

Ward Secretary

Department	Surgical Ward 1
Location	Cintocare, Menlyn Maine, Pretoria
Closing date	15 September 2025

JOB DESCRIPTION

We are seeking a well-presented, articulate, and highly organised individual to join our dynamic team as a Ward Secretary. This role is integral to ensuring the smooth and professional running of the ward, supporting both patients and healthcare professionals.

Key Responsibilities:

- Provide efficient administrative and secretarial support to the Unit Manager and ward team.
- Maintain accurate patient records and ensure all documentation is up to date and compliant.
- Serve as the first point of contact for patients, families, and healthcare staff with professionalism and empathy.
- Coordinate ward communications, schedules, and documentation to support effective patient care.
- Uphold hospital standards by maintaining confidentiality, professionalism, and excellent customer service at all times.

QUALIFICATION / REQUIREMENTS

The following requirements are a prerequisite to be considered for the position:

- Grade 12 or equivalent NQF 4 qualification.
- Clear criminal record.

SKILLS AND ATTRIBUTES

- Effective communication skills.
- Empathy and compassion.
- Adaptable and resilient.
- Service Orientated.
- Planning and organizational skills.
- Excellent time management.
- Value diversity and apply values in the workplace.
- Assertive, confident, and friendly.

EXPERIENCE

- Candidates must have a minimum of two years of experience in a High Care environment within a private hospital setting to be considered for this position.
- Sound knowledge of medical terms and procedures.

Please note that Cintocare is located within a designated smoke-free precinct.

Please send a comprehensive **Curriculum Vitae** and completed **Application Form** to careers@cintocare.com



If you have not heard from the Cintocare Human Resource Department within one month of your application, please accept that your application was unsuccessful. Cintocare will contact short-listed candidates only. Cintocare is an equal-opportunity employer. For further information, contact Cintocare at (012) 945-3000.