



City of Johannesburg
Pikitup

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VACANCY: OCCUPATIONAL MEDICAL PRACTITIONER

Date of the advert: 06 October 2024

Closing Date for application: 18 October 2024

Department : Corporate Services

Post Title : Occupational Medical Practitioner

Location : Head Office

Level : Task Level 17 /Level D4

Duration : 3 Years Fixed Term Contract

Reporting to : Executive Manager: Corporate Services

Reference No: OMP: 08

Purpose

The purpose of this role is to perform occupational medical-related functions of an Occupational Medical Practitioner (OMP) associated with the effective operation of the assigned clinic.

Key Responsibilities

- ✓ Perform medical examination on PIKITUP employees.
- ✓ Monitor and treat chronic health conditions e.g. hypertension.
- ✓ Manage the medical examination targets set by the PIKITUP service level agreement.
- ✓ Research and benchmark on appropriate Occupational Health Services e.g. incapacity, primary health care and etc.
- ✓ Conduct surveys on specific health-related topics such as SA vs. Global Trends.
- ✓ Conduct educational awareness campaigns on Occupational Health Services programmes within PIKITUP's road shows.
- ✓ Provide inputs into medical surveillance projects.
- ✓ Participate in Health risk assessment projects.
- ✓ Provide inputs into accident investigations involving PIKITUP employees.
- ✓ Advise on Occupational Hygiene requirements and results, issues relevant to PPE.
- ✓ Participate on the relevant Health and Safety Committees.
- ✓ Advise on disability and absenteeism management.
- ✓ Comply, maintain, review and recommend OHS policies and processes.
- ✓ Communicate and guide employees on relevant OHS policies and procedures.
- ✓ Ensure compliance with applicable Occupational Health and Safety Act, COIDA and other relevant Acts.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Minimum Requirements

Minimum Qualifications

- ✓ MBChB qualification recognised by the Health Professional Council of South Africa (HPCSA).
- ✓ Occupational Medicine qualification recognised by the Health Professional Council of South Africa (HPCSA).

Minimum Experience

- ✓ At least 8 years' experience as a registered Occupational Medical Practitioner.
- ✓ 5 years' work experience in managing incapacity and disability cases and other occupational health-related issues such as medical surveillance programs.
- ✓ Experience in biological monitoring programs.
- ✓ Experience in undertaking Health Risk Assessments.
- ✓ Emergency care experience.
- ✓ Driver's license and access to own vehicle.

Required Competencies

Knowledge

- ✓ Strong commercial understanding.
- ✓ Understanding of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public Service Regulations.
- ✓ Knowledge of the South African Auditing Standards.
- ✓ Knowledge of South African labour legislation.
- ✓ Knowledge of industry standard, best practices and trends in the discipline.

Skills

- ✓ Strong communication and diplomacy skills.
- ✓ Analysis and problem solving.
- ✓ Strategic formulation and implementation.
- ✓ Reporting writing skills.
- ✓ Human Resources Management skills including performance management.
- ✓ Conflict Management including negotiation and mediation.
- ✓ Influencing and collaboration skills.
- ✓ Effective verbal and written presentation at all levels.
- ✓ Computer skills including Ms Word and Excel.
- ✓ Change Management.
- ✓ Project Management.
- ✓ Basic Finance and Budgeting.

Behaviours

- ✓ Integrity and Honesty.
- ✓ Strategic Thinking.
- ✓ Organising and prioritizing.
- ✓ Judgement and decision making.
- ✓ Adapting and responding to change.
- ✓ Developing relationships.
- ✓ Dynamic and Influential.
- ✓ Networking and collaboration.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to omppik@mjvrecruitment.co.za by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name and the reference number on all correspondence relating to this advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related processes.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WIT.