



Internal Vacancy



Company:

Workforce Healthcare

Area:

Johannesburg

Position:

ISO Consultant

Contract type:

FIXED TERM CONTRACT

Inherent requirements:

- Bachelor's degree in quality management, Occupational Health, Business Administration, or a related field.
- Certification in ISO 9001 (Quality Management System), ISO 45001 (Occupational Health and Safety), or ISO 14001 (Environmental Management) is highly desirable.
- Proven experience in ISO implementation and compliance, preferably within the healthcare or occupational health sector.
- Strong knowledge of regulatory requirements related to occupational healthcare services.
- Experience conducting audits and preparing organizations for certification
- Own reliable vehicle

Other requirements and skills:

- Excellent understanding of ISO standards and quality management principles.
- Strong analytical, problem-solving, and project management skills.
- Effective communication and training abilities.
- Attention to detail and strong organizational skills.
- Ability to work independently and collaboratively across departments.

Duties and responsibilities:

- Develop, implement, and maintain ISO-compliant policies and procedures tailored to occupational healthcare operations.
- Conduct gap analyses to assess current compliance levels and identify areas for improvement.
- Assist in the preparation and execution of ISO certification and surveillance audits.
- Provide training and support to employees on ISO standards and best practices.
- Collaborate with management to ensure alignment between business processes and ISO requirements.



- **Oversee document control and record-keeping processes in accordance with ISO standards.**
- **Stay up to date with changes in ISO standards and regulatory requirements impacting occupational healthcare.**
- **Lead continuous improvement initiatives to enhance efficiency, risk management, and service delivery.**
- **Address non-conformances and implement corrective and preventive actions**

Working hours:	20 hours a month
Salary:	To be discussed
Benefits:	As per Company benefits
Interviewing process:	Panel interview
Reporting to:	Managing Director
Starting date:	As soon as possible
Contact:	Monica Miya
Send application to:	monicami@wfhc.co.za
Closing date for applications:	Wednesday, 16 April 2025

- **Please note should you not receive a response within one week of applying, you may consider your application as being unsuccessful.**
- **Please note that appointments will be made in line with the Company's EE targets.**