



February 2022

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV and supporting document to the relevant Practitioner/Administrator (Human Resources) by email, quoting clearly 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. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
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.

This is an open advert therefore external applicants are welcome to apply for this bulletin.



BUSINESS UNIT: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE: EPIDEMIOLOGY AND SURVEILLANCE
LOCATION: BRAAMFONTEIN
POSITION: HEAD: EPIDEMIOLOGY AND SURVEILLANCE **(RE ADVERTISEMENT)**
PAY GRADE: D3
REFERENCE NUMBER: NIOH0321.001.05

Main Purpose of the Job

Develop, initiate, manage and support epidemiologic studies and surveillance programmes and direct the analysis and dissemination of data in order to guide Occupational Health programmes and policies within South Africa.

Key job responsibilities

- Manage and lead the unit team in order to provide surveillance programs to Government Departments and other stakeholders.
- Manage annual publications from research projects including surveillance to ensure that data is available to influence public health policy and evaluate interventions.
- Oversee the development and conduct of focussed epidemiologic studies related to topics of national importance to Occupational Health.
- Supervise the provision of epidemiologic support to other units within the NIOH in order to translate information to guide health policy.
- Provide teaching and training to students in the field of epidemiology in order to increase Occupational Health Epidemiological capacity in the Country.
- Provide learning opportunities for staff within NIOH in order to empower them on epidemiologic topics.
- Provide epidemiologic support to Disease Clusters within South Africa in order to guide hazard control and prevention.
- Be a member of expert committees advising Governmental Departments and other stakeholders on issues related to Occupational Health.
- Source and manage grant funding for research and surveillance activities
- Foster collaboration with other institutes, nationally and across the globe.

Minimum requirements & key competencies

- FCPHM / Related Medical Specialist qualification.
- PHD (desirable).
- 5 years' experience in Epidemiology and Surveillance field.
- 5 years research experience.
- Must have established publication records.
- Expert knowledge of epidemiological principles and statistical Software.
- Expert knowledge and application of surveillance principles.
- Knowledge of Occupational or Environmental Health.
- Computer literacy (MS Office and statistical packages).
- Strong written and verbal communication skills.
- Excellent interpersonal skills.
- Attention to detail.
- Project management skills.
- Data analysis and study design skills.
- People management skills.
- Financial management skills (budgets).
- Teaching, training and presentation skills.
- Research Grants Application Skills.

***Interested candidates who meet the requirements are invited to send their applications to Recruiter4@nicd.ac.za
Enquiries may be directed to Azia Nxumalo @ (011) 555 0581***

Closing date : 09 February 2022



BUSINESS UNIT: NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: BRAAMFONTEIN
POSITION: REGIONAL FINANCE MANAGER **(RE ADVERTISEMENT)**
PAY GRADE: D2
REFERENCE NUMBER: NIOH1021.001.02

Main Purpose of the Job

Provide corporate finance and administration support services to the institute.

Key Job Responsibilities

- Implement and communicate all NHLS policies, systems, procedures and internal controls to ensure smooth operation of the institute and compliance with audit requirements.
- Facilitate the development and implementation of the institute's business plans and budgets to ensure compliance with national strategic requirements and objectives.
- Monitor, control, correlate and report on financial performance of the institute against the budget to ensure cost effective, efficient service that is compliant with Public Finance Management requirements.
- Review, recommend and report on capital expenditure for authorization by executive manager to ensure that expenditure remains within allocated budget and is distributed equitably between various sections of the institute.
- Facilitate the implementation of contracts and service level agreements at institute level to ensure that the needs of customers and NHLS business objectives are met.
- Oversee general services of the institute (e.g. safety, security, office facilities, transport services and switchboard) in order to support logistical business needs and improve overall efficiency.
- Develop and manages staff to ensure they have the skills required by the organization and are able to achieve their performance objectives.
- Manage inventory and assets and conduct ad hoc audits to ensure correctness of stock levels.
- Where required, take responsibility for the overall financial and information technology of the institute in accordance with the NHLS rules, policies and procedures.

Key Competency Requirements

- BComm / Financial Management degree or National Diploma in Accounting
- 5-8 years post qualification experience in finance and general management
- Knowledge of Oracle ERP
- Knowledge of relevant acts and Treasury Regulations i.e. PFMA, PPPFA, BBBEE, GRAP, GAAP, etc.
- Knowledge of writing policy and procedures
- Negotiation skills
- Strong communication skills (including negotiation and facilitation)
- Interpersonal skills
- People management skills
- Time management skills
- Cost and Management Accounting
- Computer literacy (MS Office with advanced excel)
- Attention to detail
- Leadership skills
- Assertiveness
- Advanced financial skills
- Ability to deal with and provide support to managers who have limited knowledge of financial system
- Decision-making skills
- Ability to work independently and as part of a team
- Investigative skills.

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Enquiries may be directed to Azia Nxumalo @ (011) 555 0581***

Closing date : 09 February 2022



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : INFORMATION TECHNOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : ANALYST DEVELOPER (1 YEAR FIXED TERM CONTRACT)
PAY GRADE : C5
REFERENCE NUMBER : NIOH0321.001.03 (RE-ADVERTISEMENT)

Main Purpose of the Job

Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes' surveillance processes.

Key Job Responsibility

- Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution.
- Analyse and document business requirements in consultation with users according to appropriate methodology and techniques.
- 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. ■ Provide code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support. ■ Facilitate Joint Analysis and Design (JAD) sessions, oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth. ■ Ability to analyse large amounts of information to discover trends and patterns. ■ Follow and use proper project management principles on all projects. ■ Participate in projects to understand new target systems' processes and provisioning needs and implement solutions. ■ Learn and master new technologies and techniques. ■ Communicates any and all progress, roadblocks, issues to the team and management in a timely manner. ■ Technical report writing and development of presentations. ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information. ■ Troubleshoot and support issues identified. ■ Ensure all change management and compliance procedures are being followed. ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization. ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform. ■ Support and monitor the OHSS IT Helpdesk System. ■ Support IT department if required.

Minimum Requirements & Key Competency

- 3 year BSc Degree in Computer Science or Data Science or Engineering or other relevant quantitative field. ■ Microsoft .NET 3.5+ development using C#, Microsoft .Net technologies including WCF, WPF, WF, LINQ and EF (Desirable). Minimum 3 years' software developer experience essential. ■ Knowledge in visualization platforms and/or web platforms and working with graphs etc.
- Knowledge and/or experience in Data frameworks, practices and tooling (e.g. DAMA, Apache, etc) ■ Demonstrates knowledge of database and data warehouse design ■ Knowledge of data collection, cleaning, pre-processing and analysis ■ Experience in querying databases and using statistical computer languages: Python, SQL etc ■ Statistical packages and data packages/reporting tools (Power BI), Google Studio, MS EXCEL or google sheets ■ Knowledge in visualization platforms and/or web platforms and working with graphs etc. ■ Good communication skills (verbal and written) ■ Attention to detail ■ Problem solving skills ■ Accuracy skills ■ Interpersonal skills ■ Flexibility ■ Analytical Skills

Interested candidates who meet the requirements are invited to send their applications to Recruiter@nioh.ac.za

Enquiries may be directed to Ketsitseng Maseko @ (011) 712 6400

Closing date: 09 February 2022

