



NETCARE

Vacancy

Closing date: 20.05.2022

Role profile

Role title	PERSONAL ASSISTANT
Division	HOSPITAL
Location	NETCARE N1 CITY HOSPITAL
Reporting structure	HOSPITAL GENERAL MANAGER

Role summary

The incumbent will be responsible to assist the Manager with any support and administrative duties. They 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
- 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
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- 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
- Assume responsibility for own personal and professional development
- Keep up to date with Netcare's evolving policies and procedures

Skills profile

Education

Essential

- Grade 12 or equivalent NQF Level 4 Qualification
- Secretarial or Administration related Qualification

Work experience

Preferred

- 2-3 years previous experience in an administration/secretarial position
- Private Hospital Experience would be advantageous
- Advanced computer literacy (Microsoft Office Suite)

Leadership skills

Visioning	The ability to provide direction in terms of action towards certain future outcomes.
Empowering	Creating conditions of willingness and participation amongst teams by providing sufficient, encouragement, information, resources and authority to make the necessary decisions to accomplish tasks.
Energising	Having the capacity to motivate and mobilise, impart strength, vitality and enthusiasm to teams to actualise the organisation's vision of the future.
Designing and aligning	Ensuring the optimal alignment of employee behaviour with the organisation's vision and values.
Rewarding and feedback	Fostering a performance culture by creating a framework of appropriate incentives and rewards to direct and motivate the achievement of desired performance behaviours and goals.
Team building	Creating team players and team effectiveness by using appropriate methods and a flexible interpersonal style to instil a cooperative atmosphere conducive to building a cohesive team.
Outside orientation	Awareness of outside constituencies, emphasizing particularly the need to respond to the requirements of customers, suppliers, partners, shareholders and other interest groups, such as local communities affected by the organisation.
Global mind-set	Possessing a global frame of reference that enables one to scan the external world environment for different perspectives and to adopt successful practices. The capacity to inculcate a global mentality in others by instilling shared values and cross cultural sensitivity.
Tenacity	The capacity and courage to persevere with one's purpose in a persistent and determined manner despite opposition or setbacks, until the desired objective is obtained or it becomes clear that the objective is no longer attainable. Inspiring others, through active example, to have the courage of their convictions.
Emotional intelligence	The capacity to foster trust and create an emotionally intelligent workforce whose members know themselves and know how to deal respectfully and understandingly with others. The ability to regulate and manage one's emotions in a healthy and productive manner.
Life balance	Articulating and modelling the importance of the need for life balance for the long term welfare of oneself and one's employees.

Resilience to stress	Appropriately balancing these various pressures to maintain stable performance.
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 organisation. • 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 five 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 seek consent to show my compassion. • I always say thank you to show my appreciation.

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:

Sihle.Ngangqu2@netcare.co.za

Reference: Personal Assistant

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.

