



# Internal Vacancy



**Company:**

Workforce Healthcare

**Area:**

**Port Elizabeth**

**Position:**

**Regional Occupational Health Nurse Manager**

**Contract type:**

**FIXED TERM CONTRACT (30 HOURS PM)**

**Inherent requirements:**

- Bachelor's degree or certificate in Occupational Health Nursing
- Registered with South African Nursing council (SANC)
- Certificate in Dispensing
- Certificate in Audiometry, Spirometry and Vision
- Must have professional indemnity
- Basic understanding of the Occupational Health and Safety Act with regulations
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Mathematical acumen
- Reasoning ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Good communication skills in English both verbal and written
- Computer literacy (intermediate)
- Detail oriented, have ability to multitask and possess great interpersonal skills
- Ability to travel to other company sites as required

**Duties and responsibilities:**

**Clinical Operations Management:**

- Oversee the day-to-day operations of multiple clinics, assist in ensuring that each clinic is adequately staffed and that services are delivered in a legally compliant and efficient manner.
- Ensure that the clinics meet service level agreements (SLAs), Order Confirmation Requirements and quality standards.
- Ensure the management of IOD's includes procedure developed by appointed OMP defining appointed emergency facility and transport provider.
- Implement and maintain clinical protocols, ensuring they adhere to company policies and regulatory requirements.
- Conduct medicals in the event of a staff shortage if applicable (walk in clinics)



#### **Staff Management:**

- Recruit, train, and manage clinic staff, ensuring that all personnel meet professional standards and compliance regulations.
- Monitor performance, conduct staff evaluations, and provide support or corrective actions when necessary.
- Oversee scheduling and attendance to ensure proper staffing levels.

#### **Budget and Financial Management:**

- Manage budgets for the region's clinics, monitoring financial performance and identifying cost-saving opportunities.
- Oversee financial operations such as invoicing, procurement, and managing clinic expenses within budget.

#### **Compliance:**

- Ensure that all clinics comply with occupational health and safety act and regulations.
- Oversee medical surveillance programs.
- Conduct regular monthly audits of clinics to identify areas for improvement and ensure adherence to policy.
- Issue non-conformances when non-compliant and ensure they are resolved with an implemented solution within defined dates
- Ensure compliance with ISO standards.

#### **Client Relations and Service Delivery:**

- Serve as the point of contact for clients in the region, ensuring they are satisfied with the services provided.
- Address any client concerns and provide solutions to improve service delivery.
- Meet with clients monthly to review performance, deliver reports, and discuss new opportunities. For mobiles and walk-in clinics, meetings should be scheduled according to the fixed and mobile policy.
- Ensure timely discussions with onsite clients regarding contract renewals to avoid any disruptions.
- Ensure customer surveys are conducted to assess and maintain client satisfaction.

#### **Reporting and Documentation:**

- Oversee the preparation and submission of monthly reports on clinic performance, medical surveillance outcomes, and health trends to clients and upper management. For mobiles and walk-in clinics, reporting must align with the fixed and mobile policy.
- Ensure reports align with the onsite client SLA and signed off by the OMP.



- Ensure that all clinic records, patient data, and other documentation are properly maintained and comply with the POPI Act.
- Ensure medicals are kept up to date in line with the client's allocated number of medicals for the year.
- Ensure all medicals and clinical information being captured on HMS.

**Health Programs and Implementation:**

- Develop, implement, and monitor health programs such as wellness initiatives, chronic disease management, and hearing conservation.
- Ensure the clinics are prepared for any special health programs or projects such as immunizations, drug testing, or emergency response services.
- Ensure wellness calendar initiatives are actively driven at the clinics to educate clients including the distribution of the monthly health newsletter.

**Continuous Improvement:**

- Monitor and assess the performance of the clinics to ensure continuous improvement in service delivery.
- Work with clinic nurses to identify training needs, gaps in service, and areas for operational improvements.
- Ensure the locum file is in place, updated when required, and that locum induction is completed.

**Collaboration with Other Divisions:**

- Collaborate with sales, HR, and other departments within the organization to ensure smooth operations and alignment with the company's strategic goals.
- Work with the team to expand business by identifying opportunities for new client acquisition and retention.
- Other reasonable work as directed by the EXCO management team.

**Working hours:**

30 hours per month  
*Overtime as and when required*

**Salary:**

To be discussed

**Benefits:**

As per Company benefits

**Interviewing process:**

Panel interview

**Reporting to:**

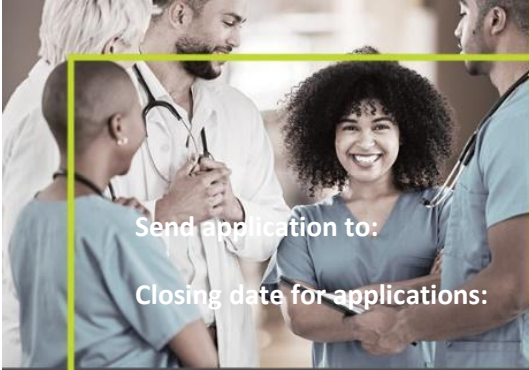
Dr Robin George

**Starting date:**

As soon as possible

**Contact:**

Monica Miya



Send application to:

Closing date for applications:

monicami@wfhc.co.za

Wednesday, 1 November 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.