

## GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications. e.g. qualifications, Identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and 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.
4. Candidates credentials will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the published scale associated with the post grade. 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.
13. **This is an open advert. External applicants are welcome to apply for this bulletin.**

**CLOSING DATE: 12 December 2025**



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BUSINESS UNIT: FINANCE  
 DISCIPLINE: FINANCE-EXECUTIVE  
 LOCATION: SANDRINGHAM  
 POSITION: MANAGER: GROUP CONTROLLING (RE-ADVERTISEMENT)  
 PAY GRADE: D4  
 REFERENCE NUMBER: CORPFIN0725/001-02 (02900.001.1623)

■ To manage and lead the budget / reporting function of NHLS to support the achievement of the NHLS strategic and performance objectives ■ To manage and monitor actual performance against budgets and forecasts; to analyse and explain variances and ensure corrective action is taken to ensure the effective, efficient, economical and transparent use of the entities resources ■ To develop and implement the operation strategic plans for the department to ensure achievement of overall organisational strategic plan ■ To ensure the establishment and implementation of sound financial management, accounting and internal control systems and processes for the NHLS in compliance with relevant legislation requirements ■ To contribute to the development of the strategic and annual performance plans, including coordination, analysis and advice ■ To oversee the budget preparation process, provide advice and support to stakeholders and review the budget prior to submission to the relevant authority ■ To oversee and manage the budget monitoring process, including the preparation of monthly, quarterly and annual financial and performance reports and provide recommendations and advice to address significant variances ■ To monitor the operation of accounting systems, controls and procedures in order to ensure integrity of financial information ■ To provide financial management support to the regions and other internal stakeholders ■ To manage engagement with assurance providers, including responding to matters raised (e.g., risk management action plans, internal and external auditors) ■ To manage the utilisation of financial systems to capture accounting transactions, control the general ledger and perform financial administration ■ To manage, control/drive or participate in ad-hoc projects that arise from time to time ■ To train and manage finance staff to ensure they have the skills required by the organisation and are able to achieve their performance and strategic objectives ■ To review cost structures and management practices of the organisation and identifies areas for change and improvement in order to ensure the finance department contributes effectively to the profitability and commercial success of the organisation ■ To manage the costing functions to ensure fair costing of tests ■ To manage the pricing function to ensure that pricing is competitive and in line with the organisation pricing strategy ■ To ensure internal and external management reporting is timeous and accurate ■ To review and develop financial and management systems and policies to ensure sound governance and internal control systems ■ To develop, monitor and oversee the management of operational and capex expenditure budgets across the organisation to ensure the most effective utilisation of financial resources and maintenance of costs within budgets in order to contribute effectively to the profitability and commercial success of the organisation ■ To oversee and manage the financial management information function to ensure the provision of timeous and accurate information.

#### Minimum requirements & key competency:

■ Bcom Honours degree Finance related qualification (NQF Level 8) ■ Chartered Accountant (SA) OR CIMA(essential) ■ 10 years relevant management accounting experience of which 3 years should be in a senior management role ■ Experience in implementing a costing system(desirable) ■ Knowledge of PFMA, Treasury regulations, IFRS & GRAP ■ Knowledge in financial management Knowledge in strategic management ■ Budgeting and management skills ■ Conceptual skills ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills. ■ Driver's licence.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za)



<b>BUSINESS UNIT:</b>	<b>RISK MANAGEMENT &amp; INTERNAL AUDIT</b>
<b>DISCIPLINE:</b>	<b>RISK MANAGEMENT</b>
<b>LOCATION:</b>	<b>SANDRINGHAM</b>
<b>POSITION:</b>	<b>FORENSIC INVESTIGATOR/AUDITOR</b>
<b>PAY GRADE:</b>	<b>C4</b>
<b>REFERENCE NUMBER:</b>	<b>CORPRMIA1125/001/01</b>

