



October 2018

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <https://intranet.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response e-mail addresses of the relevant HR representative are supplied at the end of each regional advert. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to Security clearance, Competency assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Proof of registration with a Professional body (e.g. HPCSA, SANC, etc) and other supporting documents should accompany all applications.
5. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 10 OCTOBER 2018



NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT OF BIOBANK & QUALITY ASSURANCE
LOCATION : BRAAMFONTEIN
POSITION : BIOINFORMATICS SCIENTIST (RE-ADVERTISEMENT) AMENDMENT
PAY GRADE : D1
REFERENCE NUMBER : NIOH0116/001-01(91011.001.1353)

To install, maintain and manage biobank database its software and hardware for the biobank services to enable and support research.

Key Job Responsibility

■Maintain Biobank database and ensure continuity ■Create, Maintain and Support open source database and limited access database
■Designing an informatics platform using existing software integrating work flows for Biobank applications ■Small and large data analysis and comparing sequence database ■Diagnosis of hardware faults and arrange repairs by service providers to ensure service continuity within the Biobank ■Perform administration duties with regards to service Request allocated and record for audit purpose ■Implement cooperation platform and technical informatics framework for Biobank ■Maintenance and improvement of existing analysis software tools and data sharing infrastructure.

Minimum requirements & key competency

■MSc/PhD ■Bioinformatics/Health information technology or related ■Experience in database management Oracle/SQL
■Experience/Knowledge of Laboratory Information Management System (LIMS) ■Good analytical skills ■ Good computer skills ■Good Interpersonal Skills ■Good Organisational skills ■Sound knowledge of principles of good laboratory practice ■Sound knowledge of accreditation principles engines ■Communication skills ■Must be proactive at all levels ■Comfortable with changing environment ■Multitasking skills ■Ability to meet deadlines, work under pressure and as part of a team.



BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: DEPARTMENT OF OCCUPATIONAL HYGIENE
LOCATION	: BRAAMFONTEIN
POSITION	: SCIENTIFIC ANALYST
PAY GRADE	: DEPENDS ON EXPERIENCE
REFERENCE NUMBER	: NIOH 1018.001.01 (91073.002.1215)

The Occupational Hygiene Section of the NIOH strives to promote the health and wellbeing of workers nation-wide. The position of a Scientific Analyst exists within the section, reporting to the Head of Occupational Hygiene. The main purpose of the post is to provide analytical services that support the practice of Occupational Hygiene and Environmental Health. The work is highly diverse and challenging, and involves all aspects of the profession, including sample analyses, research and training. Professional development, including obtaining higher degrees, is encouraged.

Key job responsibilities

- To develop, implement and maintain the systems and procedures of the X-Ray Diffraction (XRD) Laboratory in order to ensure compliance with the SANAS 17025 requirements for accreditation
- To analyse selected air and soil contaminants (including respirable crystalline silica and toxic metals) collected from the workplace and in communities (environmental) that are affected by industrial activities
- To prepare and produce quality test reports on the sample analysis carried out for internal and external clients
- Participating in relevant research studies and present the results of work at appropriate platforms including publications
- Contributing to the development of relevant training materials and delivering training materials as required
- Participating in capacity development programmes to ensure high level of performance
- Ensuring high degree of ethical behaviour, confidentiality and attention to detail.

Minimum requirements & key competencies

- Diploma or Bsc degree in Analytical Chemistry/ Biochemistry / Chemical Engineering/ Geology or related field
- Registration as an Analyst with SACNASP or relevant professional organization recognized by the NHLS is an advantage
- 2 to 4 years' experience in samples collected from occupational and environmental settings to determine exposure levels
- In-depth knowledge of ISO 17025
- An excellent understanding of analytical techniques and methodology
- An in-depth knowledge of analytical equipment operation
- Understanding of quality assurance principles
- Report writing skills
- Communication skills
- Training, coaching and mentoring skills
- Ability to work accurately and independently
- Ability to meet deadlines, work under pressure and be part of a team
- Computer literacy (MS Office, Excel & PowerPoint).



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT OF OCCUPATIONAL HYGIENE
LOCATION : BRAAMFONTEIN
POSITION : OCCUPATIONAL HYGIENIST X 2
PAY GRADE : DEPENDS ON EXPERIENCE
REFERENCE NUMBER : NIOH 1018.002.01

The Occupational Hygiene Section of the NIOH strives to promote the health and wellbeing of workers nation-wide. The Section has highly qualified and professional staff who apply innovative occupational hygiene science and best practice. In achieving our objective, the section relies on a motivated team, creating a supportive environment in which each member can bring forth his/her special skills and abilities. The work is highly diverse and challenging, and involves all aspects of the profession, including advisory service, research, training, consulting and awareness campaigns.

Key job responsibilities

■To conduct occupational health and safety assessments to identify workplace risks ■To provide professional and practical advice on risk controls ■To participate in education and training courses up to post-graduate level to enhance professional capacity in the field ■To contribute to the body of occupational hygiene knowledge through research ■To develop junior colleagues in the Occupational Hygiene Section ■To maintain and develop the systems and procedures of the NIOH Approved Inspection Authority to ensure competent inspections and to promote compliance with health and safety regulations in the workplace ■To present research results in scientific papers and technical literature at local or international events ■To serve on local and international professional and technical committees to improve occupational health.

Minimum requirements & key competencies

■Bachelor or four years degree in Science/Engineering/Physiology/Public Health/Environmental Health or related field ■A Masters in Science/Engineering/Physiology/Public Health/Environmental Health will be an advantage ■Registration as an Occupational Hygienist with the Southern African Institute for Occupational Hygiene (SAIOH) or relevant professional organization for Occupational or Industrial Hygienists ■4 to 6 years experience in risk and exposure assessments ■Report writing skill ■Understanding of quality assurance principles ■Junior personnel management and mentoring skills ■Ability to work accurately and independently ■Multitasking skills ■Ability to meet deadlines, work under pressure and as part of a team ■Computer literacy (MS Office, Excel & PowerPoint).



