



NETCARE

# Vacancy

Closing date: 13.05.2024

## Role profile

Role title	Driver
Division	Akeso
Location	Akeso Parktown Clinic
Reporting structure	Admin and Finance Manager

## Role summary

The driver is responsible for the Akeso Parktown Clinic's patient transport, deliveries, collections, vehicle maintenance and general administrative duties. The driver will be required to provide an efficient and professional service at all times.

## Key work output and accountabilities

- Collect Akeso Clinics' post.
- Deliver documents as per envelope instructions.
- Take or collect visitors or patients from the airport/hotels/courses when requested.
- Ensure Akeso Clinic's vehicles are taken to and collected from the relevant dealership for services as and when required.
- Wash the pool vehicle and ensure that the vehicle is clean at any given time.
- Complete required documentation of deliveries etc. (obtain signatures for receipt of deliveries).
- Complete fuel logbook for business kilometres travelled as and when in use.
- Complete all reasonable duties requested of you by the Hospital Manager.
- Complete all filing as and when required.
- Fax all correspondence to relevant parties as and when requested.
- Send faxes/emails within one hour of the request.
- Assist with all admission enquiries, internal and external.
- Assist with any other administrative duties upon request, including:
- Collection or delivery of items required for repairs and maintenance of Akeso facilities.
- Marketing initiatives as and when requested to do so by the Hospital Manager.
- Required to work overtime upon request and business operations demands.
- Collect patients and bring them to Hospital for admission (subject to Hospital management approval).
- Drop discharged patients at place of request (subject to Hospital management approval).
- Subjected to random route inspections.
- General maintenance and cleaning (e.g. gutters, walls, etc), ensuring the facility is well looked after.

- Completion of routine check lists.
- Assist housekeeping when required.
- Effect minor repairs such as broken door hinges, locks, window latches, change light bulbs.
- Assist with installing appliances and equipment.
- Inspect facility for defects, and repair or report.
- Filling out water dispensers daily – all units

## Skills profile

### Education

- Grade 12 or equivalent NQF Level 4 qualification
- A valid Code 8 Driver's License
- Professional driving permit (PrDP)
- Registered with HPCSA
- BLA or BLS Qualification
- BAA (Basic Ambulance Assistance) Qualification

### Work experience

- Minimum two year's experience as a driver
- Experience or knowledge in Handyman tasks may be advantageous

### Knowledge

- Good general understanding of the province/geographic routes.
- Good communication skills (written and verbal).

### Non Managerial/ Specialist Skills

Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers.  *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.

### Values and behaviours

Netcare values	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
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	<p>our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> <li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>• Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to strengthen inclusivity and belonging.</li> </ul>

## 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 [pkt.recruitment@akeso.co.za](mailto:pkt.recruitment@akeso.co.za)

### 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 within which 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 processed for possible recruitment and selection 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 will retain your CV and other information provided on our electronic system for 12 months. 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.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

