



July 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: CENTRE HEAD: EPIDEMIOLOGY AND SURVEILLANCE  
PAY GRADE: PHP  
REFERENCE NUMBER: NIOH0722.001.04

### 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](mailto:Recruiter4@nicd.ac.za)  
Enquiries may be directed to Azia Nxumalo @ (011) 555 0581**

**Closing date : 20 July 2022**



**BUSINESS UNIT:** NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE:** COMMUNICATIONS AND MARKETING  
**LOCATION:** BRAAMFONTEIN  
**POSITION:** COMMUNICATIONS MANAGER  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** NIOH0722.001.05

### Main Purpose of the Job

**Assist in the development and execution of the organisation's branding, marketing and communications strategy in order to present the organisation in a professional light and clearly articulate its services and value proposition.**

### Key Job Responsibility

- Develop and implement a strategic plan for communications in the NIOH in order to align with the organization's strategy and meet the needs of all stakeholders.
- Identify, liaise and build strategic relationships with key media stakeholders for the purposes of establishing networks and communication channels for dissemination of information.
- Manage the production of relevant publications and related marketing materials from the NIOH including the maintenance and updating of the NIOH website content, the internal newsletters, annual reports, media releases, promotional material, guidelines which may require technical input from relevant parties, and social media content creation and channel management.
- Develop and implement internal communications strategy for employees to ensure effective information distribution.
- Identify and effectively utilize media opportunities to create and secure regular positive publicity for the NIOH and to raise the media profile of the organization.
- Give strategic and creative guidance to management in terms of optimizing opportunities to communicate the impact of the NIOH's work in a coherent and accessible manner.
- Manage human and financial resources in the strategic communication portfolio and report on the performance of the NIOH strategic communication group to management.
- Keep abreast of the NIOH's key strategic imperatives and be able to position these with stakeholders.
- Work closely with practice/focus groups, as appropriate, to achieve marketing objectives as per the Marketing Plan and effectively execute the integrated marketing and communications strategy of the Institute.
- Provide required assistance to the Executive and marketing team on special projects and assignments.
- Develop risk communications strategies, which include outbreak/disaster, for different audiences (health, public and any other communities).
- Ensure that the organization has capacity to respond to all communication imperatives.

### Minimum requirements & key competency:

- Honours Degree in Communications / Marketing or relevant equivalent qualification
- 6-8 years relevant experience as both practitioner and manager within a health/scientific environment.
- Valid driver's license
- Experience in communications IT technology.
- Experience in social media communication
- Understanding of the occupational health and/or public health sector (desirable).
- Knowledge of :
  - Media production, communication, and dissemination techniques and methods,
  - In-depth vocational knowledge e.g. branding, corporate communication, advocacy, graphics,
  - Project management methodology,
  - Principles and processes for providing customer-centric services to stakeholders both locally and internationally,
  - Principles and methods for marketing services,
  - Design computer packages (creative software).
  - Change management
  - People management and empowerment
  - Negotiation skills
  - Business acumen
  - Analytical thinking
  - Ability to understand changing market dynamics
  - Outstanding communication (verbal & written) and interpersonal skills incl. media liaison.
  - Computer literacy (MS Office, graphics packages and experience using CMS systems i.e. WordPress)
  - Innovative implementation (from strategy and ideas to





implementation) ■ Adherence to tight deadlines ■ Presentation skills ■ Ability to influence at all levels ■ Proven ability to interact at a strategic level with stakeholders in government, public and private sectors on complex issues. ■ Copyright law and a good understanding of the Protection of Personal Information Act (POPIA) (No 4. Of 2013: Protection of Personal Information Act, 2013). ■ Financial management and a good understanding of the Public Finance Management Act (PFMA) (Act No.1 of 1999 as amended by Act No 29 of 1999). ■ Strategic leadership and thinking. ■ Proven ability to interact at a strategic level with executives.

***Interested candidates who meet the requirements are invited to send their applications to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)  
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