



# Internal Vacancy



**Company:**

Workforce Healthcare

**Area:**

Ngqura (Eastern Cape)

**Position:**

**OCCUPATIONAL HEALTH NURSE PRACTITIONER**

**Contract type:**

**FIXED-TERM CONTRACT (12-Months)**

**Inherent requirements:**

- Registered with the South African Nursing Council (SANC), with an additional qualification in Occupational Health
- Bachelor's degree or certificate in Occupational Health Nursing
- Valid professional indemnity cover
- Registered with SASOHN as an Audiometrist
- Dispensing certificate
- Certification in vision screening, audiometry and spirometry
- Basic Life Support (BLS) certification
- Basic understanding of the Occupational Health and Safety Act and related regulations
- Ability to read and interpret safety rules, operating and maintenance instructions and procedural manuals
- Sound numerical and mathematical ability
- Strong problem-solving skills, with the ability to manage practical situations involving multiple variables and limited standardisation
- Ability to interpret instructions provided in written, verbal, diagrammatic or schedule-based formats
- Moderate to intermediate computer literacy (essential)
- Valid driver's licence and own reliable vehicle

**Other requirements and skills:**

- Highly detail-oriented with strong multitasking ability and excellent interpersonal skills
- Demonstrates effective leadership and management capability
- Collaborative team player with a proactive mindset
- Consistently delivers on responsibilities as outlined in the role requirements
- Committed to continuous professional development and maintaining competence
- Upholds and promotes service excellence standards as defined in the employee handbook
- Maintains strict and consistent adherence to patient confidentiality at all times

**Duties and responsibilities:**

- Manage the administrative and operational functions of primary health care and occupational health clinics to ensure quality, legally compliant, efficient and effective service delivery



- Implement and adhere to company policies, procedures and all relevant clinical legislation
- Oversee and manage the clinic budget, including cost control and resource allocation
- Manage procurement of clinic stock and equipment, including inventory control
- Oversee housekeeping and maintenance of the clinic and all medical equipment
- Lead and supervise a multidisciplinary team, reporting to the Regional Manager
- Develop, implement and evaluate site-specific health evaluation programmes aligned to Occupational Hygiene Survey requirements, including pre-employment, baseline, annual, transfer and exit medicals
- Implement and maintain a Hearing Conservation Programme
- Implement, monitor and maintain Chronic Disease Management programmes
- Oversee COVID-19 tracking and reporting in line with organisational requirements
- Manage and document Health Risk Assessments, facility inspections and reporting of findings
- Provide primary health care and emergency services, including case management and follow-up
- Ensure implementation and compliance with infection prevention and control measures
- Conduct and monitor medical and biological surveillance in accordance with company protocols
- Monitor, analyse and report on health trends in line with company policy
- Support absenteeism management, including sick leave monitoring and follow-up
- Deliver health education programmes to employees and first aiders
- Attend and maintain records of Health and Safety meetings, management meetings and other relevant forums
- Engage with clients monthly to present reports and provide updates
- Perform administrative duties, including accurate data capture on the health management system

**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:**

Regional Manager

**Starting date:**

As soon as possible

**Contact:**

Monica Miya

**Send application to:**

monicami@wfhc.co.za

**Closing date for applications:**

Wednesday, 15 April 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.**