



March 2017

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://careers.nhls.ac.za/> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. 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/Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All positions that require an applicant to be registered with a Professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
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. Internal applicants must have served 12 months in their current post from date of appointment to the position as a new appointment, promotion or transfer before they may apply for new position.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 3rd APRIL 2017

NATIONAL INSTITUTES FOR OCCUPATIONAL HEALTH

BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: DEPARTMENT OF ANALYTICAL SERVICES
LOCATION	: BRAAMFONTEIN
POSITION	: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE	: B4
REFERENCE NUMBER	: NIOH0616/001-01(91072.001.7014)

Key Job Responsibility

■ To carry out routine testing procedures on specimens in order to obtain accurate results to be used by clients ■ Receive, prepare and Analyse client and research samples ■ To conduct sample preparation which includes but not limited to manual dilutions, microwave oven digestions etc. ■ To be responsible maintenance, verification and calibration of laboratory instruments ■ To prepare specimens prior to analysis to ensure suitability for the specific test to be carried out ■ Co-ordinate wastes for the entire NIOH ■ Changing Gas cylinders for both inorganic and organic sections ■ To run quality control procedures to ensure that accurate results can be generated ■ To provide support to internal and external research projects ■ To assist in method development for routine and non-routine development for SANAS accreditation ■ To perform validation methods and validation summary reports ■ Troubleshooting of specific methods and instruments ■ Responsible for rejection and acceptance of analytical assays according to NHLS/NIOH Standard Operating Procedures (SOP) ■ To maintain the laboratory machines/instruments and calibration in order to avoid unnecessary shut-down times and service interruptions ■ To assist with the training of internal and external junior & senior student and interns under with reference to instruments analysis, sample preparation, quality assurance, health and safety to ensure that students are adequately trained to meet NHLS needs ■ To perform all analytical services related administrative and logistical functions ■ Liaise with clients in order to assist with turnaround times as well as query resolution ■ Responsible for reporting Non-conformances and conduct root cause analysis ■ Undertake all general laboratory duties ■ To input data into databases for later retrieval and analysis ■ To observe health and safety regulations while working to ensure own and others' safety at all times ■

Minimum requirements & key competency

■ SMLTSA qualification as a qualified Medical Technician ■ Registration with HPCSA would be an advantage ■ Minimum 3years working in an analytical chemistry laboratory ■ Working Knowledge and experience with inorganic or organic chemistry instruments and techniques in sample preparation and instrument preventative maintenance ■ Knowledge of Technical equipment (including theory) ■ Working knowledge and experience with good laboratory practice ■ SANAS Accreditation and knowledge of quality control procedures ■ Health and Safety Regulations ■ Train experience ■ Understanding of quality assurance principles ■ Trouble shooting skills ■ Ability to work independently ■ Management and Mentoring skills ■ Attention to detail ■ 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 & power point).

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT OF BIOBANK & QUALITY ASSURANCE
LOCATION : BRAAMFONTEIN
POSITION : BIOINFORMATICS SCIENTIST (RE-ADVERTISEMENT)
PAY GRADE : D1
REFERENCE NUMBER : NIOH0116/001-02(91011.001.1353)

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

■ BSc/Msc/PhD ■ Computer Science/Biological Science/Bioinformatics/Health information technology ■ Experience in database management Oracle/SQL ■ Experience/Knowledge of 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 pro active 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 : INFORMATION SERVICES/LIBRARY
LOCATION : BRAAMFONTEIN
POSITION : LIBRARIAN
PAY GRADE : C1
REFERENCE NUMBER : NIOH0117/001-03(91075.001.8011)

Key Job Responsibility

■ To assist in the provision of information search service to library users both telephonically and personally ■ To conduct electronic information searches on database ■ To assist with the efficient administration of library materials circulation ■ To Provide technical and training support to internal customers to ensure that the organisation effectively carries out its services shelve and read library books and journals according to library classification system ■ To process interlibrary loan requests for library users ■ To display newly acquired library material and assist in the wedding of old resources and prepare damaged library material for repairing ■ To circulate journals to users according to the request list and provide current awareness services to library users, e.g.TOC, Alerts ■ To check overdue library materials and send notices ■ To prepare and collate journals for binding and arrange with service provider ■ To order, receive and confirm ordered library resources (Including stationery) to ensure validity of orders purchased ■ To assist users in work stations and ensure library facilities are in good working conditions (maintenance of the computer work stations) ■ To assist in identifying health and safety risks ■ To carry out photocopying and binding duties as well as other administrative duties as required.

