



NETCARE

Vacancy

Closing date: 14.04.2022

Role profile

Role title	HR Intern
Division	Hospital
Location	Netcare Krugersdorp Hospital
Reporting structure	HR Manager

Role summary

The Human Resources Intern is required to assist with all Hospital and HR administrative functions and also to assist with ad hoc projects as and when required.

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.

Key work output and accountabilities

- Responsible for the filing of all HR personnel records and other documents.
- Responsible to scan and catalogue all current and historic files into the electronic filing system as well as current filing.
- Assist with payroll input (incl. terminations, engagements, medical aid applications and changes, promotions, transfers, personal information updates, loans, etc.).
- Deal with employee queries (leave, retirement fund, medical aid, visa applications, policies & procedures, etc.).
- Process maternity leave documentation.
- Assist with the managing of invoices.
- Assist with file audits to ensure completeness and compliance.
- Assist with other HR projects and initiatives, as and when required.
- Assist with recruitment administration.
- Assist with letters of offers and letters of appointments.
- Responsible to prepare and distribute regret letters to non-successful candidates who applied for junior positions.
- Assist with the coordination of HR related meetings (diaries, meeting rooms, etc.), including meetings with internal and external training providers.
- Compile and distribute agendas and take minutes of meetings, as required.
- Provide Data capturing assistance for learnership and internship. Expressions of interest (Nursing, Pharmacy and Business Administration).

- Assist with daily filing and file management.
- Liaise with & provide assistance and support (telephonic or email) to the stakeholders (internal and external) listed below(Daily):
 1. Pharmacy Managers (50% of time per day);
 2. HR Managers;
 3. Training providers;
 4. Finance;
 5. Other (ad hoc).
- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.
- Create and maintain a positive environment where the differences of others are recognized, understood, and valued, so that all can reach their full potential and maximize their contributions.
- Develop collaborative relationships to help accomplish work goal.
- Actively participate as a member of a team to achieve goals.
- Assume responsibility for own personal and professional development.
- Keep up to date with Netcare's evolving policies and procedures.

Skills profile

Education

- Grade twelve or equivalent NQF level 4 qualification.
- NQF level 6 qualification in human resources management or Studying towards a three year Diploma or a Degree.
- Computer literacy is essential.

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. *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
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 organization. • 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. • Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families. • 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 engage to show my compassion.
- I always say thank you to show my appreciation.
- I always embrace diversity to show I am not a racist.

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 Asanda.Gqibela@netcare.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 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.
- If your application is not successful, we retain your CV and other information provided on our electronic system. 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.

