

NIOH - POSTING

BUSINESS UNIT:	NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
DISCIPLINE:	HIV/TB
LOCATION:	ALL PROVINCES
POSITION:	SURVEILLANCE OFFICERS X 40 (FIXED TERM CONTRACT: 1 MONTH)
PAY GRADE:	C2
REFERENCE NUMBER:	NIOH0920.001.01

Main Purpose of the Job:

Collect COVID-19 occupational health and safety data from health facilities in the public and private sectors for the verification of available health and safety services and health and safety committees. The surveillance officer will be involved in office, clinic, community and hospital-based occupational health and safety audit and research for programmes that fall under NIOH.

Key Job Responsibilities:

- Identify and audit health facilities by (1) close liaison with the Provincial Coordinator, (2) communication with National Coordinator and (3) by checking with Project Manager.
- Obtain informed consent and interview OHS coordinators, COVID-19 Compliance Officers and or hospital management to fulfill ethical requirements and ensure reliability of data.
- Complete audit report forms by interview and / or record review and submit to the NIOH timeously.
- Adhere to turn around times with regard to queries raised on the audit report forms.
- Capture evidence as per relevant protocol.
- Monitor the progress and outcome of audits in the hospital/clinic to ensure accurate data collection and recording.
- File audit and research records on-site after data collection, according to the relevant protocol.
- Compile site statistics and reports as dictated by the project activities or as required by line manager.
- Actively participate in and contribute to audit-related activities, e.g. special research studies nested within the audit programme, programme evaluations, etc.
- Work effectively with existing Department of Health in the district / region to achieve the objectives within the project / program.
- Assist to obtain permission and ethics approval for audit and research activities in the region.
- Perform tasks related to the audit and research project as dictated by the project activities or as assigned by the line manager.
- Assist other sites on an ad hoc basis as and when required.

Key Competency Requirements:

- Health related qualification (Environmental Health, Public Health, Nursing, etc.)
- Occupational Health and safety training course an advantage.
- At least 1-3 years' experience in a health settings environment, post qualification.
- Research experience would be an advantage.
- Good Communication skill.
- Crisis-intervention skills.
- Counselling skills.
- Interpersonal and people skills.
- Ability to work under pressure.
- Attention to detail is essential.
- Ability to maintain confidentiality.

(Clearly state which Province you are applying for)

Enquiries may be directed to Ketsitseng Maseko at 011 712 6400 or submit application with supporting documents to Recruiter1@nioh.ac.za

Closing date: 17 September 2020