

SENIOR SISTER IN CHARGE ALBERTON DEPOT, GAUTENG



DO YOU MAKE PATIENT CARE A PRIORITY? WE DO. IF YOU DO, JOIN OUR TEAM TODAY.

PathCare is a partnership of pathologists in private practice across South Africa that has been assisting doctors and healthcare professionals determine and confirm diagnoses since 1922. We are registered with the HPCSA (Health Professions Council of South Africa) and all our laboratories are SANAS accredited.

An opportunity exists for a Senior Sister in Charge to join the team at our Alberton Depot branch in Gauteng. We are seeking an individual with a proven track record of displaying Phlebotomy competence and who has leadership ability with a high level of ethics and integrity while consistently aligning with the PathCare values.

Key Competency Requirements and Experience

- Nursing Diploma
- Current registration with the SANC
- Must have a valid driver's license
- Relevant business management qualification is advantageous
- Intermediate computer literate with Skylims knowledge
- Must have at least 5 years of experience post SANC registration
- Must have 2-5 years' phlebotomy experience which includes order of draw and running of Point of Care instruments i.e. running of arterial blood gas on the machine
- General management/supervisory experience in a pathology environment is advantageous
- Experience in maintaining QA systems
- Experience in technical procedure development and implementation
- Must have a proven track record of building and maintaining positive relationships with internal/external stakeholders
- Experience in training staff
- Client-focused with strong interpersonal relations
- Effective verbal and electronic communication skills
- Excellent Attention to detail
- Emotional intelligence
- Innovative
- Effective planning and organisational skills
- Ability to work effectively under pressure and display resilience and tenacity in challenging situations
- Advanced trouble-shooting
- Must be fluent in English with an understanding of Afrikaans
- Must have a proven track of displaying leadership abilities including delegating and team building
- Ability to influence and motivate staff
- Must have an acceptable track record/performance record with regard to the technical and behavioural competencies required to perform in this position

Key Responsibilities

- Manage and be responsible for pathology operations under their supervision within the depot/department, including HR, finance, quality matters and auditing of the systems
- Supporting the manager by supervising and delegating if and when required
- Mentor, develop and train team members
- Work collaboratively with the Pathologists, Zone Manager and the Area Manager in their drive for growth and innovation
- Communicate, implement and manage organisational strategies, objectives and policies
- Manage, motivate and engage direct reports while maintaining day-to-day HR management administration
- Mentor, develop and train team members
- Actively work to harness the value of people
- Investigate, recommend and implement initiatives to improve operational efficiencies
- Perform advanced maintenance, housekeeping and troubleshooting of technical problems
- Identify and manage the needs of all stakeholders in order to priorities and optimise patient care, as well as strengthen relationships with supporters thereby contributing to the success of the business
- Handle complaints/queries timeously and effectively

CLOSING DATE: Monday, 29 July 2024

Join the PathCare team and enjoy partnering with thought-leaders and experts in the pathology and diagnostics field while impacting on the lives of patients. Your contribution, to the company will be rewarded with a market-related remuneration package which includes a subsidised pension fund, 13th cheque, health care allowance and discounted pathology tests. Through our partnership with The PathCare Academy, we emphasise our commitment to lifelong learning and development of our talent.

Applicants who meet the criteria and are interested in joining our dynamic team are required to complete the attached application form and submit this together with a CV to elsabe.meyer@pathcare.net

Please indicate the position you are applying for – POST NUMBER 2846 and include a comprehensive CV and cover letter detailing the level and extent of your knowledge, skills and competencies required for this position.

Please note: by applying for this position, your application will be subject to verification checks of your driver's license, Identity Document, qualifications/proof of registration, credit and criminal checks if required. Candidates must be willing to participate in a rigorous evaluation process.



APPLICATION FOR EMPLOYMENT

Surname						
First Names						
Title (e.g. Mr, Dr)						
Nickname						
Residential Address						
PO Box/Private Bag/Work addresses are not allowed		Postal Code				
Phone No. - Home		()				
- Work		()				
- Cell						
Private Email Address						
Postal Address (if different to residential)		Postal Code				
Identity Number						
Passport Number						
Tax Number						
Are you registered with SARS as a taxpayer		Yes	No			
Do you have employment in addition to Pathcare		Yes	No			
Marital Status (for SARS)		Single	Married	Community Property	In	Out
Next Of Kin Full Names						
Relation to you (eg. wife)						
Address		Postal Code				
Two Contact Numbers						

Position Applied For	
Location Of Position	

SCHOOLING RECORD	
Highest Grade Passed	
Year Obtained	
Name Of School / Institution	

TERTIARY QUALIFICATIONS		
Degree/Diploma	Institution	Year

CURRENT / LATEST EMPLOYMENT RECORD	
Company Name	
Position Held	
Period Employed	to
Final Salary	
Reason For Leaving	
May we contact them?	Yes No
Manager Name	
Phone Number	()

Employment Equity Required for statistical purposes	Gender	Male		Female	
	Race	African		Coloured	
		White		Indian	
Mark relevant with X	Disability	No		Yes	
Nature Of Disability:					

PREVIOUS EMPLOYMENT RECORD	
1. Company Name	
Position Held	
Period Employed	to
Reason Left	
Manager's Name	
Phone Number	()
2. Company Name	
Position Held	
Period Employed	to
Reason Left	
Manager's Name	
Phone Number	()

Professional Registration For Current Year (please mark with X)	HPCSA		Nursing	
	Other		None	
Registration Number				
Are you paid up for year?	No	Yes	Please attach receipt	

Have you had prior PathCare Employment?	No	Yes	
	If yes, state Job Title		
	If yes, state Location		

I certify that all information given by me is, to the best of my knowledge is true and correct. I understand that any false statements could result in the termination of my contract. I hereby authorise PathCare to carry out a credit and criminal record check if it is a requirement for the position as well contact the previous employers and references. I have indicated on this form or other related documents such as my CV, etc. I hereby authorise and give consent to the Company and/or its duly authorised verification agent to process the personal information provided herein in terms of the Protection of Personal Information Act ("POPIA") for the purposes of performing the necessary background and credit checks as well as confirming employment history. I authorise the Company to further process the personal information provided herein should it proceed to employ me. I understand and agree that the Company will automatically destroy information provided herein should your application not be successful within a period of 3 (three) months.

Date _____

Signature Of Applicant _____