



City of Johannesburg
Pikitup

Pikitup Head Office
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www.pikitup.co.za
www.joburg.org.za

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Occupational Medical Practitioner	Human Resources	E

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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VACANCY: OCCUPATIONAL MEDICAL PRACTITIONER

Date of the advert: 17 November 2019

**Closing Date for application: Monday 02 December 2019
(16h30)**

Department : Human Resources
Post Title : Occupational Medical Practitioner
Location : Head Office
Level : D

Reference No: HR18/OMP/2019

Post Description

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 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.

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 please complete the application form available on the vacancies page at pikitup.co.za. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to recruit122019@pikitup.co.za by 16h30 on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / 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.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.