

## Night Supervisor

Department	Nursing
Location	Cintocare, Menlyn Maine, Pretoria
Closing date	31 October 2024

### JOB DESCRIPTION

The night duty supervisor is responsible for the effective operational functioning and coordination of services provided in the hospital at night.

These services include:

- Training of the night shift employees working in the various departments.
- Ensure compliance with all policies and procedures by employees and develop healthy and safe work culture.
- Supervise night shift employees to ensure efficiencies, optimal customer services and quality objectives.
- Develop a competent team of workers through coaching or counselling, performance management and effective communication.
- Organize meetings to communicate and resolve all matters of concern for night operations.
- Prepare and compile reports on nursing care, employee incidents, equipment problems and employee relation matters to facilitate smooth night shift operations.
- Participate in quality improvement initiatives.
- Responsible for risk management.
- Responsible for nursing resource management.

### QUALIFICATION

- Degree or diploma in general nursing science.
- Current registration with the South African Nursing Council as a Registered Nurse.
- Post basic qualification in critical care is essential.
- Post basic qualification in education and administration will be an advantage.

### EXPERIENCE

- A minimum of 3 years' experience as a night duty supervisor or similar supervisory role in the private healthcare sector is essential.
- MS Office proficiency.

### SKILLS

- Empathy and compassion.
- Financial acumen.
- Resilience.
- Service orientated.
- Effective time management.
- Ability to manage and resolve conflict.



- Assertive and confident.
- Advanced organisational skills with the ability to manage multiple assignments.
- Strong verbal and written skills.
- Good communication skills with the ability to communicate with individuals on various professional levels.

Please send a comprehensive **Curriculum Vitae** and completed **Application Form** to [careers@cintocare.com](mailto: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.