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : MEDICAL SCIENTIST
PAY GRADE : DEPENDING ON EXPERIENCE
REFERENCE NUMBER : NIOH1018-003-01 (91071.003.1413)

To obtain specific sub-discipline knowledge and experience. To conduct research relevant to the discipline of pathology, to teach and train students, registrars and other health care professionals and students from Universities, the NIOH and NHLS. To perform and interpret diagnostic tests. To develop and introduce new tests and to assist in troubleshooting related to diagnostic testing. To assist with maintaining laboratory accreditation and to get new tests accredited.

Key Job Responsibility

■To develop appropriate tests and improve existing laboratory tests in order to optimize and enhance the provision of diagnostic services ■To apply specialized knowledge in order to assist with the diagnosis of diseases, including the macroscopic examination of anatomical pathology specimens and sampling of relevant tissue for histological examination ■To assist in troubleshooting of operational problems and routine tests to solve problems timeously and to avoid unnecessary delays in provision of test results ■To contribute to the formal teaching programme of the department and the assessment of students (NHLS, NIOH and Universities) to ensure that their knowledge and understanding of the relevant discipline meets academic/degree requirements ■To train students, registrars and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services ■To perform total quality management of the research laboratory to ensure accurate and reliable results ■Contribute to maintaining laboratory's SANAS accreditation and to assist with the accreditation of new tests and procedures ■To conduct relevant research (basic and applied) that promotes departmental interests in order to gain new knowledge and improve understanding in line with the NHLS's goal of becoming a world-class research organisation.

Minimum requirements & key competency

■A Masters degree in Science / PhD In Science (Desirable) ■Registration with HPCSA ■Experience in a research laboratory ■Experience of publishing in a scientific journal ■Experience in an Anatomical Pathology Laboratory (desirable) ■Knowledge of laboratory processes, equipment and procedures ■Knowledge of Health and Safety issues in a Laboratory Environment ■Knowledge of principles of good laboratory practice ■Knowledge of Accreditation principles ■Knowledge of stock control ■To be assertive with attention to detail ■Interpersonal, computer, analytical and communication skills ■Planning, Organising and Process Management skills ■The ability to work under pressure, within a team and with minimal supervision ■Analytical skills.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT OF IMMUNOLOGY AND MICROBIOLOGY
POSITION : ASSISTANT BIOSAFETY TECHNICIAN
LOCATION : BRAAMFONTEIN
PAY GRADE : C2
REFERENCE NUMBER : NIOH1018-004-01- 91007.

To assist in the operation, maintenance and certification of the laboratory facilities and equipment at the Immunology & Microbiology Department and the greater National Institute for Occupational Health (NIOH) in accordance to current local and international Biosafety and Biosecurity regulations and practices.

Key Job Responsibility

■To assist in the implementation of biosafety and biosecurity practices, guidelines and regulations at NIOH laboratory facilities ■To assist in planned / routine breakdown maintenance activities on plant equipment and infrastructure as per protocol to ensure its optimal operation ■To assist in providing technical advice in the design, construction, upgrading and maintenance of high containment facilities, including budgeting and to ensure that the facilities provide locally sustainable technical solutions for biosafety and biosecurity requirements ■To participate in the implementation of commissioning plans, daily checklists, inspection and maintenance programmes, and periodic shutdown and certification procedures for biocontainment facilities ■To participate in biosafety and biosecurity committees and implementing their resolutions, assisting in the development and updating of institutional biosafety and biosecurity manuals, and emergency response plans ■To assist in the provision of engineering support in the setting up of “field” biocontainment laboratory infrastructure (installation of equipment and system operation) in support of NIOH institutional commitments (e.g. exposure assessments/disease outbreaks) locally, regionally and globally ■To assist in the development of improved biosafety and biosecurity practices and procedures in field/disease outbreak settings ■To participate in NIOH training initiatives as a trainer in the field of biosafety and biosecurity ■To assist in the development of biosafety and biosecurity training programmes (including risk assessments, procedures for handling, shipping and receipt of biological and hazardous materials) ■To keep up to date with relevant, current and emerging methods and technologies to ensure personal growth and development.

Minimum requirements & key competencies

■ N6 in an Engineering discipline (e.g. electrical, mechanical) ■ Holder of locally and/or internationally recognized training and certifications in biosafety and biosecurity and related fields ■Medical Laboratory Certification ■Post qualification experience in field of qualification as well as in the maintenance of plant equipment with demonstrated potential ■One [1] to two [2] years post qualification experience of biosafety technical and regulatory requirements for high bio-containment microbiological and biomedical laboratories ■One [1] to two [2] years post qualification as a trainer experience in laboratory related biosafety and biosecurity training initiatives. ■ Knowledge of Occupational Health and Safety Act ■Biosafety technical and regulatory requirements for high bio-containment microbiological and biomedical laboratories ■Read and interpret electrical and electronic drawings, fault finding and repairs ■Local and internationally recognized training in biosafety and biosecurity and related fields ■Attention to detail ■Communication skills ■Analytical skills ■Logical problem solving and fault finding ■Ability to adapt to different working environments ■Meeting deadlines / Working in a high-pressurized environment ■Interpersonal skills ■Ability to work unsupervised, but also productively as part of a team ■Creativity ■Supervision of staff ■Logical problem solving and fault finding.

Enquiries may be directed to Zinhle Buthelezi @ 011 712 6528, e-mail application to Recruiter1@nicd.ac.za

