



**OCTOBER 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 (e.g HPCSA, SANC etc.) must attach proof of registration with their application and other supporting qualifications must 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 13 October 2017**

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## NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH (NIOH)

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| BUSINESS UNIT    | : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH |
| DISCIPLINE       | : NANOTOXICOLOGY                             |
| LOCATION         | : BRAAMFONTEIN                               |
| POSITION         | : HEAD OF DEPARTMENT: TOXICOLOGY             |
| PAY GRADE        | : PAY ZONE D4                                |
| REFERENCE NUMBER | : NIOH1017-001-02                            |

**To provide leadership and strategic direction for the Department in line with NIOH's role and responsibilities and to facilitate close collegial working relationships and cohesion with all departments within the NIOH and between the NHLS, the Department of Health, Department of Labour, Department of Mineral Resources and other Occupational and Environmental Health and Safety (OEHS) stakeholders.**

### Key job responsibilities

■ To provide leadership for the Toxicology Department (referred to as the Department) in line with NIOH's strategic role and responsibilities ■ To contribute to the establishment of strategic goals for the Department through a consultative process with creating/regular review of the Department's annual and 5-year strategic plans ■ To ensure that operational objectives are met according to agreed project timelines as per the strategic plan ■ To facilitate closer working relationships between the Department and with other Department Heads for joint working towards common goals and national OEHS priorities ■ To be responsible for the Departmental budget creation, expenditure and financial governance ■ To ensure the Department is compliant with NIOH/NHLS HR policies and directives ■ To be proactive in ensuring that successful grant applications are submitted and research funding raised by the Department team from national and international funding agencies ■ To ensure that co-ordinated quality assurance processes are in place throughout the Department ■ To document and maintain records of all Department outputs through periodic Department activity reports and contributions to the NIOH annual report ■ To promote transformation in the Department and to encourage innovative initiatives ■ To keep up to date with relevant, current and emerging research methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■ To manage administrative and operational requirements of staff ■ To train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives in a supportive environment ■ To supervise and train post graduate students and provide requisite support towards completion of their training ■

### Minimum requirements & key competencies

■ Completed PhD in Toxicology or related field - ■ Registration with SACNASP under Toxicological Sciences ■ Toxicology or related field ( 8-10 years) ■ Managerial / administrative experience (> 5 years) ■ Budget management (> 5 years) ■ Laboratory experience (8-10 years) ■ Writing successful grant applications and performing research (> 5 years) ■ Health Risk Assessment (Toxicology) ■ Research methodology ■ Toxicological hazard identification methods ■ Administration of a function / department ■ Leading a team ■ Budgeting ■ Organising workshops/seminars/conferences ■ Teaching and training experience (> 5 years) ■ Strategic and management skills ■ Leadership ■ Analytical skills ■ Conceptual thinking ■ Negotiation skills ■ Interpersonal skills ■ Communication skills ■ Team-building skills ■ Time management skills ■ Able to work under pressure and independently ■

**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE** : INFORMATION TECHNOLOGY  
**LOCATION** : BRAAMFONTEIN  
**POSITION** : HEAD: INFORMATION TECHNOLOGY  
**PAY GRADE** : PAY ZONE D3  
**REFERENCE NUMBER** : NIOH1017-001-01(91060.001.1421.)

**To formulate and direct NIOH IT strategy as well as leading other key technology initiatives and practices across the organisation ensuring that NIOH is up to date with the latest technology in alignment with strategic goals and plans. Provide strategic managerial and developmental oversight for the expanding Occupational Health and Safety Information System (OHASIS) Department of the NIOH.**

### Key job responsibilities

#### Networking

■ Responsible for the overall performance of the NIOH network ■ Assist in the planning and implementation of additions, deletions and major modifications to the supporting infrastructure company-wide ■ Implements network security at the corporate level as established by corporate Security Director ■ Recognises necessary network improvements and makes suggestions to senior management.

#### Applications

■ Responsible for all NIOH IT applications ■ Ensure all applications are relevant and up to date ■ Make recommendations regarding new applications ■ Ensure synergy across all NIOH applications ■ Help Desk Administration (Service and Support) ■ Responsible for all service and support related matters ■ Coordinates the resolution of all corporate help desk activities ■ Service and support needs to be maintained at the highest level at all times.

#### Asset Management

■ Helps to decide, in conjunction with corporate leadership, which software and hardware products and other equipment are most suited for use within NIOH infrastructure ■ Oversee IT-related asset purchases on a company-wide basis ■ Manages software licenses on a company-wide basis ■ Ensure all hardware is at the required maintenance level.

