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: 05 February 2019
To assist with the execution of research activities based on various sites within the Republic of South Africa – particularly on Occupational Health and Safety (HIV TB in the Workplace).

Key Job Responsibility

Networking

- Assist the Head of Division with OHS Surveillance and research among workers, especially on HIV and TB.
- Collect/assist the Head of Division with collection of clinical data from HCWs who meet the case definition for research projects.
- Obtain/assist the Head of Division to with informed consent from case HCWs.
- Manage data collected through research.
- Constantly communicate with research collaborators.
- Assist in preparation of presentations, report writing and other projects related topics.
- Perform HCWs-centred pre- and post-test HIV counselling as required.
- Prepare HCWs and site study files (including photocopying).
- Assist with induction and training of new staff to the project.
- Ensure effective team working with other key NIOH, research and hospital-based staff.
- Attend necessary programme related meetings to review performance with the study team.
- Monitor progress and outcome of HCWs in and out of the hospital to ensure accurate data collection and recording.
- Ensure proper record keeping of research data after collection, according to relevant protocol.
- Perform tasks assigned by the line Manager, related to HIV TB in the workplace research programmes.
- Performance of other study related duties, such as photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff.
- Follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance.
- Provide administrative support in all surveillance activities.

Minimum requirements & key competency

- Grade 12 or equivalent. Undergraduate degree in public health.
- 1 year work experience in occupational health settings.
- 1 year research work experience.
- Basic knowledge of research.
- Competency Skills required:
  - Communication skills
  - Performance management
  - Customer oriented
  - Ability to deal with or handle confidential information
  - Listening skills
  - Basic Numeracy skills
  - Accuracy skills
  - Interpersonal skills
  - Attention to detail.

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528, email application to Recruiter@nioh.ac.za
**VACANCY**

**BUSINESS UNIT :** NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE :** OCCUPATIONAL HEALTH  
**LOCATION :** NIOH LIMOPO/MPUMALANGA (Based in Polokwane)  
**POSITION :** OCCUPATIONAL HEALTH NURSE MANAGER  
**PAY GRADE :** C5  
**REFERENCE NUMBER :** NIOH0119-001-02

To manage and provide an Occupational Health Service to promote employee wellbeing, prevent occupational injury and disease and educate on preventative action in the course of their work.

**Key Job Responsibility**
- Manage the regional Safety, Health and Environment team within the region/institutes in order to reach the relevant occupational health, safety and environment objectives.  
- Coordinate and manage the occupational health risk assessment process within the region/institutes.  
- Implement the medical surveillance program in the region/institutes in line with the NHLS occupational health and safety policies and standards under the supervision of the Occupational Medicine Practitioner.  
- Advise and actively participate in occupational health training and promotion processes within the region/institutes.  
- Provide input into the development of SHE policy and standard operation procedures with an emphasis on occupational health.  
- Actively participate and manage the reporting of all work related health and safety incidents, injuries and diseases on the relevant health information system and tool.  
- Oversee the Regional SHE information management.

**Minimum requirements & key competency**
- 4 year degree/diploma in Nursing. Postgraduate degree in Occupational Health Nursing.  
- Professional and valid registration with South African Nursing Council (SANC).  
- 8 years’ experience in Occupational Health field.  
- 3 year’s management experience.  
- Valid driver’s licence and own vehicle.  

**Desirable:**  
- Management qualification.  
- Dispensing licence.

**Knowledge:**  
- Occupational Health and Safety Legislation, Nursing Principles, Professional Ethics a must.  
- Fundamentals of statistics and Computer literacy.

**Competencies:**  
- Communication skills (verbal and written).  
- Interpersonal Skills.  
- Time Management  
- Attention to detail.  
- Planning, Organizing and Project Management skills  
- Problem solving and conflict management.  
- Leadership skills.

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- Actively participate and manage the reporting of all work related health and safety incidents, injuries and diseases on the relevant health information system and tool.
- Oversee the Regional SHE information management.

Minimum requirements & key competency

- 4 year degree/diploma in Nursing. Postgraduate degree in Occupational Health Nursing.
- Professional and valid registration with South African Nursing Council (SANC).
- 8 years’ experience in Occupational Health field.
- 3 year’s management experience.
- Valid driver’s licence and own vehicle.

Desirable:
- Management qualification.
- Dispensing licence.

Knowledge:
- Occupational Health and Safety Legislation, Nursing Principles, Professional Ethics a must.
- Fundamentals of statistics and Computer literacy.

Competencies:
- Communication skills (verbal and written).
- Interpersonal Skills.
- Time Management
- Attention to detail.
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- Problem solving and conflict management.
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BUSINESS UNIT: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE: DEPARTMENT OF OCCUPATIONAL HYGIENE
LOCATION: BRAAMFONTEIN
POSITION: OCCUPATIONAL HYGIENE TECHNOLOGIST (SAIOH REGISTERED)
PAY GRADE: DEPENDS ON EXPERIENCE
REFERENCE NUMBER: NIOH0119-001-04

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 fieldwork. Professional development, including obtaining higher degrees, is encouraged.

