



MARCH 2019

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 <http://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 criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Applicants will be shortlisted in line with the NHLS applicable proficiency matrix for health professionals.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
7. Correspondence will be limited to shortlisted candidates only.
8. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
9. 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.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.
11. **This is an open advert. External applicants are welcome to apply for this bulletin**

CLOSING DATE: 24 MARCH 2020

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
CORPORATE REGION	3 – 3
GRANTS VACANCIES	4 – 5
FREE STATE AND NORTH WEST REGION	6 – 6
WESTERN AND NORTHERN CAPE REGION	7 – 7

CORPORATE REGION

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: CEO
LOCATION: SANDRINGHAM
POSITION: ADMINISTRATOR: OFFICE OF THE CEO (AMENDMENT)
PAY GRADE: B5
REFERENCE NUMBER: CORPCEO 0220/001-03 (01998.001.9043)

Key Job Responsibility

■ To perform clerical functions and provide administrative support and execute administrative functions to the CEO's Office ■ To compile the Annual Calendar ■ To collect, collate and distribute documents on time for use at the EXCO and to compile meeting packs and insure distribution of packs to all meeting attendees ■ To arrange all meetings as required for the Initiative / Project feedback and ensure that all attendees are familiar with the agenda/s and all related matters, to arrange accommodation and transport (air tickets and transport to NHLS) for all meeting attendees as well as arranging meals and all meeting refreshments (Coffee, tea, etc.) ■ To file documents according to the established procedures and the Archiving Act and to keep records and documents in order to ensure safekeeping and are easily accessible to the CEO office staff ■ To coordinate office activities to ensure maximum efficiency and to keep and maintain efficient administrative support to the department by ordering stationary supplies in time and by keeping a minimum stock level of all supplies ■ To take meeting minutes and typing minutes for the office of the CEO, Risk and Legal ■ To handle all enquiries (telephonic, verbal and by mail) quickly and efficiently to ensure effective and efficient service delivery ■ To draft correspondences and hand it to the designated approver in time to be distributed to the relevant stake holders timeously ■ To follow up on reporting deadlines and provide the executive assistant with feedback regarding delinquent managers ■ To source information electronically, physically and telephonically, as and when requested by the CEO Manager and Business Analyst Strategist for business purposes ■ To maintain a safe and secure working environment ■ To perform any other related secretarial, administrative or ad hoc duties as may be assigned by the CEO Manager and Business Analyst Strategist

Minimum requirements & key competency

■ Grade 12 ■ Higher Certificate in Office Management and Administration (NQF Level 5) ■ Minimum 2 (two) years in an office admin / customer relations role ■ Organisational skills ■ Attention to detail ■ Target-driven ■ Time management ■ MS Office ■ Ability to communicate with senior employees ■ Verbal and written communication skills ■ Inter-personal skills ■ Analytical thinking ■ Maintaining confidentiality ■ Telephone etiquette ■ Working independently and in a team ■ Flexibility / Ability to adapt to change ■ Minute taking ■ Project management principles.

This is an internal position. Only NHLS internal employees are invited to apply. No external applicant will be considered for this position

Enquiries may be directed to Kgauelo Mkwazi @ (011) 386 6115, e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

GRANTS DEPARTMENT

BUSINESS UNIT: AARQA
DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
LOCATION: SANDRINGHAM
POSITION: TECHNOLOGY TRANSFER OFFICER (FIXED TERM CONTRACT FOR 12 MONTHS) – (RE-ADVERTISEMENT)
GRADE: C1
REFERENCE NUMBER: CORPAARQA0120/001-02

