



# NETCARE



## Vacancy

Role Title	Ward PA (Ward 13)
Division	Hospital Division
Location	Netcare Pretoria Hospital
Closing Date	6 September 2024

### Role Summary

The incumbent will be responsible for the co-ordination of all-secretarial and administration work in the ward and responsible for receiving all new patients, visitors, and doctors in the ward and to let them feel welcome. The incumbent is further responsible for assisting in maintaining stock levels in the ward and should work closely with the allocated stock controller. The incumbent will further be required to assist the ward staff and the Unit Manager.

### Inherent Requirements

- Grade 12 or equivalent NQF Level 4 Qualification
- Secretarial / Business Administration qualification would be advantageous
- Must be Computer literate
- 2-3 years' experience in a secretarial position
- Previous Administrative experience within a Medical environment will be advantage
- Knowledge of Kronos, SAP and OrderCo would be advantageous
- Working knowledge of the Microsoft Office suite.
- Experience in a Nursing environment highly recommended

### Application process

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [ptaeastcv@netcare.co.za](mailto:ptaeastcv@netcare.co.za)

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.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days after the closing date of this advert should consider their application as unsuccessful. 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.

**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 compassionate about quality care and professional excellence.

#### OUR STRATEGY

**Person centered health and care:** Empowering Patients to participate in their health. Delivering the best quality and consistency of care.

**Digitally enabled** - Digitising all patient touch points to create a unified, integrated experience.

**Data driven** - a 360-degree view of our targeted clinical decision -making patient engagement, and informed business decisions.

Our redesigned health and care offering will be highly differentiated in SA and will create a sustainable competitive advantage for the Group - we call this *the Netcare moat*.

#### Our basic service standard holds us accountable for the below seven behaviours:

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 practice proper hand hygiene to show my care.

I always seek consent to show my compassion.

I always say thank you to show my appreciation.

I always embrace diversity to strengthen inclusivity and belonging.

**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 living with a disability.**