Key job responsibilities
■ Conduct occupational and environmental health and safety assessments, survey and audits for internal and external clients in order to identify and control workplace risks under the supervision of an Occupational Hygienist. ■ Contribute in providing professional and practical advice on risk control interventions in order to mitigate identified risks under the supervision of an Occupational Hygienist. ■ Prepare training materials and delivering practical training up to undergraduate level as required in order to enhance capacity building in the field. ■ 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. ■ Supervise, mentor, train and develop assistant in the Occupational Hygiene Section in order to transfer knowledge and skills. ■ Contribute in the development, implementation and maintenance of the systems and procedures of the NIOH Approved Inspection Authority to ensure compliance with the SANAS 17020 and relevant health and safety regulations. ■ 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
■ National Diploma or BSc in Occupational Hygiene/ Environmental Health/ Physiology/ Health Science /Engineering or related field ■ B Tech or Honours degree in Occupational Hygiene/ Environmental Health/ Physiology/ Health Science /Engineering 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 ■ Legal knowledge certificate in Occupational Hygiene ■ 2 to 3 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 ■ Ability to meet deadlines, work under pressure and as part of a team ■ Computer literacy (MS Office, Excel & PowerPoint)

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528, email application to Recruiter@nioh.ac.za
To conduct both basic and applied mechanistic research in the area of Occupational Toxicology. Specifically, the Research Scientist will conduct basic research using xCelligence and CytoViva technologies specific to Nanotoxicology.

Key Job Responsibility

- To collaborate with Head of Department in establishing research priority areas and participate in strategic planning for undertaking research in hazard identification of nano-materials
- Develop and troubleshoot new and existing genotoxicity and cytotoxicity assays
- Develop and evaluate new methods to improve research in Occupational Toxicology using different techniques to be implemented in Nanotoxicology
- Write manuscripts, progress reports, annual reports and journal articles
- Prepare presentation materials (slides, proceedings and posters) for the unit, represent NIOH Toxicology at meetings and conferences and present results
- Participate in all aspects of quality assurance and safety as per OECD GLP guidelines
- Train and supervise post graduate students in various aspects of Occupational Toxicology
- Assist in training workshops and courses in Occupational Toxicology

Minimum requirements & key competency

- MSc in (Nano)-Toxicology and Biochemistry (NQF level 9)
- Minimum of at least 4 years’ experience in (Nano)-Toxicology
- Laboratory managerial experience
- Knowledge of general toxicology
- Knowledge of safety regulations
- Working knowledge of laboratory equipment
- Knowledge of principles of good laboratory practice
- Working knowledge of accreditation principles
- Evidence of national and international collaborative record
- Ability to work with minimal supervision to establish project goals, milestones and timelines, and to work comfortably with competing priorities
- Computer literacy (MS Office) including facility with both Windows systems, work processing, spreadsheet (Excel) literature searching (Medicine, current contents), endnote and internet search engines
- Teaching and Training skills
- Problem solving skills
- Ability to lead and work independently
- Excellent communication and analytical skills
- Ability to work under pressure
- Attention to detail
- Interpersonal and supervisory skills

Registration with HPCSA/SACNASP as a Medical Scientist in Toxicological Science category (Desirable).

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528, email application to Recruiter@nioh.ac.za
To conduct both basic and applied mechanistic research in the area of Occupational Toxicology/Biochemistry. Specifically, the Research Scientist/Analyst will conduct basic research using Computational methods and Modelling specific to Toxicology and/or Biochemistry applied to (Nano)-Toxicology-related studies.

Key Job Responsibility

- To collaborate with Head of Department in establishing research priority areas and participate in strategic planning for undertaking research
- Perform Interdisciplinary research using computational methods and modelling (e.g. MATLAB, Python, Galaxy, LINUX/Scripting, R-Studio Statistical Analyses and graphical display, PBPK modelling)
- Develop and evaluate new methods to improve research in Occupational Toxicology, using different techniques, to be implemented in Nanotoxicology
- Write manuscripts, progress reports, annual reports and journal articles
- Identify suitable sponsors and apply for funding
- Prepare presentation materials (slides, proceedings and posters) for the unit, represent NIOH Toxicology at meetings and conferences and present results
- Participate in all aspects of quality assurance and safety as per OECD GLP guidelines
- Train and supervise postgraduate students in various aspects of Occupational Toxicology
- Assist in training workshops and courses in Occupational Toxicology

Minimum requirements & key competency

- MSc in Toxicology/ Biochemistry/ Applied Chemistry/ Computational Data Sciences (NQF level 9)
- At least 3-5 years’ experience in Toxicology/Biochemistry related research
- Experience in computational methods and modelling such as MATLAB, Python, Galaxy, LINUX/Scripting, R-Studio Statistical Analyses and graphical display, Physiologically Based Pharmacokinetic (PBPK) modelling
- Must have laboratory experience in toxicity testing
- Laboratory managerial experience
- Knowledge of general toxicology
- Experience in intracellular signaling pathways
- Good knowledge of accreditation ISO standards, OECD principles of GLP, LIMS etc.
- Evidence of national and international collaborative record
- Computer literacy (MS Office, Excel, PowerPoint) Literature searching (web-based search engines, Medicine, current contents), Endnote referencing software, LINUX and/or various scripting languages
- Knowledge of safety regulations
- Working knowledge of laboratory equipment
- Ability to work independently, with minimal supervision to establish project goals, milestones, and timelines, and to work comfortably with competing priorities
- Strong oral and written communication skills for interacting with scientists from interdisciplinary backgrounds in a team environment
- Excellent analytical skills
- Teaching and Training skills
- Problem solving skills
- Ability to work under pressure
- Attention to detail
- Registration with HPCSA/SACNASP as a Medical Scientist in a Toxicology-related science category

Desirable

- Registration with HPCSA/SACNASP as a Medical Scientist in a Toxicology-related science category

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