



**JANUARY 2020**

## **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: 07 FEBRUARY 2020**

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## GRANTS

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** ORACLE  
**LOCATION:** SANDRINGHAM  
**POSITION:** ANALYST DEVELOPER – ORACLE (FIXED TERM CONTRACT UNTIL 30 SEP 2020)  
**PAY GRADE:** C5  
**REFERENCE NUMBER:** CORPIT0120/001-01

### Key Job Responsibility

■ Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements. ■ Analyse and document business requirements in consultation with users according to appropriate methodology and techniques. ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution. ■ Develop and debug complex system components in line with technical specifications for quality implementation purposes. ■ Determine and evaluate performance measures of the system to ensure optimal utilization. ■ Scrub, manipulate and load data from other sources into the oracle system to ensure accuracy and correctness of information. ■ Test and implement technical solutions to ensure that the required standards and objectives are met. ■ Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth. ■ Provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization.

### Minimum requirements & key competency

■ 3 Year Diploma / Degree in Information Technology (NQF Level 6) ■ 6 (six) years' experience in IT Systems development environment  
■ Oracle Development Tools ■ System Development Lifecycle ■ Oracle application knowledge (desirable) ■ Verbal and written communication ■ Analytical thinking ■ Basic SQL application ■ Time management ■ Attention to detail.

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## ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE

**BUSINESS UNIT:** AARQA  
**DISCIPLINE:** ACADEMIC AFFAIRS AND RESEARCH  
**LOCATION:** SANDRINGHAM  
**POSITION:** TECHNOLOGY TRANSFER OFFICER  
**(FIXED TERM CONTRACT FOR 12 MONTHS)**  
**PAY 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, 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 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

■ National Diploma (NQF Level 6) in Marketing or Commercial studies ■ Post graduate qualification in Science (desirable) ■ 3 (three) years' experience in Technology Transfer ■ 3 (three) 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)

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**BUSINESS UNIT:** AARQA  
**DISCIPLINE:** ACADEMIC AFFAIRS AND RESEARCH  
**LOCATION:** SANDRINGHAM  
**POSITION:** TRAINING ADMINISTRATOR (FIXED TERM CONTRACT UNTIL 30 SEP 2020)  
**PAY 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**

■ National Diploma in in Business/ Science, engineering and 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.

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**BUSINESS UNIT:** AARQA  
**DISCIPLINE:** ACADEMIC AFFAIRS AND RESEARCH  
**LOCATION:** SANDRINGHAM  
**POSITION:** TECHNOLOGY TRANSFER AND PARTNERSHIP MANAGER  
**(FIXED TERM CONTRACT FOR 12 MONTHS)**  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORPAARQA0120/001-03

#### **Key Job Responsibility**

■ Promoting the understanding, identification and commercialization of technologies (including emerging technologies) and awareness of intellectual property and licensing issues ■ Enabling and overseeing Technology transfer activities, its regulatory environment, the creative process ■ Facilitate the transfer of NHLS created IP into new products and services for public good and benefit ■ Create and manage innovation and Technology Transfer networks through the relevant networks and establish strong strategic and commercial initiatives ■ Drive engagements that encourage formulation of initiatives of multiple complex multi-faceted projects that combine technology development, influencing people and commercial outcomes ■ Create opportunities and an environment to work effectively with different kinds of stakeholders with different norms and communication styles ■ Manage the NHLS Technology transfer office and develop structures that will strengthen effective functioning and delivery of proposed initiatives ■ Manage organisational IP and other required submissions ■ Implement policies, guidelines and processes that will ensure appropriate, effective and guided granting of ownership of innovation as a result of research outcome ■ Working Knowledge and understanding of the IPR Act 51 OF 2008 and institutional policies ■ Liaise with the patent agents, lawyers and other third parties ■ Instruct the filing and prosecution of patent applications and manage portfolio of technologies ■ Evaluation and analysis of new invention disclosures ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform ■ Facilitate and generate new funding support for the NHLS to drive innovative initiatives and promote entrepreneurship ■ Formulate strategy to and derive the best deals for IP spin-out companies and/or licensing potential ■ Create an effective platform for engagement with the NHLS community on all areas related to intellectual property, including proving workshops and consulting services

#### **Minimum requirements & key competency**

■ Masters in Science, Law or engineering (NQF Level 9) ■ Post graduate Diploma in Compliance management or Intellectual Tax Law (desirable) ■ 5 (five) years experience in Technology Transfer and IP Management of which 3 years should be in Contracts management ■ Knowledge of the IPRA 51 of 2008 ■ Business development skills (desirable) ■ Commercialisation of IP experience (desirable) ■ 3 (three) years in Health sciences/ diagnostic pathology (desirable) ■ Communication and negotiation skills ■ Good planning and organisational skills ■ Interpersonal skills ■ Computer literacy ■ Ability to adapt and be flexible ■ Ability to work independently ■ Ability to handle pressure

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