Key Job Responsibility

■ To facilitate the identification and protection of intellectual property, and the process of compliance to Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008. and related NHLS policies ■ Establishing and maintaining productive relationships with NHLS researchers and innovators in academic and laboratory platforms to stimulate awareness of intellectual property issues and commercial opportunities. ■ To stimulate and encourage an innovative and entrepreneurial culture within the NHLS and proactively engaging the NHLS community to identify and process potential IP and possibility for commercialisation ■ Establishing a healthy relationship with industry and potential funders ■ Developing and implementing and marketing strategy of NHLS IP to attract potential partners and investors ■ Assessing the commercial potential of the NHLS intellectual property based on uniqueness and market potential ■ Engaging with NHLS academic partners and executing best approaches to protection and ownership and apportionment of NHLS IP ■ Developing and concluding best deal structuring of potential IP spin-out companies and /or licencing potential ■ Enabling an environment for engagement with stakeholders and closing best deals for the NHLS ■ To facilitate the process of filing provisional patent applications, Patent Cooperation Treaty (PCT) applications and national patents ■ Participate, engage and communicate regularly and effectively with all internal and external stakeholders ■ Develop a funding strategy and attract potential funders to promote innovation ■ Maintain the IP portfolio, including maintenance of a database of ideas, disclosure and patents ■ Co-ordinate Intellectual Property & Technology Transfer related awareness activities with NHLS ■ To provide support for NIPMO and IPR Act compliance requirements.

Minimum requirements & key competency

■ Grade 12 with National Diploma (NQF Level 6) in Marketing or Commercial studies ■ Post graduate qualification in Science (desirable) ■ 3 years experience in Technology Transfer ■ 3 years experience Project Management (desirable) ■ Good understanding of the Intellectual Property Rights of Publicly Funded Research and Development Act ■ Good knowledge of Technology Transfer systems / processes ■ Experience in commercialisation and investment networks ■ Experience of working within a scientific environment (desirable).

Interested internal persons who meet the requirements are invited to send a concise CV to Human Resources via i-recruitment <http://intranet.nhls.ac.za> or e-mail to corporate1@nhls.ac.za. Enquiries may be directed to Kgaugelo Mkwanazi @ (011) 386 6115

BUSINESS UNIT: AARQA
DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
LOCATION: SANDRINGHAM
POSITION: TRAINING ADMINISTRATOR (FIXED TERM CONTRACT UNTIL 30 SEP 2020) – (RE-ADVERTISEMENT)
GRADE: B5
REFERENCE NUMBER: CORPAARQA0120/001-05

Key Job Responsibility

■ To provide operational and administrative support (including taking minutes and other activities) to ensure efficient and effective running of the programmes ■ To support and organise meetings, workshops and training and to assist with the facilitation to ensure that there is the smooth running of these events and activities ■ To develop, maintain and update monthly training calendars in accordance with national skills development plans and the Workforce Skills Development project ■ Ensure system readiness and functionality throughout training ■ To provide administrative support in the reporting management of Workforce Skills Development activities in order to ensure compliance to relevant stakeholders ■ To communicate effectively and efficiently with the relevant stakeholders in order to ensure timely responses to queries and requirements ■ To capture all programme related information and maintain an up-to-date Learning and Development database for the ■ Workforce Skills Development project in keeping with skills Development procedures and other departmental requirements for non-technical and technical employees. ■ To assist with the preparation for monthly, quarterly, and annual reports, audits and implementation of the corrective action plan to ensure compliance with all requirements. ■ To effectively communicate with all stakeholders and all programme related matters and provide support for all programme administration duties. ■ To perform general programme duties (ordering supplies, stock taking, fixed asset verification, filing, basic bookkeeping and database maintenance) and provide necessary support and inputs for the smooth running of the AAR office. ■ To adhere to prescribed grant department policies and NHLS code of conduct to ensure compliance with all stakeholder and grantor requirements. ■ Administration of the Workforce Skills Development project to ensure efficient and effective deliverables and reporting to stake holders ■ Consolidation and administration of all activities related to the Workforce Skills Development project. ■ To perform any other reasonable ad hoc tasks as required by the AAR management.

Minimum requirements & key competency

■ Grade 12 with National Diploma in Administration, Science, Engineering or Technology (SET) field ■ 1 (one) year project administration experience ■ 1 (one) years' experience in data capturing ■ Knowledge and understanding of remote training practices ■ Understanding of international grantor administration functioning and requirements (desirable) ■ Knowledge of project and/or grants administration processes. ■ Knowledge of NHLS policies and organisation grant processes. ■ Knowledge of database maintenance ■ Attention to detail ■ Time management skills ■ Excellent analytical, design, and organizational skills, with strong critical thinking and ■ Problem solving abilities ■ Communication skills (Verbal, Written & Presentation) ■ Computer literacy ■ Interpersonal skills ■ Events co-ordination skills ■ Administrative skills including typing, diary management and minute taking.