Minimum requirements & key competency

■ Diploma in Library and information search or equivalent ■ 2 (Two) – 3(Three) years' library experience (Preferably academic/special library environment) ■ Knowledge of library, procedures, operations and system, e.g. In-Magic and Sabinet Re-Quest Interlibrary Loans System ■ Knowledge of library, procedures, operations and system, e.g. In-Magic and Sabinet Re-Quest Interlibrary Loans System ■ Computer efficiency ■ Excellent communication and Interpersonal skills ■ Ability to do literature searches ■ Working independently and time management ■ Ability to organize labelled books/journals in correct order on shelf – DDC knowledge ■ Binding and photocopy machine operations.

BUSINESS UNIT: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE: DEPARTMENT OF TOXICOLOGY
LOCATION: BRAAMFONTEIN
POSITION: LABORATORY ASSISTANT
PAY GRADE: B3
REFERENCE NUMBER: NIOH0317-001-04

Key Job Responsibility

■ To perform laboratory specimen preparations and related procedures in terms of pre and post testing standard operating procedures under supervision. ■ Receives, sort and refer (where applicable) specimens for testing ■ Monitoring of equipment, Lab temperature and Humidity, eye wash bottles ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirement; which include: Specimen centrifugation and aliquoting, Protection against light, Stain preparation, tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for parity ■ Monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieves data, samples and media (where applicable), in accordance with procedures ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS/NIOH, Quality Standards and the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens. ■ Assist with ad-hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Matric plus Lab Assistant Certificate ■ 06 month to 1 year Prior experience in a laboratory environment is advantageous ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : ASSISTANT LABORATORY
PAY GRADE : PAY ZONE B3
REFERENCE NUMBER : NIOH1216-001-05 (91071.003.5003)

Key Job Responsibility

■ Receive, sort and refer (where applicable)specimens for testing .■ Carries out different laboratory procedures for specimen in accordance with the specific test required and standard operating procedures ■ Spin and label specimens appropriately for testing ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirement e.g Stain preparation: glassware wash-up etc ■ Labels and stores samples to ensure traceability in accordance with procedures ■ Perfoms internal services on equipment requirements ■ Disposes of specimens in accordance with standard operating procedures and legislation ■ Monitors stock availability of consumables to ensure availability of all necessary commodities ■ Applies all safety and housekeeping regulations according to policy and legislation to ensure a safe working environment ■ Assist pathologist to dissect tissue specimen e.g. putting-through lung cases ■ Monitoring of relevant equipment to ensure it is maintained and in good working order.Stores, retrieves data, samples and media(where applicable), in accordance with procedures. Disposal of waste in accordance with standard operating procedures and legislation. Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab. Comply with policies and procedures of the NHLS, Quality Standards and the Occupational Health and Safety Act. Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens. Assist with ad-hoc administrative tasks in the lab to ensure quality control

Minimum requirements & key competency

■ Matric plus Lab Assistant Certificate ■ 06 month to 1 year Prior experience in a laboratory environment is advantageous ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■Technically Orientated ■ Attention to detail ■Team Oriented ■ Good Communication Skills.

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATION HEALTH
DISCIPLINE : DEPARTMENT OF GENERAL SERVICE
LOCATION : BRAAMFONTEIN
POSITION : HANDYMAN
PAY GRADE : B3
REFERENCE NUMBER : NIOH0317-001-06(91022.002.6005)

Key Job Responsibility

■ To carry out general maintenance in various disciplines (e.g. plumbing, welding, painting and building) ■ To repair and maintain buildings, facilities and equipment to ensure that they are kept in good working order ■ To ensure that work carried out is performed to a high quality in a cost effective manner ■ To advise on methods of repair work to avoid unnecessary cost and to ensure that work performed is to a high quality ■ To perform relevant routine elementary tasks as required ■ To clean and maintain the relevant area and tools as required ensuring compliance with safety standards and legislation ■ To count and check tools for defects to ensure that tools are accounted for and in good working condition ■ To assist with projects and fellow workers with all routine duties as and when required.

