



# Internal Vacancy



**Company:**

Workforce Healthcare

**Area:**

Johannesburg (Gauteng)

**Position:**

**INTERNATIONAL ORGANISATION FOR STANDARDISATION (ISO)  
CONSULTANT**

**Contract type:**

**FIXED TERM CONTRACT (1 YEAR)**

**Inherent requirements:**

- Bachelor's degree in Quality Management, Occupational Health, Business Administration, or a related field
- Certification in ISO 9001 (Quality Management System), ISO 45001 (Occupational Health and Safety), or ISO 14001 (Environmental Management) is highly desirable
- Proven experience in ISO implementation and compliance, preferably within the healthcare or occupational health sector
- Experience conducting audits and preparing organisations for certification
- Strong knowledge of regulatory requirements related to occupational healthcare services
- Valid driver's licence and own reliable vehicle (essential)

**Other requirements and skills:**

- Excellent understanding of ISO standards and quality management principles
- Strong analytical, problem-solving, and project management skills
- Effective communication and training abilities
- Attention to detail and strong organizational skills
- Ability to work independently and collaboratively across departments

**Duties and responsibilities:**

- Develop, implement, and maintain ISO-compliant policies and procedures tailored to occupational healthcare operations
- Conduct gap analyses to assess current compliance levels and identify areas for improvement
- Assist in the preparation and execution of ISO certification and surveillance audits
- Provide training and support to employees on ISO standards and best practices
- Collaborate with management to ensure alignment between business processes and ISO requirements
- Oversee document control and record-keeping processes in accordance with ISO standards
- Stay up to date with changes in ISO standards and regulatory requirements impacting occupational healthcare



**Duties and responsibilities:**

- Lead continuous improvement initiatives to enhance efficiency, risk management, and service delivery
- Address non-conformances and implement corrective and preventive actions

**Working hours:**

20 hours per month

**Salary:**

To be discussed

**Benefits:**

As per Company benefits

**Interviewing process:**

Panel interview

**Reporting to:**

Managing Director

**Starting date:**

As soon as possible

**Contact:**

Monica Miya

**Send application to:**

monicami@wfhc.co.za

**Closing date for applications:**

Thursday, 20 February 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**