



October 2021

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 : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : HEAD OF DIVISION
PAY GRADE : D4
REFERENCE NUMBER : NIOH1021.001.01

Main Purpose of the Job

Contribute in the management of the NIOH Pathology Division by ensuring that the diagnostic output is delivered in accordance with the principles of good laboratory practice and to provide a professional consultative service to clinicians. Promote appropriate and cost effective utilisation of laboratory services so as to facilitate optimization of patient management and contribute to training and research outputs.

Key Job Responsibility

- Responsible for management of the pathology division in collaboration with a Laboratory Manager
- Active involvement within the NHLS/University /Professional bodies and/or organizational strategic objectives at a regional or national level
- Participation in the development of teaching program/modules and/or participation in regional/national discipline specific teaching programs.
- Manages several Pathologists and/or a large laboratory
- Implements improvements to local/regional laboratory practices or clinical programmes.
- Contributes to the development of pathology diagnostic policies and/or responsible for supporting several laboratories and/or providing a referral consultative and /or clinical diagnostic service at a regional level.
- Lead the QA team of the Unit/Laboratory to comply with SANAS requirements and procedures.
- Introducing or improving diagnostic and interpretation techniques and procedures
- Validation of new instruments/tests for national programmes (e.g. via HTA).
- Collaboration of research with other departments at a national level.

Minimum requirements and Key Competency

- FCPath or MMED Qualification in the relevant discipline
- Minimum 5 years' experience as Pathologist
- At least 3 years' management experience
- HPCSA registered for independent practice as pathologist in anatomical pathology
- Peer Reviewed Publications as first/senior Author
- successfully supervised/co-supervised BSc Hons, MSc, MMED or PhD students.
- Evidence of external/community interaction (schools, engaging with outside clinicians /clinical groups, community outside pathology)
- Undergraduate and/or postgraduate external examiner (national level) an added advantage
- Academic curriculum development at local level an advantage
- Evidence of consultation on complex clinical queries locally/regionally.
- Nationally: Invited for participation in committees, symposia, congresses, working groups.
- National conference presentations
- Evidence of peer recognition such as reviewing manuscripts, review research projects proposals, editorials, conference abstract reviewing, editorial board or NRF rating, etc.

**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: 20 October 2021



BUSINESS UNIT: NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: BRAAMFONTEIN
POSITION: REGIONAL FINANCE MANAGER
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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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

- 4 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 4 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****

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BUSINESS UNIT: NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
DISCIPLINE: OCCUPATIONAL MEDICINE
LOCATION: CAPE TOWN
POSITION: OCCUPATIONAL HEALTH NURSE
(FIXED TERM CONTRACT: 06 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NIOH0821.001.01

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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