



Internal Vacancy



Company:

Workforce Healthcare

Area:

Port Elizabeth (Eastern Cape)

Position:

Fixed And Mobile Co-Ordinator

Contract type:

FIXED TERM CONTRACT (1 YEAR)

Inherent requirements:

- Bachelor degree or certificate in Occupational Health Nursing.
- Current registration with the South African Nursing Council (SANC) and SASOHN membership.
- Certificates in dispensing, audiometry and spirometry.
- Working knowledge of occupational health legislation and professional standards.
- Strong communication, report-writing, problem-solving and numerical skills.
- Intermediate computer literacy, sound attention to detail and the ability to manage multiple priorities.
- Willingness and ability to travel to company and client sites as required.

Clinic and Mobile Management

- Coordinate fixed and mobile occupational health services, staffing, locums, stock and equipment.
- Ensure professional, legally compliant medical surveillance services and achievement of SLA requirements.
- Complete clinic visits, audits and corrective actions, and maintain operational standards and procedures.
- Ensure equipment is maintained and calibrated and that clinical records and registers are accurate.
- Schedule internal training as per needs
- Participate in audits as scheduled

Duties and responsibilities:

People Management

- Manage time, attendance, leave, job descriptions and staff administration.
- Conduct performance appraisals, identify development needs and coordinate

Client, reporting and financial management

- Maintain strong client relationships, resolve queries and present service performance updates.



- Submit accurate monthly operational, medical surveillance and management reports.

- Manage budgets, expenditure, invoices, orders, expenditure and required cut-off submissions.

Clinical support and projects

- Provide OHNP, primary healthcare and emergency support within scope of practice when required.
- Coordinate referrals, health programmes, immunisation campaigns and special projects.
- Monitor health trends, injuries on duty and chronic disease programmes, and recommend corrective action.
- Perform other reasonable duties requested by management

Special Projects

- Assist Head Office with the coordination and staffing of special projects e.g. Drug Testing, Volunteer Counselling Testing (VCT), etc.
- Manage immunization campaigns
- Develop and implement methods of measuring nurses' performance

Clinic Function as an OHNP

- Ensure adherence to, and implementation of company policies and procedures and relevant legislation in relation to clinical operations.
- Ensure that a medical surveillance program is implemented, in accordance with the available Occupational Hygiene Survey's conducted
- Ensure performance and recording of Health Risk Assessments and facility inspections and report on all findings
- Provide primary health care and emergency service within scope of practice as and when required (should the Primary Health Nurse Practitioner not be available)
- Initiate and facilitate all referrals to the Occupational Medical Practitioner or external healthcare providers and services and ensure follow up of such cases
- Implement an infection control programme
- Monitoring of medical and biological surveillance within the prescribed company protocols as per defined risk
- Monitor and analyse health trends and report on trends
- Manage and follow up on all injuries on duty cases according to company policy and legislation



- Ensure accurate data capturing on Workforce Healthcare's database
- Perform any other reasonable duties as requested by management

Working hours:

08h00 to 16h30 (Monday to Friday)
Overtime as and when required

Salary:

To be discussed

Benefits:

As per Company benefits

Interviewing process:

Panel interview

Reporting to:

National Operations Manager

Starting date:

As soon as possible

Contact:

Monica Miya

Send application to:

monicami@wfhc.co.za

Closing date for applications:

Friday, 4 September 2026

- **Please note should you not receive a response within one week of applying, you may consider your application as being unsuccessful.**
- **Please note that all appointments will be made in accordance with the Company's Employment Equity (EE) targets. The Company is committed to promoting diversity and inclusion in the workplace, and applications from persons with disabilities are strongly encouraged.**