#### Training and Lab Maintenance

■ Ensure that all staff is adequately trained at all times ■ Formulate a business continuity plan ■ Internal systems ■ Manage all other NIOH internal IT systems ■ Participate in epidemiologic research related to surveillance data.

#### Internal Systems

■ Manage all the other NIOH internal IT systems.

### Minimum requirements & key competencies

■ BSc (Computer Science) ■ Windows Server, Intel ■ 5-10 years' experience in leading team including technical support, managing delivery to deadlines, standard communication with more senior management ■ 8-10 years' experience ■ SQL knowledge ■ Oracle experience ■ Re-engineering of Business processes ■ Experience in running a production environment with its associated admin tasks ■ Experience in using Microsoft and Unix servers including working knowledge of operating systems ■ Experience with GIS data structures ■ Communication skills ■ Performance Management ■ Staff Management including budgeting ■ Report writing skills ■ Ability to deal with or handle confidential information ■ Project management skills ■ Analytical skills ■ Accuracy skills ■ Interpersonal skills ■ Attention to detail. ■

**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE** : DEPARTMENT OF IMMUNOLOGY AND MICROBIOLOGY  
**LOCATION** : BRAAMFONTEIN  
**POSITION** : MEDICAL SCIENTIST (AMENDMENT) (READVERTISEMENT)  
**PAY GRADE** : DEPENDS ON EXPERIENCE  
**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

■ MSc in Microbiology or Equivalent ■ Registration with **HPCSA** as Medical Scientist in Microbiology discipline ■ 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 ■

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| BUSINESS UNIT    | : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH (NIOH) |
| DISCIPLINE       | : DEPARTMENT OF OCCUPATIONAL HYGIENE                |
| LOCATION         | : BRAAMFONTIEN                                      |
| POSITION         | : TECHNOLOGIST - OCCUPATIONAL HYGIENE               |
| PAY GRADE        | : DEPENDS ON EXPERIENCE                             |
| REFERENCE NUMBER | : NIOH1017/001-01(91073.001.8015)                   |

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 research, training, advisory, awareness campaigns and field work. Professional development, including obtaining higher degrees, is encouraged.

#### Key job responsibilities

- To contribute and be involved in conducting occupational health and safety inspections, surveys, risk assessments and audits for internal and external clients in order to identify workplace risks under the supervision of an Occupational Hygienist
- To provide professional and practical advice on risk control interventions in order to mitigate identified risks under the supervision of an Occupational Hygienist.
- To prepare training materials and delivering practical training up to undergraduate level as required in order to enhance capacity building in the field
- To propose, develop, participate in and support relevant research projects in occupational hygiene or associated fields in order to contribute to the body of occupational health knowledge
- To supervise, mentor and Occupational Hygiene Assistant in the Section in order to transfer knowledge and skills
- To contribute and be involved in maintaining and developing the systems and procedures of the NIOH Approved Inspection Authority to ensure compliance with health and safety regulations
- To present research results in scientific papers, technical literature or at local/international events in order to promote the occupational hygiene profession.

#### Minimum requirements & key competencies

- Bachelor or Honour's 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 Hygiene Technologist with the Southern African Institute for Occupational Hygiene (SAIOH) or relevant professional organization for Occupational or Industrial Hygiene profession
- 2 to 4 years' experience in risk and exposure assessments
- Report writing skill
- Understanding of quality assurance principles
- Junior personnel training and mentoring skills
- Ability to work accurately and independently

**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE** : DEPARTMENT OF MANAGEMENT  
**LOCATION** : BRAAMFONTEIN  
**POSITION** : PERSONAL ASSISTANT – EXECUTIVE  
**DURATION** : **FIXED TERM (6 MONTHS) - MATERNITY REPLACEMENT**  
**PAY GRADE** : PAY ZONE C2  
**REFERENCE NUMBER** : NIOH1017-001-02(91090.001.9046.)

