



NOVEMBER 2021

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 proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**

CLOSING DATE: 19 NOVEMBER 2021

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
CORPORATE	3 – 5
GAUTENG REGION	6 – 6
KZN REGION	7 – 7

CORPORATE REGION

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: INFORMATION & KNOWLEDGE MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: OFFICER: RECORDS MANAGEMENT (AMENDMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPIT0121/001-01 (07926-001-1477)

Key Job Responsibility

- To facilitate the development and implementation of Records Management policies and procedures ■ To provide 1st line Applications support for all applications that are used with the NHLS. ■ To design, develop and maintain filing systems/records numerical standards.
- To design, develop and implement business classification schemes ■ To develop, implement and apply proper records retention schedules to records in paper and electronic format ■ To develop, implement and apply disposal schedules for NHLS records in paper and electronic format ■ To design, develop and maintain NHLS Records Management File plan both physical and electronic records ■ To ensure NHLS Records Management File plan complies with National Archives and Records Services of South Africa ■ To ensure compliance with relevant legislation, regulations and information security policies ■ To ensure compliance and adherence to accredited standards adopted by Records Management ■ To advise on complex legal and regulatory issues based on statutory and regulatory frameworks observed by Records Management ■ To engage with National Archives and Records Services of South Africa (NARSSA) to ensure approval of NHLS File Plan.

Minimum requirements & key competency

- 3 year National Diploma/Degree in Records Management/ Information Management/Information Technology or related qualification (NQF Level 6) ■ Records Management Certificate ■ 5 (five) years' experience in Records Management environment ■ Experience in designing, developing and implementing a File Plan ■ Experience designing and implementing business classification schemes ■ Experience in developing and implementing disposal and retention schedules ■ Experience in engaging with National Archives Records Management of South Africa ■ Knowledge in using some form of document management systems, Enterprise Content Management (ECM) Systems etc or Records Management systems ■ Comprehensive understanding of knowledge management ■ Knowledge of statutory, regulatory frameworks and SANAS standards for managing records ■ Knowledge of electronic / enterprise content management systems or records management systems ■ Open Text Records Management module ■ Project Management ■ Analytical and System thinking skills ■ Good negotiation skills ■ Interpersonal and advanced communication skills (verbal and written) ■ Written and Verbal Communication Skills ■ Self-motivated, able to work independently and work as part of a multidisciplinary team ■ Excellent personal organisation and ability to prioritise and carry out multiple tasks ■ Elicitation and facilitation skills ■ Ability to discuss technical matters effectively with non -technical people ■ A desire to remain technically capable and an expert in current technologies.

Enquiries may be directed Maria Ntlailane on (011) 386 6187, e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: OPERATIONS
LOCATION: SANDRINGHAM
POSITION: SPECIALIST: DISASTER RECOVERY (AMENDMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPIT 0721/001-02 (07923-001-1353)

Key Job Responsibility

■ To manage all aspects pertaining to the availability, safety, maintenance and repairs (eg. Power & standby power, UPS and generators, air conditioning, access control, fire and alarm systems, emergency and rescue systems and building systems that may affect the IT operations) of the IT facilities equipment and environment at all data centres ■ To supervise the onsite management of the general services staff, contractors, vendors ensuring that all work is performed according to established practices and procedures ■ To be responsible for the physical security policies, procedures and adherence at all national data centres, including emergency evacuation documentation, testing and training ■ To inspect facilities and generate inspection reports, as well as reports on all aspects of the critical facility operations and maintenance ■ Arrange to get the Data Centre's cleaned by a professional body to minimise dust disturbances in a quarterly basis ■ To assume leadership role in developing, coordinating and maintaining comprehensive data centre recovery plans and a testing program to ensure the ability to recover in the event of unforeseen disruption to facilities or technology systems ■ Ability to lead and direct team members, maintain schedules and project management in the event of disaster and implement special needs plan and programs ■ To work with IT managers and other business leaders to co-ordinate projects, manage capacity and optimise plant safety, performance, reliability and efficiency ■ To perform periodic audits of existing disaster recovery plans and report to management on any improvements that needs to be made ■ Co-ordinate with other IT units in planning new additions on capacity planning with a major focus on proactively assuring adequate power and cooling in the data centre.

