



JUNE 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. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications (where applicable).
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.
10. This is an open advert therefore external applicants are welcome to apply for this bulletin.

CLOSING DATE FOR ALL POSITIONS: 11 June 2020





BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : INFORMATION TECHNOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : HEAD: INFORMATION TECHNOLOGY
PAY GRADE : D3
REFERENCE NUMBER : NIOH0620.002.01

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 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 (OHSIS) Department of the NIOH.

Key Job Responsibility

Networking

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

Applications and Software Development

■Lead pre-testing phase of development by evaluating proposals in order to identify potential problem areas, and make the appropriate recommendations ■Ensure that development projects meet business requirements and goals, fulfill end-user requirements, and identify and resolve systems issues ■Review and analyze existing application effectiveness and efficiency, and then develop strategies for improving or leveraging these systems ■Manage the development and deployment of new applications, systems software, and/or enhancements to existing applications throughout the enterprise ■Design, develop, and install enhancements and upgrades to systems and application software ■Participate as an active developer in software developments ■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 ■Coordinate the resolution of all corporate help desk activities ■Service and support to be maintained at the highest level at all times.

Asset Management

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

Training and Laboratory 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.

(Cont.)





Internal Systems

- Manage all the other NIOH internal IT systems.

Minimum requirements & key competency

■ BSc (Computer Science) (NQF level 7) ■ 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' work experience ■ Software development experience ■ Microsoft .NET 3.5+ development using C# ■ Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF ■ Experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ 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.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581 and email application to Recruiter4@nicd.ac.za

Closing date : 11 June 2020



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : SAFETY, HEALTH AND ENVIRONMENT
LOCATION : NIOH BRAAMFONTEIN **(Based in Johannesburg)**
POSITION : OCCUPATIONAL MEDICINE PRACTITIONER
PAY GRADE : D3
REFERENCE NUMBER : NIOH0620.002.02

Main Purpose of the Job

Oversee occupational medicine for the staff of the NIOH, NICD and NHLS and ensure compliance with relevant legislation by developing strategy, policy, standards and service arrangements and managing the professional aspects of occupational medicine services for the NIOH, NICD and NHLS.

Key Job Responsibility

■ Develop strategy, policy and standards for occupational medicine services in the NHLS and other agencies in order to protect the health of the NHLS staff and comply with relevant legislation. ■ Co-ordinate, supervise and monitor the professional aspects of the implementation of occupational medicine services within the NHLS to provide a high level of service that satisfies legislative and health requirements. ■ Establish and monitor occupational medicine service relationships with public and private service providers and academic and tertiary institutions to facilitate the roll-out of effective occupational medicine services. ■ Provide the Director: NIOH with relevant knowledge for advocacy on the need and value of occupational medicine services in the NHLS, NIOH and NICD. ■ Design the content of occupational medicine training programmes and identify existing occupational medicine training programmes for NHLS staff and occupational health practitioners to ensure competency amongst NHLS staff. ■ Respond to occupational medicine queries emanating from the NHLS, NIOH, NICD and other agencies to protect the health of staff members. ■ Support and provide services within the Occupational Medicine Division of the NIOH to diagnose and manage patients with occupational diseases.

Minimum requirements & key competency

■ MBChB and preferably FLPHM / MMed Occupational Health but a minimum of a post-graduate Diploma in occupational health. ■ Registration with HPCSA as medical practitioner/specialist. ■ Occupational Medicine Specialist. ■ 5 to 7 years' experience in occupational health environment. ■ Experience in policy development and management. ■ Computer literacy (MS Office, health information systems). ■ Drivers' licence and own transport. ■ Occupational health and safety legislation knowledge. ■ Knowledge of occupational medicine services. ■ Management and leadership skills. ■ Communication skills (verbal and written). ■ Interpersonal skills. Report writing skills. ■ Analytical thinking. ■ Ability to make decision independently. ■ Ability to work in a multi-disciplinary team. ■ Clinical skills ■ Desirable: Knowledge of teaching and training methodology, research methodology and management of occupational health services.

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528 and email application to Recruiter1@nioh.ac.za

Closing date : 11 June 2020



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : SAFETY, HEALTH AND ENVIRONMENT
LOCATION : NIOH BRAAMFONTEIN **(Based in Cape Town)**
POSITION : OCCUPATIONAL MEDICINE PRACTITIONER
PAY GRADE : D3
REFERENCE NUMBER : NIOH0620.002.03

Main Purpose of the Job

Oversee occupational medicine for the staff of the NIOH, NICD and NHLS and ensure compliance with relevant legislation by developing strategy, policy, standards and service arrangements and managing the professional aspects of occupational medicine services for the NIOH, NICD and NHLS.