**To provide strategic support to the Executive by performing high level administrative duties and personal assistance in ensuring the effective functioning of the executive office whilst maintaining the appropriate level of confidentiality, professionalism and protocol required of the position.**

### Key job responsibilities

- Act as a nodal point between the office and subordinate Executives and non-executive Senior Management
- Maintain open communication channels, ensuring reasonable access by all direct reports and stakeholders with due consideration of business priorities. Liaise and interact with relevant stakeholders, internally and externally on behalf of or together with the Executive, conveying messages accurately, professionally and courteously, to ensure that all parties are appropriately informed.
- Manage incoming and outgoing communications - written (filing, email, etc.) and verbal (telephone, direct etc.) and ensure that matters raised are attended to timeously
- Establish and maintain an effective filing system, both electronic and physical, and timeously file all documentation
- Compile documents and presentations according to organisational outlines and templates as required.
- Complete all departmental business travel arrangements and preparations efficiently and timeously in line with company processes and practices.
- Receive and welcome visitors in a courteous and professional manner to ensure the positive and professional status of the office is maintained
- Co-ordinate various meetings, conferences and functions, ensuring that the relevant delegates are timeously invited, appropriate venues are booked, and that necessary technology is functioning effectively and training materials and refreshments are arranged.
- Manage the Executive's diary, ensuring all meetings and engagements are correctly diarised, and that the Executive is updated and prepared on the context for any upcoming meetings.
- Process, co-ordinate and finalise expense claims submitted by the Executive, ensuring that all the required supporting documents are attached.
- Attend meetings and take minutes and prepare typed up meeting minutes and any follow up actions, and circulation thereof to stakeholders
- Act as representative and information source for the office, and respond to queries and requests for information whilst maintaining the required level of confidentiality and protocol
- Procurement - Create purchase orders and place orders of all external supplies and following up on delivery and payment, e.g. promotional items, newspapers, furniture, event items, annual report contract
- Report expenditure and variances to the departmental budget to the Executive on a monthly basis
- Arrange departmental social activities namely; teambuilding, year-end functions and strategic workshops
- Ensure that the NHLS Corporate Identity is reflected in and around the Executive office at all times

### Minimum requirements & key competencies

- Diploma in Office Management and Administration
- Short course in Project Management
- Short course in Writing Skills
- Minimum 5-6 years in PA/Secretarial role - Must have worked in a business environment
- Project Management Methodology
- Management Principles
- Understanding of the Laboratory environment, NHLS practices and principles and regulatory framework
- Knowledge of business and strategic planning
- Knowledge of financial administration and budget co-ordination
- Excellent Communication skills (written, verbal & presentation)
- Interpersonal skills
- Computer literacy (MS Office)
- Self-motivated with the ability to work independently and collaboratively
- Excellent administration and facilitation skills
- Ability to maintain discretion and confidentiality
- Ability to operate office equipment
- Ability to think on one's feet
- Ability to remain calm under pressure
- Emotional intelligence and maturity
- Working with people at all levels of the organisation / client companies

**A typing assessment and typing test will be a prerequisite: required standard is 30 wpm with 90% accuracy.**

**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH (NIOH)  
**DISCIPLINE** : DEPARTMENT HIV/TB  
**LOCATION** : BRAAMFONTEIN  
**POSITION** : ASSISTANT RESEARCH (FIXED TERM CONTRACT - 12MONTHS)  
(AMENDMENT) (READVERTISEMENT)  
**PAY GRADE** : PAY ZONE B2  
**REFERENCE NUMBER** : NIOH0617/001-01(91009.001.5013)

#### Key job responsibilities

■ To assist with the execution of research activities based on various sites with the Republic of South Africa – particularly on Occupational and Environmental Health and Safety for Health Workers and associated special studies, which forms part of the research and surveillance activities of the NIOH HIV TB in the Workplace Unit. ■ To assist the Head of Department with OEHS Surveillance among HCWs and Miners, especially on HIV and TB ■ To collect/ assist the Head of Department with collection of clinical data from HCWs meeting the surveillance or research study case definitions . ■ Complete structured interviews and/ collect other data from HCWs who meet the case definition for research projects ■ To obtain/ assist the Head of Department to obtain informed consent from case HCWs. ■ To manage research data ■ To communicate with research collaborators. ■ To assist in preparation of presentations, report writing and other projects related topics. ■ Perform HCWs-centered pre- and post-test HIV counseling as required ■ Prepare HCWs and site study files (including photocopying) ■ Help with the induction and training of new staff to the project ■ Effective team-working with other key NIOH, research and hospital-based staff ■ Attendance at any necessary programme related meetings to review performance with the study team ■ Monitor the progress and outcome of HCWs in and out of the hospital to ensure accurate data collection and recording ■ File research records on-site after data collection, according to the relevant protocol ■ Perform tasks assigned by the line manager, related to HIV TB in the Workplace research programmers ■ Performance of other study related duties, such a photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■ To follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■ To provide administrative support in all surveillance activities.

