



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

**JOB PROFILE**

**3 MONTHS CONTRACT**

<b>JOB TITLE</b>	Temperature Screener for Covid-19	
<b>REPORTING TO</b>	Branch Manager	
	Total cost per month	R 3 500
<b>NO. OF INCUMBENTS</b>	1	
<b>DIVISION</b>	Enterprise Development Division (EDD)	
<b>LOCATION</b>	Western Cape: Eden Branch	
<b>MAIN PURPOSE OF THE JOB</b>	To screen all visitors, contractors and employees before entering the property to help prevent the spread of infection for Corona Virus.	
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Observe all visitors, contractors and employees for cold, flu and respiratory symptoms before entering the facility.</li> <li>❖ Check temperature of all visitors, contractors and employees using a no-contact thermometer.</li> <li>❖ Record all results of each visitor, contractor and employee who are not permitted on property and submit to the Branch Manager.</li> <li>❖ Enforcing Personal Protective Equipment at facility entrances</li> <li>❖ Allowing or deny entrance into the workplace.</li> <li>❖ Maintain log of employees and visitors who refuse the temperature check or refused to answer questions and provide to the Branch Manager.</li> <li>❖ Comply with all designated safety policies and procedures to include wearing company provided and required PPE in the work area.</li> <li>❖ Participate in required COVID-19 training classes (screening, PPE, safe work practice and proper hygiene).</li> <li>❖ Keep track of stock level for masks, thermometer covers, and working conditions of thermometers, etc.</li> </ul>	

<b>REQUIRED MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>❖ Matric (NQF level 4) plus Certificate in Occupational Health and Safety or Nursing and Paramedic.</li> </ul>
<b>REQUIRED MINIMUM WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 1-3 years' experience in a Medical healthcare/office/ facility and clinical experience and/or Occupational Health and Safety environment will be an added advantage.</li> <li>❖ Ability to start immediately.</li> <li>❖ Able to commit five (5) days a week, Working Hours Monday to Thursday 08:00 to 16:45. Friday 08:00 to 15:30</li> <li>❖ Ability to work in outdoor environments.</li> <li>❖ Expected to wear PPE (Goggles, gloves, respirator/face mask, Tyvek suit/coveralls/gown (potentially-As required).</li> <li>❖ Recommended skills: Symptom Recording, Team Working, Collections, responsible, professional, strong communicator, and reliable.</li> </ul>
<b>INHERENT JOB REQUIREMENT</b>	<ul style="list-style-type: none"> <li>❖ A valid South African driver's license.</li> <li>❖ Reliable transportation.</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Communication</li> <li>❖ Analytical</li> <li>❖ Problem-Solving &amp; Decision-Making</li> <li>❖ Planning &amp; Organising</li> <li>❖ Monitoring &amp; Evaluation</li> <li>❖ Performance Driven</li> <li>❖ Administrative Diligence</li> <li>❖ Team Work</li> <li>❖ Adaptability &amp; Flexibility</li> <li>❖ Policy Adherence</li> <li>❖ Negotiation</li> <li>❖ Basic Computer Skills</li> </ul>
	<p>To apply, please send your CV to <a href="mailto:recruitmentwc@seda.org.za">recruitmentwc@seda.org.za</a> Please state the position and office you are applying for in the subject line.</p> <p><b>Closing Date: 06 July 2021</b></p>
<p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not</p>	

heard from us within three months of submitting your application, please consider it unsuccessful.