



August 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. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 18 August 2017



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NATIONAL INSTITUTES FOR OCCUPATIONAL HEALTH

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT OF INFORMATION SERVICES
LOCATION : BRAAMFONTEIN
POSITION : ASSISTANT – LIBRARY
PAY GRADE : PAY GRADE - B3
REFERENCE NUMBER : NIOH0817/001-01(91075.002.4001)

Key job responsibilities

■ To assist in shelving and shelf reading of library books and journals according to library classification system ■ To assist with processing of inter loans requests for library users ■ To assist with weeding of library materials, preparing, damaged ones for repairing ■ To assist in the promotion of library resources and services ■ To shelve and read books and journals according to the library classification system and assist in weeding of old materials and repair of damage library materials ■ To assist with preparation and collation of journals for binding ■ To assist in circulating journals to users according to the request list and provide current awareness services to library users. e.g. TOC, Alerts ■ To assist in the provision of information search services to library users both telephonically and personally, check overdue library materials and send notices ■ To assist in identifying health and safety risks and taking responsibility of the library in the absence of senior library ■ To order, receive and confirmed ordered library resources to ensure validity of orders acquired ■ To carryout photocopying and binding services as well other administration duties as required

Minimum requirements & key competency

■ Diploma in Library and Information Science desirable ■ 1-2 years library experience preferably academic or special environment ■ Knowledge of library system InMagic ■ Computer efficiency ■ Knowledge of electronic library database e.g. Sabinet ■ Client service orientation ■ Presentation skills ■ working independently and in a team ■ Report writing skills ■ Planning and Organising skills ■ Problem solving skills ■ Ability to operate the binding and photocopy machines ■ 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 : DEPARTMENT OF IMMUNOLOGY AND MICROBIOLOGY
LOCATION : BRAAMFONTEIN
POSITION : RESEARCH MEDICAL SCIENTIST
PAY GRADE : PAY GRADE - C2
REFERENCE NUMBER : NIOH0817-001-01(91007.001.8027)

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

■ BSc Honours or equivalent ■ Post qualification experience in Microbiology preferable ■ Working knowledge of principle of laboratory practice ■ Ability to run microbiology techniques ■ Experience in ELISA assays, microarray technology, molecular techniques 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 : DEPARTMENT OF IMMUNOLOGY AND MICROBIOLOGY
LOCATION : BRAAMFONTEIN
POSITION : MEDICAL SCIENTIST
PAY GRADE : PAY GRADE - C3
REFERENCE NUMBER : NIOH0817-001-02(91007.001.9014.)

Key job responsibilities

■ 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

■ Master in Microbiology or Equivalent ■ Registration with **HPCSA** as Medical Scientist in Microbiology category ■ 2 years experience as a medical scientist, internship counts as experience ■ Knowledge of general microbiology ■ Knowledge of safety regulations ■ Knowledge of quality assurance systems ■ Knowledge of human subject/sample ethical requirements ■ Mycology Experience ■ Experience in Elisa Assays Working knowledge of accreditation principles ■ Computer literacy (MS Office) ■ Teaching and Training skills ■ Problem solving skills ■ Ability to think independently think independently ■ Technical laboratory skills ■ Time management ■ Attention to detail ■ Interpersonal skills ■



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : DEPARTMENT SAFETY HEALTH AND ENVIRONMENT
LOCATION : KWAZULU-NATAL DURBAN
POSITION : OCCUPATIONAL HEALTH NURSE MANAGER (**SESSIONAL – 2 DAYS A WEEK FOR SIX MONTHS**)
PAY GRADE : D1
REFERENCE NUMBER : NIOH0817/001-01(91008.001.1327)

Key job responsibilities

- To manage the Regional Safety, Health and Environmental team within the region/institutes in order to reach the relevant occupational health, safety and environment objective
- To manage and coordinate the occupational health risk assessment process within the region/institutes together with facility manager and relevant practitioners and to be part of the team conducting risk assessment as appropriate
- To advise and actively participate in occupational health training process within the region/institutes together with facility managers and relevant practitioners
- To provide input into the development of occupational health policy and standard operation procedures
- To maintain all medical records for the medical surveillance programmes for the duration of employment for employees, then for record storage for the relevant statutory period
- To implement the medical surveillance programmes in the region/institutes in line with the NHLS occupational health and safety policies and standards including pre-employment, routine employment, exit employment, and special medicals for the NHLS/NIOH under the supervision of an occupational medicine practitioner.
- To manage referrals of NHLS/NIOH employees to occupational medicine practitioner and other relevant service providers according to results of health evaluation and risk assessment
- To support the implementation of health promotion for the employees and conduct health promotion activities
- To support rehabilitation and other activities impaired employees
- To manage resources within the occupational Health and Safety Unit in order to reach the objectives of the NHLS/NIOH
- To initiate appropriate response to medical emergencies and IOD's
- To support and provide services within the Occupational Medicine division of the NHLS/NIOH

Minimum requirements & key competency

- Post graduate qualification in Occupational Health Nursing(Diploma/B Tech)
- Registration with **SANC** as a Professional Nurse
- 3-5 years post qualification experience in Occupational Health
- A dispensing license would be a recommendation
- Knowledge of all required specialist procedures
- Counseling skills
- Knowledge of SHE risk assessment processes
- Report writing skills
- Work as a team and with different stakeholders
- Budget Skills
- Computer skills
- Interpersonal skills
- Attention to detail
- Valid driver's license and own transport (where applicable)
- Finding records in a manual system
- Physically filing information
- Team player
- Computer literacy
- Communication Skills
- Time management Skills
- Attention to detail
- Interpersonal skills.

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