Interested internal persons who meet the requirements are invited to send a concise CV to Human Resources via i-recruitment <http://intranet.nhls.ac.za> or e-mail to corporate1@nhls.ac.za. Enquiries may be directed to Kgaugelo Mkwazi @ (011) 386 6115

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: UNIVERSITAS ACADEMIC
POSITION: MANAGER BUSINESS (RE-ADVERTISEMENT)
PAY GRADE: D5
REFERENCE NUMBER: UNIFS0220/001-01 (31090-001-1405)

Main Purpose of the Job

Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research.

Key Job Responsibility

- Contribute as a member of the regional/academic management team to the operational planning for the Region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance
- Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets
- Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- Conduct client liaison with external bodies e.g. Hospital Administration, health district management and/or local tertiary education institutions to foster harmonious relations
- Responsible for the development and management of both operational and Academic budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
- Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the tertiary complex/business unit
- Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the tertiary complex/business unit
- Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework
- Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results
- Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of cost effective services in line with the needs of the business
- Provide an enabling environment to support Research & Development within an academic setting
- Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives

Minimum requirements & key competency

- National Diploma in Medical Technology or other relevant Degree in Health Sciences
- HPCSA registration in relevant discipline
- Business Management related qualifications (desirable)
- 8 (eight) years relevant laboratory experience
- 5 (five) years management experience
- Knowledge of OHSA
- Knowledge of general accounting and finance practices
- Knowledge of laboratory information and ERP systems
- Knowledge of company and products produced
- Knowledge of NHLS finance and budget processes and procedures
- Specialist pathology knowledge (desirable)
- Planning and Organising skills
- Analytical skills
- Financial and General Management
- Computer skills
- Leadership and Management skills
- Negotiation and Conflict resolution skills
- Interpersonal skills
- Effective communication skills
- Presentation skills
- Chairing meetings.

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: REGIONAL FINANCE
LOCATION: GREEN POINT COMPLEX
POSITION: MANAGER (REGIONAL FINANCE) (AMENDMENT) (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: WCNC0819/001-01 (10090.001.1457)

Main Purpose of the Job

Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research

Key Job Responsibility

- To implement and communicate all NHLS policies, systems, procedures and internal controls to ensure smooth operation of the Region / Institute and compliance with audit requirements
- To facilitate the development and implementation of Region / Institute's business plans and budgets to ensure compliance with national strategic requirements and objectives
- To monitor, control, correlate and report on financial performance of the Region / Institute against the budget to ensure cost effective, efficient service that is compliant with Public Finance Management requirements
- To review, recommend and report on capital expenditure for authorization by executive manager to ensure that expenditure remains within allocated budget and is distributed equitably between various business units in the branch
- To facilitate the implementation of contracts and service level agreements at a Regional / Institute level to ensure that the needs of customers and NHLS business objectives are met
- To oversee general services of the Region / Institute (e.g. safety, security, office facilities, transport services and switchboard) in order to support logistical business needs and improve overall efficiency
- To develop and manages staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- To manage inventory and assets and conduct ad hoc audits to ensure correctness of stock levels
- To, where required, take responsibility for the overall financial and information technology of the Region / Institute in accordance with the NHLS rules, policies and procedures

Minimum requirements & key competency

- B Comm / Financial Management degree or National Diploma in Accounting (essential)
- 5 (five) years post qualification experience in finance and general management (essential)
- Knowledge of Oracle ERP
- Knowledge of relevant acts and Treasury Regulations i.e. PFMA, PPPFA, BBBEE, GRAP, GAAP, etc.
- Knowledge of writing policy and procedures
- Cost and Management Accounting
- Negotiation skills
- Strong communication skills (including negotiation and facilitation)
- Interpersonal skills
- People management skills
- Time management skills
- Computer literacy (MS Office with advanced excel)
- Attention to detail
- Leadership skills
- Assertiveness
- Advanced financial skills
- Ability to deal with and provide support to managers who have limited knowledge of financial system
- Decision-making skills
- Ability to work independently and as part of a team
- Investigative skills

Enquiries may be directed to James Abraham @ (021) 417 9316, or e-mail application to james.abraham@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>