

ROLE PROFILE	
Role title	Human Resources Assistant
Division	Human Resources
Location	UCT Private Academic Hospital
Reporting structure	Human Resources Manager
Closing date	16 th March 2020

ROLE SUMMARY
<p>The Human Resources Assistant is required to perform a full generalist human resources function.</p> <p>This includes industrial relations, recruitment and selection, training, counseling and the supervision of administration processes.</p> <p>The incumbent is further required to meet tight deadlines, to be accurate, to follow policies and procedures and to interact with members of the staff, management, external companies/agencies associated with Netcare as well as members of the public .</p>

KEY WORK OUTPUT AND ACCOUNTABILITIES
<p>All General Human Resources Administration which includes the following: medical aid, student documentation, new appointment documentation, completion of termination documentation, maternity leave applications, transfers in and out.</p> <ul style="list-style-type: none"> Assist Management with recruitment and selection of staff below C4 level Typing of all HR related documents including regret letters, minutes of meetings, internal memos and external letters. Creating and maintaining an appropriate filing system to ensure an accurate record of all reports, personnel records and other documents Attending promptly and politely to all Human Resources queries from internal and external customers Assisting with training, which includes training of new staff on induction; co-ordinating training venues and catering

- Assisting with all Human Resources related projects, which includes staff initiatives, social responsibility projects, HIV projects and uniforms.
- Participate and assist in the Transformation Committee, Health and Safety Committee and adhoc employee initiatives

SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Grade 12 • Degree or a diploma in Human Resources Management or an equivalent qualification 	
WORK EXPERIENCE	
<ul style="list-style-type: none"> • 2 years Generalist Human Resources experience • Hospital experience advantageous 	
KNOWLEDGE	
<ul style="list-style-type: none"> • Computer literacy is essential (excel, word and email) 	
NON MANAGERIAL/ SPECIALIST SKILLS	
Coaching Others*	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change*	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development*	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.

Managing Self	Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers. <i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i>
Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
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	<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. Passion - The creative, passionate and innovative drive to do things better than before. To develop and implement successful healthcare solutions for all. 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 seven 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. • I always embrace diversity to show I am not a racist.
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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 **athini.ngece@netcare.co.za**

Please note:

- Please note that reference checks for internal applicants will be conducted with the current and past Netcare direct line managers of the applicant and the relevant Divisional HR Managers. Employees are therefore 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 which you have applied for will be based on those that exist in the Division within which you will be employed.
- In the event of a candidate having 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.



You're in safe hands

- If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



You're in safe hands