Cullinan Diamond Mine is situated in the town of Cullinan 30km east from Pretoria. The mine is using mechanized trackless block-cave mining.

**Job Grade:**  C3  
**Reference Nr:**  CUL268

**Job Description:** The incumbent will be responsible to manage and maintain an efficient Occupational Health Service and risk based Medical Surveillance Programme as prescribed by the MHSA.

**Tasks and Responsibilities:**
- Develop, implement, maintain and monitor Medical Surveillance Programme to ensure legal compliance
- Develop, implement and maintain Primary Health Care Programmes which includes chronic diseases, HIV/Aids and Tuberculosis to enhance the wellness of employees
- Compile and distribute reports in accordance with legislation and company standards to identified internal and external parties
- Conduct trend analysis of Medical Surveillance and Primary Health Care and provide feedback and recommendations to management
- Assist in treating injury on duty cases with notifications to the Occupational Medical Practitioner
- Identify the required health campaigns required, designed, implement and participate
- Prepare feedback reports on health campaigns with recommendations to management
- Develop, implement and maintain all medical records and registers
- Oversee inspections of First Aid equipment and First Aid rooms to ensure proper stock taking and availability of appropriate equipment and services.
- Participate in investigating medical cases as and when necessary and ensure prompt reporting to the relevant authorities
- Perform budgeting activities for area of responsibility and responsible to perform stock management activities
- Personnel management including the implementation of a proper workflow system
- Ensure adherence to the Mine’s Codes of Practice for Medical Fitness, Standards, Procedures and Protocols and report any observations of this not being done
- Ensure personal and co-workers adherence and compliance to Security and Company’s SHE objectives

**Minimum Requirements:**
- Relevant Degree / Diploma in General Nursing with Psychiatry, Community, Occupational Health and Primary Health
- Registered with SASHON and South African Nursing Council as Professional Nurse
- 5 years Occupational Health experience
- PC Literate with working knowledge of Microsoft Office Suite and Windows System
- Qualified in Spirometry and Audiometry

**Other Skills / Competencies:**
- Time management, planning, leading and organisational abilities
- Independent, pro-active thinking, motivated and have the ability to do own job planning
- Good Interpersonal skills
- Capable of working under pressure and within a team

Cullinan Diamond Mine is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company’s Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, assessments, medical and security clearance will form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to passing on Mine induction and the aforementioned criteria. Preference will be given to candidates who reside within our host labour sending area of Tshwane Municipality (proof of residence may be requested). If you are already employed by Petra Diamonds/KEMUV, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.

Please complete an application form (available on [http://www.petradiamonds.com/careers/current-vacancies](http://www.petradiamonds.com/careers/current-vacancies)) and forward, together with your résumé, qualifications and ID, to e1-recruitment@petradiamonds.com – fax 086-692 2442 by 21 June 2017. Please note that incomplete application forms and documentation will not be considered. If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately via one of the following hotlines: South Africa 0800 22 22 00 (toll free from an RSA landline) or international +27 12 305 2711.