Key Job Responsibility

■ Develop strategy, policy and standards for occupational medicine services in the NHLS and other agencies in order to protect the health of the NHLS staff and comply with relevant legislation. ■ Co-ordinate, supervise and monitor the professional aspects of the implementation of occupational medicine services within the NHLS to provide a high level of service that satisfies legislative and health requirements. ■ Establish and monitor occupational medicine service relationships with public and private service providers and academic and tertiary institutions to facilitate the roll-out of effective occupational medicine services. ■ Provide the Director: NIOH with relevant knowledge for advocacy on the need and value of occupational medicine services in the NHLS, NIOH and NICD. ■ Design the content of occupational medicine training programmes and identify existing occupational medicine training programmes for NHLS staff and occupational health practitioners to ensure competency amongst NHLS staff. ■ Respond to occupational medicine queries emanating from the NHLS, NIOH, NICD and other agencies to protect the health of staff members. ■ Support and provide services within the Occupational Medicine Division of the NIOH to diagnose and manage patients with occupational diseases.

Minimum requirements & key competency

■ MBBCh and post-graduate Diploma in occupational health. ■ Registration with HPCSA as medical practitioner/specialist. ■ Occupational Medicine Specialist. ■ 5 to 7 years' experience in occupational health environment. ■ Experience in policy development and management. ■ Computer literacy (MS Office, health information systems). ■ Drivers' licence and own transport. ■ Occupational health and safety legislation knowledge. ■ Knowledge of occupational medicine services. ■ Management and leadership skills. ■ Communication skills (verbal and written). ■ Interpersonal skills. Report writing skills. ■ Analytical thinking. ■ Ability to make decision independently. ■ Ability to work in a multi-disciplinary team. ■ Clinical skills ■ Desirable: Knowledge of teaching and training methodology, research methodology and management of occupational health services.

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Closing date : 11 June 2020



BUSINESS UNIT: NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
DISCIPLINE: OCCUPATIONAL MEDICINE
LOCATION: BRAAMFONTEIN
POSITION: OCCUPATIONAL HEALTH NURSE X 3 - (RE-ADVERTISEMENT)
(FIXED TERM CONTRACT: 06 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NIOH0420.001-01

Main Purpose of the Job:

Provides and manages the provision and maintenance of occupational health and specialist related services within the NHLS in a safe and secure manner.

Key Job Responsibilities:

■ Assist where necessary in providing and coordinating Occupational Health Service for NHLS employees. ■ Provide health education by informing staff of potential workplace hazards to protect themselves against occupationally acquired diseases. ■ Assist in coordinating workplace Risk Assessments by a multidisciplinary Occupational Health team to determine preventative and/or corrective strategies and ensure a healthy and safe working environment. ■ Assist and co-ordinate routine Medical Surveillance Program for NIOH staff to establish baseline health data profiles for staff health monitoring. ■ Perform all requirements for case management and documentation in order to comply with Compensation for Occupational Injuries and Diseases (COID) legislation. ■ Implement and manage the NHLS Occupational Health Services for all NHLS Client institutions (Public & Private companies). ■ Perform, co-ordinate and facilitate patient's consultations. ■ Liaise with companies and employees on information needed. ■ Participate in and support Research Projects for the NIOH within Occupational Health Nurse Scope of Practice.

Key Competency Requirements:

■ 4 year Nursing diploma ■ Diploma in Occupational health nursing (specialisation) ■ Registration with SANC ■ Valid driver's licence ■ Practical nursing experience (3 years) Short course / certificate in required counselling discipline [e.g. HIV/Aids, TB, etc. (desirable)] ■ Proficiency in MS Office. ■ Knowledge of Occupational Health principles and relevant legislation ■ Strong written and verbal communication skills ■ Excellent interpersonal skills ■ Computer literacy ■ Ability to maintain confidentiality ■ Administrative skills ■ Analytical skills. ■ Report writing skills. ■ Presentation skills. ■ Attention to detail ■ Ability to work under pressure.

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528 and email application to Recruiter1@nioh.ac.za

Closing date : 11 June 2020



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : SAFETY, HEALTH AND ENVIRONMENT
LOCATION : NIOH BRAAMFONTEIN (For Free State & North West region)
POSITION : OCCUPATIONAL HEALTH NURSE MANAGER (RE- ADVERTISEMENT)
PAY GRADE : C5
REFERENCE NUMBER : NIOH0420.002.02

Main purpose of the Job

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 transport.

Desirable: ■ Membership with South African Society of Occupational Health Nurses (SASOHN). ■ 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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