#### Minimum requirements & key competency

■ Grade 12 ■ Nursing qualification ■ 12 months work experience in health care settings ■ Research experience ■ Basic Knowledge of research ■ Communication skills ■ Interpersonal skills ■ Multitasking skills ■ Accuracy skills ■ Attention to detail ■ Basic Numeracy skills ■ Listening skills ■ Customer care.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH (NIOH)  
DISCIPLINE : BIOBANK AND QUALITY ASSURANCE  
LOCATION : BRAAMFONTEIN  
POSITION : CLERK LABORATORY  
PAY GRADE : PAY ZONE B2  
REFERENCE NUMBER : NIOH0917/001-02

#### Key Job Responsibility

■ Receives, labels and sorts specimens for testing according to standard operating procedures ■ Captures patient information onto the system and checks the type of specimen against the test required ■ Verifies suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures ■ Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail. ■ Administers the distribution of specimens to ensure the correct and prioritised channeling of specimens to the various disciplines ■ Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received by designated laboratory, processed and results returned timeously ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time Keep specimen request forms for audit purposes as required by standard operating procedures ■ Handle administrative queries, phoning out of results, initiate printing and faxing of reports in accordance with standard operating procedures ■ Advises clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection. ■

#### Minimum requirements & key competency

■ Grade 12 ■ 1-2 years experience in an appropriate laboratory environment ■ Basic Computer Literacy ■ Knowledge of laboratory information System ■ Attention to detail, communication skills and team orientated ■ **A typing assessment and typing test will be a prerequisite: required standard is 30 wpm with 90% accuracy.**

**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH (NIOH)  
**DISCIPLINE** : NANOTOXICOLOGY  
**LOCATION** : BRAAMFONTEIN  
**POSITION** : RESEARCH ASSISTANT - TOXICOLOGY  
**PAY GRADE** : PAY ZONE B2  
**REFERENCE NUMBER** : NIOH1017/001-01

### Key Job Responsibility

■ To perform routine laboratory tasks and assists medical scientists with all research routine tasks as required by the OECD Principles of Good Laboratory Practice (GLP). ■ Receives, sort and refers (where applicable) specimens for testing. Check suitability of specimen for processing according to set standard operating procedures ■ Label and store samples/media to ensure traceability in accordance with procedures ■ Carry out different laboratory procedures for specimen and/or media preparation for analysis in accordance with the specific test required and standard operating procedures up to final analysis ■ Perform Mycoplasma tests when requested ■ Assist medical scientists in sub-culturing and maintaining cell lines ■ Perform tasks in support of the analytical process as per discipline requirements (e.g. slide preparation, glassware washing etc.) ■ Monitoring of relevant equipment to ensure it is maintained and in good working order. ■ Operate autoclaves, drying/sterilizing ovens, incubators and water purification systems according to procedures ■ Disposal of biological and chemical waste in accordance with standard operating procedures and legislation. ■ Monitor stock availability of consumables to ensure availability of all necessary commodities ■ Monitor stock on the bench to ensure continuous supply of relevant stock in the lab ■ Check levels of 70% ethanol in all labs and make more if necessary ■ Check levels of 10% sodium hypochlorite ■ Check quantity of sterile tips, pack tips and tube boxes and autoclave when necessary ■ Autoclave distilled water ■ Daily monitoring /recording of temperatures and humidity of laboratories, fridges and freezers ■ Monitor eyewash bottles and perform smoke test of biosafety cabinets and fume hoods according to relevant procedures ■ Maintain departmental office equipment and ensure that stock/ consumables are ordered timeously ■ Comply with policies and procedures of the NHLS, Quality Standards and the Occupational Health and Safety Act. ■ Appropriate troubleshooting on lab equipment and specialized equipment to ensure continuous testing of specimens ■

### Minimum requirements & key competency

■ Grade 12 ■ BSc in Chemistry/ Biotechnology or relevant field (Desirable) ■ 2 years work experience in a research laboratory ■ Knowledge of laboratory information System ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Communication skills Interpersonal skills ■ Accuracy skills ■ Attention to detail ■ Basic Numeracy skills ■ Listening skills Customer care ■ Attention to detail, communication skills and team orientated ■

**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE** : INFORMATION SERVICES/LIBRARY  
**LOCATION** : BRAAMFONTEIN  
**POSITION** : LIBRARIAN  
**PAY GRADE** : C1  
**REFERENCE NUMBER** : NIOH0117/001-01(91075.002.8011)

#### 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.

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