



MRI Botswana Limited is a citizen-owned private Company providing a variety of services including Emergency Medical Assistance and Pre-hospital care, Emergency Medical Training, Contact Centre solutions, Integrated Primary Healthcare services, and Pharmaceutical Services. The Company is looking for a suitably qualified, experienced, self driven, and dynamic professionals for the following position.

OCCUPATIONAL HEALTH NURSE – MAUN

Main Purpose of the Job

Reporting to the Clinic manager, the incumbent shall be responsible for activities in the occupational health and wellness unit, as well as presenting proposals to new clients and reporting progress to the Clinic Manager.

Key Performance Areas

- Ensure that occupational Health and Wellness strategic objectives are met.
- Ensure proper documentation of statistics from the occupational health and wellness unit.
- Perform monthly audit/sampling on patient files and clinic module to ensure that minimum requirements are met on documenting patient information.
- Ensure that all services are run according to the prescribed standards by Botswana Health Professions Council (BHPC) and Ministry of Health and Wellness.
- Manage the effectiveness areas of subordinates and reviews targets.
- Ensures that budgetary targets are met by coming up with initiatives to improve the business.
- Prepare monthly reports of the unit and submit to the Clinic Manager.
- Establish and maintain effective relationships with all key stakeholders and partners to ensure achievement of business objectives.
- Provides appropriate medical screening to patients/clients during wellness events or scheduled occupational screening.
- Checking all equipment to ensure serviceability.
- Ensures high level of quality and customer care in the clinic.
- Ensures adherence to Standard Operating Procedures (SOPs).

Job Requirements & Experience

- Diploma in Nursing
- Valid registration with Nursing and Midwifery Council
- Postgraduate in Occupational Health Nursing
- Knowledge of ATLS, ACLS, AHCP and PALS will be added advantages.
- Eight (8) years' experience in a clinical environment
- At-least two years at post occupational health qualification.

Competencies

- Good communication skills
- Good organizing and planning skills
- Good interpersonal skills
- Good reporting skills
- Analytical with attention to detail
- Team leadership
- Computer literacy with proficiency in Microsoft Office including Outlook and Word

Application Instructions:

Applications which include cover letter, resume and certified certificates should be sent to:

Head of Human Resources

Email: recruitment@mri.co.bw

Closing Date: Tuesday 12th March 2024

Note that only shortlisted candidates will be responded to.