Minimum requirements & key competency

■ 3 Year National Diploma (NQF Level 6) in Information Technology ■ Linux/Unix Systems Administration Certification ■ Veeam Certification (desirable) ■ Cobit certification (desirable) ■ ITIL v3 foundation (desirable) ■ Datacenter Certification (desirable) ■ Microsoft Server Administration (desirable) ■ 5 (five) years' experience in Information Technology, specifically in extensive Data Centre environments and critical Infrastructure systems ■ Knowledge in IT Infrastructure & equipment management and design best practices ■ Knowledge in data centre reticulation ■ Knowledge in air - conditioning systems ■ Knowledge of alarm and fire control systems ■ Technical knowledge of power distribution systems, emergency power, UPS systems, fire alarms and suppression systems. ■ Project Management skills ■ Analytical and problem solving skills ■ Responsible attitude, ability to take initiatives and ownership ■ Ability to lead staff including prioritizing and scheduling work assignments ■ Strong interpersonal skills ■ Communication skills ■ Proactive and goal oriented ■ Ability to work under pressure ■ Ability to meet deadlines ■ Ability to weigh business and IT risks and respond appropriately ■ Multitasking skills.

Enquiries may be directed Maria Ntlailane on (011) 386 6187, e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: SAVP
DISCIPLINE: QUALITY CONTROL
LOCATION: SANDRINGHAM
POSITION: ANALYST: QUALITY CONTROL (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: CORPSAVP 0721/002-02

Key Job Responsibility

■ To test and/or outsource raw materials, intermediate and final products in accordance with authorised SOPs to ensure that products meet specification ■ To perform procedures for environmental monitoring of production, quality control and animal unit areas to ensure these areas operate within specification ■ To collect samples aseptically and in accordance with sampling guidelines to ensure the integrity and representativeness of samples for testing without compromising batches being sampled ■ To review SOPs (as per time frames) and to adequately document test results and procedures to fulfil good laboratory practice requirements ■ To monitor the performance of equipment and processes in quality control to ensure that these are validated and calibrated for use ■ To participate in regular intradepartmental vertical technical audits and interdepartmental audits to assess effectiveness and ensure continued improvement of the quality system ■ To plan and order chemical, microbiological and biological reagents as required to ensure the efficient and timeous running of the laboratory ■ To keep abreast of pharmacopeia and regulatory requirements to ensure compliance with Medicine Control Council guidelines ■ To assist with any reasonable ad hoc request from the QC Supervisor or Biologicals Manager to ensure efficient running of the unit.

Minimum requirements & key competency

■ 3 year Diploma (NQF Level 6) / Degree in Medical Technology, Microbiology, Chemistry or Biotechnology ■ 1 (one) year post qualification experience in the Pharmaceutical/Production industry ■ Knowledge of principles of good laboratory practice ■ Sound understanding of good manufacturing practice ■ Knowledge of OHSA ■ Written and verbal communication skills ■ Planning and organising skills ■ Computer literacy ■ Attention to detail ■ Accuracy.

Enquiries may be directed Maria Ntlailane on (011) 386 6187, e-mail application to corporate1@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: BRAAMFONTEIN COMPLEX
DISCIPLINE: IMMUNOLOGY DEPARTMENT
LOCATION: BRAAMFONTEIN
POSITION: ACADEMIC SECRETARY (WITHDRAWN)
PAY GRADE: B5
REFERENCE NUMBER: GAUBC1021/001-02 (41982-001-8041)

Main Purpose of the Job

Performs secretarial and general office duties for Head of Academic Department to facilitate the smooth operation of the designated area.

Key Job Responsibility

■ Maintains a diary for the HOD and ensures that all meetings and commitments are properly recorded while also optimising available time in consultation with the Head of Academic Department ("HOD") ■ Receive, screen and action general communication and correspondence addressed to the HOD to ensure that only relevant communication reaches the relevant HOD and that general communication is directed appropriately within the department ■ Types and/or collates documents/reports and prepares presentations timeously as per requirements ■ Faxes documents and maintains an accurate record of all documents transmitted ■ Photocopies documents according to specific requirements and instructions ■ Maintains a filing system and ensures that all documents are filed timeously according to procedures ■ Distributes documentation according to standard distribution instructions and ensures that t, where necessary, documentation and reports are returned on time, by liaising with the respective HOD/ departments ■ Takes minutes of meetings, ensuring that an accurate and concise summary of proceedings is recorded, typed and distributed on time ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements ■ Handles bookings and monitors use and maintenance of pool vehicle where applicable ■ Liaises with travel agents and service providers regarding travel bookings as per requirements ■ Assists with clients/students queries to ensure that they are speedily resolved ■ Perform any a-hoc responsibilities as when required.

Minimum requirements & key competency

■ Grade 12/ NQF Level 4 ■ 3 (three) year Degree / Diploma / NQF Level 6 or 7 (Desirable) ■ Minimum of (One) 1 year's administrative/ secretarial experience ■ Knowledge of general office administration ■ Computer skills ■ Good typing skills ■ General office administration skills ■ Communication skills ■ Attention to detail ■ Interpersonal skills.

Enquiries may be directed Lebogang Mogokotleng (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MBONGOLWANE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNMBO1021/001-01 (81680-003-8014)

Main Purpose of the Job

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibility

Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za