

## **OHSC Nurse Manager – Tamariskia, Swakopmund**

Wits Health Consortium will only respond to short-listed candidates.

Candidates who have not been contacted within 2 weeks of the closing date can consider their applications unsuccessful.

WHC reserves the right not to fill this position should it deem it necessary not to.

### **MAIN PURPOSE OF THE JOB**

Provide occupational health nursing care to clients within the scope of practice of an occupational health nurse. Manage and supervise OHSC staff.

### **KEY PERFORMANCE AREAS**

Conduct occupational medical examinations on clients - Ensure appropriate referral of clients found to have an illness at the OHSC – Responsible for the overall administration and management of the OHSC – Ensure that all administrative functions concerning compensation or other social security submissions are correctly completed and that claims are expedited through to payment - Order consumables, ensure that stock levels are sufficient and never out of stock - Provides timely reports to the SR and PMO which reflect the work being done in the OHSC - Accounts for all expenditure in OHSC, including that of petty cash - Setting standards of performance for staff, communicating such to them and monitoring compliance - Ensures all legal requirements are met with regards to equipment, i.e. calibration, servicing etc. - Collaborates with stakeholders including; NTP representatives, local health authorities, key populations, other TIMS related organisations and other NGO working on HIV/AIDS, STI and TB related projects - Collaborates with health staff in the local health facility to ensure that there is a team approach to the OHSC function.

### **REQUIRED MINIMUM EDUCATION AND SKILLS**

Diploma in General Nursing - Diploma in Occupational Health - Minimum of 2 years Occupational Health experience - Excellent Computer skills in MS Office and Excel - Proficiency in English - Excellent verbal and Written communication skills - Excellent interpersonal skills - Good problem-solving and numerical skills - A flexible and versatile team player who will work and excel in any environment - Highly organized and efficient with excellent follow-through abilities – Reliable with Integrity - Good people management and Time Management

For applications send your detailed CV to Bulelwa Mamabolo at [tims@witshealth.co.za](mailto:tims@witshealth.co.za).

Closing date: **27 April 2018**