#### Key Job Responsibility

■ Assess a matter to determine whether there is possible internal misconduct ■ Ensure that IMS is continuously updated and utilized optimally ■ Identify and understand issues and problems and compare data from different sources to draw conclusions; using effective approaches for choosing a course of action ■ Investigate compliance with NHLS legislation, NHLS Code of Conduct, common law offences, PFMA, Protected Disclosures Act, Corruption Act and all other relevant legislative requirements. ■ To communicate effectively and efficiently with the relevant stakeholders in order to ensure timely responses to queries and requirements ■ Preserve the integrity of documentation and/ or information to be used as evidence ■ Combat and encourage the reporting of fraud. ■ Investigate reports received from Tip-Offs Anonymous and give feedback to the Senior Forensic and Compliance Auditor timeously ■ Provide feedback to stakeholders in respect of investigations that were referred ■ Assist the NHLS in investigating external business interests, conflict of interest or ad hoc requests ■ Keep record of and monitor all cases where disciplinary action was recommended ■ Establish and maintain partnership relationships with internal and external stakeholders ■ Lead and participate in audit reviews, delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards. ■ Conducting a preliminary survey of the area and processes under review, obtaining detailed knowledge of the processes, in order to establish the scope of the audit. ■ Liaise effectively with the Senior Internal Auditors to ensure that changes in scope or reporting timetable are agreed and that quality review work is performed at appropriate times in the audit. ■ Liaise effectively with clients at departmental level to ensure efficient completion of individual reviews. ■ Carry out debriefs with departmental managers to communicate the results of the internal audit reviews and ensuring that the scale and scope of the deliverables resulting from audit recommendations are adequately understood. ■ Populate working papers with good quality planning, fieldwork and reporting material on a timely basis. ■ Participate in internal departmental work and key standing tasks such as Board and Audit and Risk Committee reporting, as requested. ■ Evaluating and monitoring of corrective actions taken to address control weaknesses identified.

#### Minimum requirements & key competency

■ Three (3) year National Diploma (NQF Level 6) in the field of Law / Accounting/ Auditing/ Forensic Investigations / Police Administration/ Policing ■ 4 years combined practical experience in both Forensic Investigation and Internal Audit ■ PFMA ■ Knowledge of Oracle, ERP systems or a related system ■ Knowledge in internal audit, risk, governance and control functions ■ Familiarity with General Accepted Auditing Standards ■ Experience with analysing processes and implementing process improvements ■ Ability to complete financial, operational and compliance audits ■ Knowledge of Governance Control in the risk management process ■ Computer Literate (MS Office proficient) ■ Interpersonal skills ■ Communication skills (Listening, Written, Verbal and Presentation) ■ Research and analytical skills ■ Planning and organizational skills ■ Results driven ■ Ability to work independently and collaboratively ■ Report Writing Skills ■ Attention to detail and quality.

**Enquiries may be directed Sesethu Bhabha @ (011) 555 0309, e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**



**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CDW  
**LOCATION:** SANDRINGHAM  
**POSITION:** SENIOR ETL DEVELOPER (RE-ADVERTISEMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** CORPIT0924/001-02 (07923.004.1115)

**Key Job Responsibility**

■ To develop and maintain new and existing data marts and ETL processes which enable the acquisition of source system into Central Data Warehouse (CDW) ■ To ensure integrity of data from the source systems into the respective marts in the CDW to ensure accuracy of the reporting from CDW ■ To develop new functionality in order to support the broader stakeholder business intelligence ■ To assist in the development and maintenance of business intelligence back end processes in order to provide the foundation for data transformation and data cleansing ■ To assist with data aggregation in order to optimize performance and improve end user experience ■ To support the collection, integration and transformation of large volumes of data with data structures ranging from simple to highly complex in order to process the laboratory information ■ To utilize methods in the data integration environment that maximise speed flexibility and effectiveness when building, deploying and updating data warehouse objects ■ To liaise with users, analysts and support staff in order to maximise the efficiencies of the CDW team ■ To collaborate or actively test new development to ensure accuracy of information ■ To mentor junior members of the team ■

**Minimum requirements & key competency:**

■ National Diploma in Information Technology or Related (NQF 6) ■ Six (6) years data warehousing/ ETL experience ■ Practical Data Warehouse Development Life Cycle ■ SQL programming ■ Troubleshooting with Informatica ETL design tool ■ Oracle database/other mainstream relational database / data warehouse appliance ■ Knowledge of Informatica ■ Knowledge of Dimensional Data Modelling and Design understanding ■ Knowledge of ETL development ■ Knowledge of methodologies underlying data warehouse development ■ Knowledge of data warehouse appliances (desirable) ■ Understanding of BI reporting tools (desirable). Well-developed communication skill ■ Ability to work under pressure ■ Teamwork ■ Assessment and information interpretation skill ■ Research/Information collection skill ■ Report writing ■ Supervisory and mentoring skill ■ Deadlines Oriented ■ Customer Oriented ■ Planning and organising Skills.

**Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**



**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** GOVERNANCE AND REPORTING  
**LOCATION:** SANDRINGHAM  
**POSITION:** INFORMATION SECURITY MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D3  
**REFERENCE NUMBER:** CORPIT1024/001-05 (07990.001.1521)

#### Key Job Responsibility

■ To be responsible for the overall planning, implementation and management of information security strategies, roadmaps and high level design guidance ■ Run information security committees in collaboration with governance and risk ■ Attend to all information security management system requirements such as information risk (including an information risk assessment methodology) ■ Define the information security strategy in support of defined business strategies of the organisation ■ Provide input to the technology roadmap ensuring realisation of the information security strategy ■ Set the priority of security initiatives and motivate importance relative to other organisational initiatives ■ Ensure that the security roles are defined correctly to achieve appropriate information security for the organisation ■ In collaboration with other security roles construct the security budget ■ Identify and facilitate development of applicable security standards and processes in support of the overall IT security policy defined by organisation risk and governance ■ Oversee implementation of applicable security policies, standards and processes through appropriate measurement and reporting of the enterprise ■ Assist in definition and ratification of the organisation security principles ■ Participate in Architecture and design review sessions ensuring that the applicable principles and standards are applied ■ Participate in the decision making forums regarding security compliance ■ Define operation reporting requirements from SOC ■ Participate in the incident management and loss prevention approaches within IT ■ Support organisational security awareness campaigns ■ Drive IT security awareness, training and certification within the IT organisation ■ Report on and facilitate actions regarding IT security as part of risk management ■ Perform chairperson function for operational information security steering committee ■ To participate in the strategic information security steering committee ■ Provide periodic security trend analysis with specific reference to capital and financial markets ■ Ensure all information security matters are communicated to business stakeholders in business terms and language ■ The ISM is actively involved in guiding solutions through reviews and strategic interpretation ■ The ISMS will review the business needs documentation, guide the reference architecture development and foster sound working relationships with architects or other disciplines and the IT department in order to ensure appropriate integrated solutions are developed ■ The ISMS is also responsible to ensure that an information security governance framework is developed and implemented.

#### Minimum requirements & key competency:

■ Bachelor Degree in Information Systems, Computer Science or Related (NQF Level 7) ■ Certifications, e.g CISSP, CISM or CISA ■ CGEIT, ITIL or other IT certifications ( Desirable) ■ Eight (8) years experience in information security environment ■ Five (5) years supervisory/management experience ■ Proven experience in consulting on information security within a medium to large business or at an enterprise level ■ Demonstrated experience in the pragmatic application of best practices such as ISO27001 ■ Have experience leading a multi-disciplinary team, fostering collaboration and teamwork (Desirable) ■ Very good knowledge of IT security issues at a technical, procedural and organisational level ■ Knowledge of oracle, linux, MS SQL etc ■ Sound knowledge of network design (CISCO, LAN, WAN) ■ Good knowledge of the broader scope of security technologies and practices delivering solutions that supports the value chain ■ Understanding of legal security requirements within SA legislative context and have the capability to interpret it and apply it in the applicable context ■ Sound business and financial awareness (desirable) ■ Knowledge of ITIL & COBIT (desirable) ■ Knowledge of Audit (desirable) ■ Communication skills ■ Advanced computer literacy ■ Team player with the ability to work independently ■ Interpersonal skills ■ Technical skills ■ Ability to cope with change ■ Analytical skills/ Problem Solving ■ Proficient with MS Office ■ Negotiation skills/ Conflict Management ■ Business minded ■ Project management skills.

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