Minimum requirements & key competency

■ Grade 12 ■ Drivers license ■ 2 years basic experience in plumbing, painting, welding and building ■ Knowledge of tools, equipment and relevant materials ■ Knowledge of repair work methods ■ Basic knowledge of quantities estimation ■ Knowledge of OHS Act ■ Manual skills ■ Creativity & Working independently ■ Problem solving and troubleshooting skills ■ Ability to work under pressure ■

BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: DEPARTMENT OF IMMUNOLOGY AND MICROBIOLOGY
LOCATION	: BRAAMFONTEIN
POSITION	: MEDICAL SCIENTIST
PAY GRADE	: PAY GRADE DEPENDS ON EXPERIENCE
REFERENCE NUMBER	: NIOH0317-001-07(91007.001.1413)

Key Job Responsibility

■ To attain specific sub-discipline knowledge, experience and perform research related procedures as prescribed in testing standard operating procedures and conduct training to meet the department's needs ■ Participate in teaching and training activities and/or academic programmes to ensure that the Department's training objectives are met ■ Participate in basic and applied research in line with the strategic objectives of the NHLS in order to improve knowledge and provide conceptual thinking and understanding of health-related issues ■ Conduct workplace or site visits, risk assessments and measurements for hazardous biological agents in various workplaces ■ Conduct specialised tests/research services related to bio-aerosols in the laboratory and in accordance with standard operating procedures, in order to improve knowledge and provide conceptual thinking and understanding of health-related issues ■ Identify and solve technical problems related to routine laboratory testing and R&D so that an efficient, effective service is provided and accurate and reliable research is carried out ■ Identify and solve operational problems (relating to Immunology and Microbiology) so that root causes are understood in order to implement appropriate solutions ■ Contribute to the total quality management of the laboratory which involves the implementation and monitoring of systems (ISO 17025) to ensure accurate and reliable results ■ Be responsible for maintenance of the laboratory (environment, housekeeping, equipment etc) and laboratory safety ■ Carry out general laboratory administrative functions as required.

Minimum requirements & key competency

■ PhD Microbiology or equivalent ■ Registered with HPCSA as a Medical Scientist ■ Post qualification experience in Microbiology preferable ■ At least (4) Fours experience working in a Microbiology laboratory ■ Working knowledge of principle of laboratory practice ■ Ability to run molecular diagnostics independently ■ Experience in ELISA assays, microarray technology are also important ■ Interpersonal skills ■ Working knowledge of Accreditation principles, ISO 17025 & ISO 15189 ■ Computer skills MS Office ■ Presentation skills ■ Knowledge of occupational health, biorisk management and in bio aerosols will be an advantage.

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : MEDICAL TECHNOLOGIST
PAY GRADE : DEPENDING ON EXPERIENCE
REFERENCE NUMBER : NIOH0317-001-08 (91022.001.6005)

Key Job Responsibility

■ Receive, prepare, sort and analyse specimens for testing ■ Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries ■ Maintenance and calibration of instruments, machines and equipment ■ Carry out all routine testing procedures ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times ■ Adhere to safety procedures and perform all required QC procedures ■ Training of students ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department / laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act. ■ Have good presentation skills and be willing to occasionally travel out of Johannesburg as part of outreach programs to stakeholders (Code 8(EB) driver's license is favourable) ■ Supervise and participate in the mortuary services including the removal of lungs ■ Do all electron microscopy tests including industrial, Cytology preparations and asbestos fiber counts ■

Minimum requirements & key competency

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a **Medical Technologist in Histopathological Technique** ■ Knowledge of laboratory information system (DISA) or Track Care system ■ Knowledge of laboratory processes, equipment and procedures ■ Knowledge of principles of good laboratory practice ■ Knowledge of Accreditation principles ■ Technically orientated ■ Assertive with attention to detail ■ Interpersonal, computer, analytical and communication skills ■ Willingness to work unsociable hours, weekends and public holidays ■ Ability to work under pressure, within a team and with minimal supervision.

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT ANATOMICAL PATHOLOGY
POSITION : DICTAPHONE TYPIST
LOCATION : NIOH BRAAMFONTEIN
PAY GRADE : B3
REFERENCE NUMBER : NIOH0317-001-09

Key Job Responsibility

■Type all Pathologist's reports from a Dictaphone to ensure timorous and accurate completion of reports ■Draw up a report by collating details from audio and visual sources in a logical way to facilitate well-presented reports. ■Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries ■Responding to queries by referring the doctors to the relevant pathologist's ■Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

Minimum requirements & key competency

■Grade 12 with typing as a subject ■ One (1) – Two (2) years Dictaphone typist ■Experience in Medical Dictaphone typing will be an advantage ■Basic computer literacy - Laboratory system. ■Good listening skills ■Good interpersonal skills ■ Knowledge of DISA - system will be an advantage ■ Speed and accuracy in typing ■Good knowledge of Medical terminology is essential ■**Candidates will be required to do a typing competency test.**

