

## GAUTENG REGION

BUSINESS UNIT: NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH  
DISCIPLINE: OCCUPATIONAL MEDICINE  
LOCATION: BRAAMFONTEIN  
POSITION: OCCUPATIONAL HEALTH NURSE X 3 - **AMENDMENT**  
**(FIXED TERM CONTRACT: 06 MONTHS)**  
PAY GRADE: C2  
REFERENCE NUMBER: NIOH0420.001-01

### Main Purpose of the Job:

**Provides and manages the provision and maintenance of occupational health and specialist related services within the NHLS in a safe and secure manner.**

### Key Job Responsibilities:

- Assist where necessary in providing and coordinating Occupational Health Service for NHLS employees.
- Provide health education by informing staff of potential workplace hazards to protect themselves against occupationally acquired diseases.
- Assist in coordinating workplace Risk Assessments by a multidisciplinary Occupational Health team to determine preventative and/or corrective strategies and ensure a healthy and safe working environment.
- Assist and co-ordinate routine Medical Surveillance Program for NIOH staff to establish baseline health data profiles for staff health monitoring.
- Perform all requirements for case management and documentation in order to comply with Compensation for Occupational Injuries and Diseases (COID) legislation.
- Implement and manage the NHLS Occupational Health Services for all NHLS Client institutions (Public & Private companies).
- Perform, co-ordinate and facilitate patient's consultations.
- Liaise with companies and employees on information needed.
- Participate in and support Research Projects for the NIOH within Occupational Health Nurse Scope of Practice.

### Key Competency Requirements:

- 4 year Nursing diploma
- Diploma in Occupational health nursing (specialisation)
- Registration with SANC
- Valid driver's licence
- Practical nursing experience (3 years)
- Short course / certificate in required counselling discipline [e.g. HIV/Aids, TB, etc. (desirable)]
- Proficiency in MS Office.
- Knowledge of Occupational Health principles and relevant legislation
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Computer literacy
- Ability to maintain confidentiality
- Administrative skills
- Analytical skills.
- Report writing skills.
- Presentation skills.
- Attention to detail
- Ability to work under pressure.

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528, e-mail application to [Recruiter@nioh.ac.za](mailto:Recruiter@nioh.ac.za)

**Closing date : 04 May 2020**