



# Internal Vacancy

<b>Company:</b>	Workforce Healthcare
<b>Area:</b>	Port Elizabeth
<b>Position:</b>	<b>Occupational Health Nurse Practitioner</b>
<b>Contract type:</b>	<b>Fixed-Term Contract</b>
<b>Inherent requirements:</b>	<ul style="list-style-type: none"><li>• Registered with South African Nursing council (SANC) with additional qualification in Occupational Health</li><li>• Bachelor's degree or certificate in Occupational Health Nursing</li><li>• Proof of Professional Indemnity</li><li>• Registered with SASOHN as Audio metrist</li><li>• Dispensing certificate</li><li>• Vision, Audiometry and Spirometry certificate</li><li>• Basic Life Support</li><li>• Basic understanding of the Occupational Health and Safety Act with regulations</li><li>• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual</li><li>• Mathematical acumen</li><li>• Reasoning ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists</li><li>• Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form</li><li>• Moderate to intermediate computer skills (essential)</li><li>• Own reliable vehicle</li></ul>
<b>Other requirements and skills:</b>	<ul style="list-style-type: none"><li>• Must be detail orientated, have ability to multitask and possess great interpersonal skills</li><li>• Management and leadership skills</li><li>• Team player</li><li>• Ability to consistently perform job duties as outlined in the job description</li><li>• Demonstrate commitment to professional growth and competence</li><li>• Demonstrate and support service excellence standards outlined in the employee handbook</li><li>• Demonstrate compliance with patient confidentiality 100% of the time</li></ul>



**Duties and responsibilities:**

- Manage the administrative and operational activities of the primary health care and occupational health care clinics to ensure a quality, legally, compliant, efficient and effective service delivery
- Adhere to and implement the employer's policies and procedures
- Adhere to and implement all legislation related to clinical operations
- Manage the clinic's budget
- Order clinic stock and equipment as well as the keeping of inventory
- Oversee and assist with the housekeeping and maintenance of the clinic and clinic equipment
- Oversee a multi-disciplinary team and report to the Regional Manager
- Develop, implement and evaluate a site-specific health evaluation program in accordance with the available Occupational Hygiene Survey (includes Pre-employment, Baseline, Annual, Transfers and Exit Medical Screening)
- Implement and maintain a Hearing Conservation Program
- Implement, supervise and maintain a Chronic Disease Management Program
- Implement and maintain Covid-19 tracking and reporting program
- Manage the performance and recording of Health Risk Assessments and facility inspections and reporting of the findings
- Provision of primary health care and emergency service and the follow up of such cases
- Implementation of infection control measures
- Performance and monitoring of medical and biological surveillance within the prescribed company protocol
- Monitor and analyse health trends and the reporting thereof cases according to Company policy
- Aid the client with the absenteeism management and sick leave follow up
- Provision of appropriate health education programs to employees and first aiders
- Attendance and record keeping of Health and Safety meetings, monthly management meetings or any other relevant meetings
- Meet with client at least once a month to present report
- Administrative functions including data capturing on the health management system

**Working hours:**

Compressed shifts (6 to 6)

**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](mailto:monicami@wfhc.co.za)

**Closing date for applications:**

Wednesday, 17 December 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.**