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT EPIDEMIOLOGY AND SURVEILLANCE
POSITION : HEAD OF EPIDEMIOLOGY AND SURVEILLANCE
LOCATION : NIOH BRAAMFONTEIN
PAY GRADE : D3
REFERENCE NUMBER : NIOH0317-001-10 (91076.002.1535)

Key Job Responsibility

■ To head the Epidemiology and Surveillance section of the NIOH ■ To development and conduct epidemiologic studies in occupational health ■ To supervise the provision of epidemiologic support to other units within the NIOH ■ To assist in the design and establishment of occupational disease surveillance programmes ■ To provide epidemiologic support to the investigation of occupational disease clusters. To develop, initiate, manage and support epidemiologic studies and surveillance programmes and direct the analysis and dissemination of data in order to guide Occupational Health programmes and policies within South Africa ■ To manage and lead the unit team in order to provide surveillance programs to Government Departments and other stakeholders ■ To manage the annual publication of surveillance findings of the institute to ensure that data is available to influence public health policy and evaluate interventions ■ To oversee the development and conduct of focused epidemiologic studies related to questions of Occupational Health ■ To supervise the provision of epidemiologic support to other units within the NIOH in order to translate information into epidemiologic data to guide health policy ■ To provide teaching and training to post-graduate students in the field of epidemiology in order to increase Occupational Health Epidemiological capacity in the Country ■ To co-ordinate the provision of learning opportunities for staff within NIOH in order to allow for discussion of epidemiologic topics ■ To provide epidemiologic support to Disease Clusters within South Africa in order to guide hazard control and prevention ■ To be a member of expert committees related to advising Governmental Departments of and other stakeholders on issues related to Occupational Health ■ To source and manage grant funding for research and surveillance activities in collaboration with other institute partners

Minimum requirements & key competency

■ FCPHM, FCPHM Occ Med or similar qualification ■ 5 years experience in Epidemiology and Surveillance field ■ Experience in publishing scientific papers as evidenced by an established publication record ■ Occupational Health or Environmental Health experience an advantage ■ Experience in teaching is an added advantage ■ Expert knowledge of epidemiological principles and practices ■ Expert knowledge of surveillance principles ■ Knowledge of Occupational or Environmental Health

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT SAFETY HEALTH AND ENVIRONMENT
POSITION : WASTE ASSURANCE OFFICER
LOCATION : NIOH BRAAMFONTEIN
PAY GRADE : C4
REFERENCE NUMBER : NIOH0317-001-11 (91008.001.4018)

Key Job Responsibility

■ To provide regional support for the waste management programme within the NHLS and NIOH in order to develop, maintain and advocate a safe and legally compliant programme for the storage, collection, transport and treatment and disposal of waste to prevent negative impact due to NHLS work practices and procedures ■ To provide a waste management programme within the various facilities according to South African standards and legislation and international best practice ■ To provide input into the development of a waste management policy and standard operation procedures ■ To advise and provide waste training together with facility managers and relevant practitioners ■ To advise and support Facility Managers on the control or elimination of waste related hazards ■ To contribute to the sharing of local knowledge on waste management risks and interventions within the NHLS ■ To collate and monitor all waste related records and statistics and report thereon as required ■ To investigate and report on waste related incidents ■ To audit and monitor key aspects of waste management practice relating to the NHLS including NHLS and NIOH facilities and service providers ■ The promotion of OHASIS as a waste monitoring tool ■ Advise line management and staff on the relevance of waste management policies ■ To support the medical surveillance programme in the region by identifying exposed individuals for medical surveillance.

Minimum requirements & key competency

■ Bachelor's Degree in Environmental Management /B Tech in Environmental Health / Biomedical Technology / Equivalent ■ Certification Registered with a relevant professional body where required ■ 3 years post qualification experience in waste management ■ Laboratory Experience ■ Expert knowledge of waste management legislation and policies ■ Knowledge of waste management principles ■ Occupational health and safety legislation ■ Computer Literate (Word/Excel/PowerPoint /email) ■ Interpersonal skills ■ Communication skills (Written & Verbal).

