



May 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.
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: 01 June 2020



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : SAFETY, HEALTH AND ENVIRONMENT
LOCATION : NIOH BRAAMFONTEIN (Based in Cape Town)
POSITION : WASTE ASSURANCE OFFICER (RE-ADVERTISEMENT)
PAY GRADE : C4
REFERENCE NUMBER : NIOH0420.002.03

Main Purpose of the Job

Provide regional support for the waste management programme within the NHLS and NIOH in order to develop, maintain and advocate a safe and legally compliant programme for the storage, collection, transport and treatment and disposal of waste to prevent negative impact due to NHLS work practices and procedures.

Key Job Responsibility

- Provide a waste management programme within the various facilities according to South African standards and legislation and international best practice.
- Provide input into the development of a waste management policy and standard operation procedures.
- Advise and provide waste training together with facility managers and relevant practitioners.
- Advise and support Facility Managers on the control or elimination of waste related hazards.
- Contribute to the sharing of local knowledge on waste management risks and interventions within the NHLS.
- Collate and monitor all waste related records and statistics and report thereon as required.
- Investigate and report on waste related incidents.
- Audit and monitor key aspects of waste management practice relating to the NHLS including NHLS and NIOH facilities and service providers.
- Actively promote OHASIS as a waste monitoring tool.
- Advise line management and staff on the relevance of waste management policies.
- Support the medical surveillance programme in the region by identifying exposed individuals for medical surveillance.

Minimum requirements & key competency

- BTech in Environmental Management / BTech in Environmental Health / Biomedical Technology / Equivalent. Certification Registered with a relevant professional body.
- 3 years post qualification experience in waste management.
- Laboratory Experience (Desirable).
- Expert knowledge of waste management principles, legislation and policies.
- Proficiency in MS Office.

Competencies: ■ Communication skills (verbal and written). ■ Interpersonal Skills. ■ Ability to work independently and collaboratively. ■ Negotiation skills. ■ Presentation skills. ■ Training Skills. ■ Analytical skills. ■ Ability to work as a team and with different stakeholders. ■ Time Management ■ Attention to detail. ■ Planning and organizing skills ■ Problem solving skills.

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

Closing date : 01 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.

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Closing date : 01 June 2020



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : LABORATORY SUPPORT SERVICES
LOCATION : NIOH BRAAMFONTEIN
POSITION : OFFICER: SECURITY (RE-ADVERTISEMENT)
PAY GRADE : IS1
REFERENCE NUMBER : NIOH0420.002.05

Main Purpose of the Job

Responsible for the provision of security services to NHLS. Responsible for crime prevention and investigation, physical security, intelligence gathering and assessment, access control at main entrance and around the campus.

Key Job Responsibility

- Ensures proper implementation of established security standards, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Completes security-related documents, such as incident reports, recording observations, information, and occurrences.
- Interviewing witnesses and obtaining signatures ■ Conduct physical examinations of property, i.e. monitoring and surveillance of equipment, buildings, access points and permitting entry to ensure compliance with security policies and regulations ■ Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer instructions, troubleshooting malfunctions; calling for repairs.
- Communicate security status, updates, and actual or potential problems, using established protocols.

Minimum requirements & key competency

- Grade 12 or equivalent. ■ Grade D security certificate. ■ Valid Driver's licence (Desirable). ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA. ■ Working Knowledge of public safety and security procedures/ protocols. ■ Ability to operate detecting systems. ■ Surveillance skills and experience. ■ Knowledge of logistics of campus / hospital /laboratory departments. ■ Strong interpersonal skills. ■ Attention to detail. ■ Good communication skills. ■ Time Management ■ Good driving skills. ■ Assertiveness.

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