

VACANCY

Role Title	Support Manager
Department	Hospital Management
Reporting Structure	Reporting directly to the Hospital Manager
Closing Date	07 June 2018

ROLE SUMMARY

The incumbent will be responsible for providing effective and efficient Support Services within Paardevlei Hospital, which includes but is not limited to Reviewing, Driving and Monitoring conformance to the various Service Level Agreements - Cleaning, Catering, Security, Pest Control, Hygiene, Gardening Services etc.

Participating in and/or Identifying opportunities to improve business processes, systems and resource utilisation in order to enhance financial efficiencies.

The successful candidate will form part of the Paardevlei Hospital's MANCO.

SKILLS PROFILE

EDUCATION

- A three- Year Diploma/Degree or a relevant NQF Level 5 Qualification is essential.

WORK EXPERIENCE

- A minimum of 3 years working experience in a private hospital environment is essential.
- Understanding of financial principles and ability to interpret key financial information and trends are essential.
- Knowledge of legal and contractual principles and practices is essential.
- Proven track record in written communication with stakeholders is advantageous.
- Computer proficiency in Microsoft Office suite is essential.

COMPETENCIES

He/She needs to be independent, innovative and team-oriented with excellent interpersonal and communication skills at all levels coupled with strong leadership abilities. The incumbent needs to be passionate about customer service excellence, energetic and resilient.

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities. Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.paardevlei@busamed.co.za before the closing date cited above.

Should you not hear from us by the 18th June 2018, please accept that your application was unsuccessful.