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT SAFETY HEALTH AND ENVIRONMENT
POSITION : OCCUPATIONAL MEDICINE PRACTITIONER
LOCATION : NIOH BRAAMFONTEIN
PAY GRADE : DEPENDS ON EXPERIENCE
REFERENCE NUMBER : NIOH0317-001-12 (91008.001.1540)

Key Job Responsibility

- To oversee occupational medicine for the staff of the NIOH and NHLS and ensure compliance with relevant legislation by developing strategy, policy, standards and service arrangements and managing the professional aspects of occupational medicine services for the NIOH and NHLS
- To co-ordinate, supervise and monitor the professional aspects of the implementation of occupational medicine services within the NHLS to provide a high level of service that satisfies legislative and health requirements.
- To establish and monitor occupational medicine service relationships with public and private service providers and academic and tertiary institutions to facilitate the roll-out of effective occupational medicine services
- To provide the Director: NIOH and the COO, NHLS, with relevant knowledge for advocacy on the need and value of occupational medicine services in the NHLS and NIOH
- To design the content of occupational medicine training programmes and identify existing occupational medicine training programmes for NHLS staff and occupational health practitioners to ensure competency amongst NHLS staff
- To respond to occupational medicine queries emanating from the NHLS, NIOH and other agencies to protect the health of staff members
- To support and provide services within the Occupational Medicine Division of the NIOH to diagnose and manage patients with occupational diseases.

Minimum requirements & key competency

- Medical Doctor e.g. MBChB and post-graduate diploma in occupational health
- Registration with HPCSA as medical practitioner/specialist
- 5 to 7 years experience in occupational health environment
- Experience in policy development and management.
- Occupational Medicine knowledge
- Occupational health knowledge
- Understanding of policy/strategy/SOP development
- Occupational health and safety legislation knowledge
- Knowledge of occupational medicine services
- Knowledge of teaching and training methodology
- Knowledge of research methodology
- Knowledge in management of occupational health services
- Management and leadership skills
- Communication skills (verbal and written)
- Interpersonal skills
- Computer literacy (MS Office, health information systems)
- Report writing skills
- Analytical thinking
- Ability to make decision independently
- Drivers' license and own transport
- Ability to work in a multi-disciplinary team
- Clinical skills.

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT HUMAN RESOURCE
POSITION : HUMAN RESOURCE PRACTITIONER
LOCATION : NIOH BRAAMFONTEIN
PAY GRADE : C4
REFERENCE NUMBER : NIOH0317-001-13 (06901.007.1217)

Key Job Responsibility

Provide human resource services within a designated area / business unit to ensure the proper application of all HR policies and procedures, compliance with all relevant systems and legislation to ensure that all HR objectives and strategic targets are achieved in line with operational needs of the NHLS.

1. Policy implementation and compliance to all HR processes in a Business Unit
 - Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units
 - Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures
2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level
 - Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information
 - Provide monthly reports to the HR Manager on the progress and compliance levels for designated area.
3. Facilitate the orientation and exit management programmes at designated Business Units
 - Responsible for employees orientation and exit process, co-ordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy
 - Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures
4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment
 - Responsible for overseeing the administration of Employee Relations, performing facilitation, dispute and conflict management (disciplinary- and grievance procedures and hearings) to ensure consistent and fair application in terms of legislation and NHLS policies and procedures
5. Manage HR Administration matters and provide advice.
 - Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures
 - Conduct sick leave and leave management analysis, reporting Business Units trends
 - Managing and maintaining EE Records and reporting on targets.
6. Co-ordinate and facilitate the Recruitment and Selection process
 - Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations

Minimum requirements & key competency

■ Matric plus 3 year relevant Degree/Diploma in Human Resources Management essential ■ Valid Driver's License ■ Bcom Degree in HR / Industrial Psychology Degree desirable ■ 5 years demonstrated HR generalist experience essential ■ 3 years demonstrated IR experience desirable ■ 3 years HR Systems administration experience desirable (Oracle System Advantageous) ■ Computer literacy (MS Office, Powerpoint, Advanced Excel and Oracle) ■ Very good communication skills, verbal and written ■ Ability to communicate at all levels ■ Good administration skills ■ Attention to detail ■ Time management ■ Good conflict management skills ■ Ability to adapt to change ■ Planning and Organising skills ■ Ability to work under pressure, Ability to work independently and within a team, maintain confidentiality, Supervisory skills, Conflict resolutions, Analytical skills, Presentation skills.

Enquiries may be directed to Mpho Tau (011) 489 9009, e-mail application to niohrecruitment@nioh.nhls.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za/>