
 - Ensure effective management of debtors and creditors accounts.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Approximately five (5) years experience as a Sister, deputising for the Unit Manager.• Must be a qualified Midwife, Advanced Midwifery would be advantageous.• Diploma in Nursing Administration is essential.• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.• Computer literacy – MS Word & Excel
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Must possess excellent inter-personal skill
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">• Professionalism and initiative• Well-spoken and respectful• Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none">• We respect the dignity of an individual.• We are committed to giving our doctors top quality service.• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.• We are committed to providing our shareholders with a fair rate of return on their investment.• We will act in a responsible manner towards our physical and social environment.

CV's together with supporting documents should be submitted to: recruitment@jmh.co.za

NB: Only short-listed candidates will be contacted.

Closing date for applications is 12 April 2021.

**Yours faithfully
Jenny Bux Group HR Manager**