



Internal Vacancy

**Company:**

Workforce Healthcare

Area:

Johannesburg (Gauteng)

Position:

Regional Occupational Health Nurse Manager

Contract type:

PERMANENT

Inherent requirements:

- Bachelor's degree or relevant qualification in Occupational Health Nursing
- Registered with the South African Nursing Council (SANC)
- Certificate in Dispensing
- Certificates in Audiometry, Spirometry and Vision Screening
- Valid professional indemnity
- Basic understanding of the Occupational Health and Safety Act and relevant regulations
- Ability to read and interpret safety rules, procedures and technical documentation
- Good report-writing, numerical and problem-solving skills
- Ability to interpret and follow written, verbal, diagrammatic and scheduled instructions
- Detail-oriented, organised and able to multitask effectively
- Strong interpersonal and communication skills, with good written and spoken English
- Intermediate computer literacy
- Ability and willingness to travel to other company sites as required

Duties and responsibilities:

- Oversee the day-to-day operations of multiple clinics, ensuring adequate staffing, efficient service delivery and compliance with legal, regulatory and company requirements
- Ensure clinics meet agreed SLAs, Order Confirmation Requirements, quality standards and ISO requirements
- Oversee the management of IODs, medical surveillance programmes and occupational health services in line with approved procedures and regulatory requirements
- Implement and maintain clinical protocols, policies and procedures to ensure consistent and compliant service delivery
- Recruit, train, manage and evaluate clinic staff, including monitoring performance, attendance, staffing levels and training requirements
- Conduct medicals where required due to staffing shortages
- Manage regional clinic budgets, including invoicing, procurement, expenses and identifying cost-saving opportunities
- Conduct monthly clinic audits, address non-conformances and ensure corrective actions are implemented within agreed timelines



Duties and responsibilities:

- Ensure compliance with the Occupational Health and Safety Act, POPIA and other applicable legislation and standards
- Maintain accurate clinic, patient and medical records and ensure all medical information is correctly captured and maintained on HMS
- Ensure medicals are completed and kept up to date in line with client requirements and allocated annual volumes
- Act as the key point of contact for regional clients, addressing concerns, maintaining strong relationships and ensuring client satisfaction
- Conduct regular client meetings, service reviews and customer surveys, while identifying opportunities for contract renewals, retention and business growth
- Oversee the preparation and submission of accurate monthly clinic performance and health reports in line with client SLAs and OMP requirements
- Develop and monitor wellness and occupational health programmes, including chronic disease management, hearing conservation and other special health initiatives
- Ensure clinics are prepared for special programmes such as immunisations, drug testing and emergency response services
- Drive wellness calendar initiatives and health awareness activities across clinics
- Monitor clinic performance and identify opportunities for continuous improvement in service delivery
- Ensure locum files and inductions are maintained and up to date
- Collaborate with Sales, HR and other departments to support operational efficiency, client retention and business growth
- Perform any other reasonable duties as directed by EXCO 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:

Wednesday, 9 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.***