

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: 04 APRIL 2025



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BUSINESS UNIT: FINANCE
DISCIPLINE: FACILITIES
LOCATION: SANDRINGHAM
POSITION: CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: CORPFIN 0125/001 -05 (04915-023-2112)

Key Job Responsibility

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition. ■ Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-Ordinator.

Minimum requirements & key competency

■ Grade 10 ■ Grade 12 certificate (desirable) ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management.

Enquiries may be directed Liziwe Vanga @ (011) 386 6187, e-mail application to Corporate1@nhls.ac.za



BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCE- ACCOUNTS PAYABLE
LOCATION: SANDRINGHAM
POSITION: CLERK RECONCILIATION **(RE-ADVERTISEMENT)**
PAY GRADE: B4
REFERENCE NUMBER: CORPFIN 0125/001 01 (02909.005.7011)

Key Job Responsibility

■ To manually reconcile Creditors statement in Excel to the General ledger accurately and timeously in accordance with standard NHLS procedures ■ To resolve supplier queries effectively e.g. Price differences, short-delivery, over-delivery, incorrect order numbers, no order numbers etc. to ensure that financial administration is accurate according to NHLS procedures. ■ To resolve customer queries effectively by ensuring that all documentation received from various departments and labs are processed for payment in accordance with NHLS procedures. ■ To send contract invoices to Business Managers before payments are processed for payments to acquire authorization and ensure accounts don't go on hold. ■ To send remittance to suppliers, after payments has been done to confirm allocation of payment on their statements. ■ To compile the monthly manual creditors aging report for the CFO. ■ To assist with data capturing when needed.

Minimum requirements & key competency

Grade 12 (NQF Level 4) ■ Diploma in basic Accounting (desirable) ■ 1-2 years creditors/finance experience ■ Knowledge of MS office ■ Knowledge of creditors functions procedures ■ Knowledge of Oracle (desirable) ■ Team player ■ Communication skills (verbal and written) ■ Time Management ■ Numerical Skills ■ Working under Pressure ■ Accuracy ■ Talking to difficult clients.

Enquiries may be directed to Liziwe Vanga @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za



BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: PROCUREMENT OFFICER: DATA MANAGEMENT **(RE-ADVERTISEMENT)**
PAY GRADE: B5
REFERENCE NUMBER: CORPFIN0225/001-03 (03913-006-8018)

Key Job Responsibility

■ Ensure that complete vendor directory is kept updated according to the NHLS prescripts and within the required turnaround time ■ Participate in the planning phase of the annual price increase process by preparing all the relevant documentation for the negotiation process, participating in the negotiation process, keeping records of all negotiations for auditing purposes ■ Monitor and check quarterly and monthly price increases based on the exchange rate or fuel price increase in order to ensure that price increases requested by suppliers are not higher than the associated increase and to obtain approval from procurement manager on increases / decreases in prices from suppliers ■ Produce accurate reports to keep the other users informed of price changes and that can be used for business decisions, e.g. Data Management Monthly reports, Purchase price variance report [to be addressed within 5 days or with monthly report] ■ Obtain approval for the loading of new items from QA within the two-day turnaround time ■ Provide feedback to regional buyers on rejection of regional orders ■ Assist in creating minimum / maximum stock levels on Oracle ■ Practice good corporate governance by complying with the relevant acts, regulations, policies and procedures to ensure compliance of auditing prescripts by keeping records of all transactions ■ Ensure that inventories & stores on account and physically available as stock balances in warehouse ■ Provide the end users with different suppliers of the same items to ensure the choice of best price and quality ■ Support regional buyers by conducting informal coaching sessions to get them up-skilled to the required level.

Minimum requirements & key competency

Grade 12 ■ Certificate in Supply Chain Management/Logistics/Business Management/Business Administration/Commerce (NQF Level 5) ■ 3 years -experience in purchasing / buying / tenders / contracts ■ Experience in I-procurement / RFQ purchasing ■ Knowledge of an ERP system [Oracle, SAP, etc.] ■ Knowledge of PFMA, PPPFA and BBBEE requirements ■ I-procurement / RFQ purchasing ■ Basic reporting writing skills ■ Communication skills ■ Computer literacy (Advanced MS Excel) ■ Prioritising skills ■ Ability to work independently within a team ■ Time management ■ Telephone etiquette ■ Assertiveness / Ability to be firm ■ Planning and Organisational skills ■ Deadline driven ■ Attention to detail ■ Numeric skills

Enquiries may be directed to Liziwe Vanga @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za



BUSINESS UNIT: SOUTH AFRICAN VACCINE PRODUCERS
DISCIPLINE: BIOLOGICALS
LOCATION: SANDRINGHAM
POSITION: MANAGER: BIOLOGICALS **(RE-ADVERTISEMENT)**
PAY GRADE: D1
REFERENCE NUMBER: CORPSAVPP0225/001-01(99000-001-13335)

Key Job Responsibility

■ To manage the activities of the biologicals units, overseeing animal units and QC department to provide high quality and cost effective anti-venom in accordance with Good Laboratory Practice (GLP), Good Manufacturing Practice (GMP) and Veterinary requirements ■ To manage, investigate and implement biological industry technology within SAVP in order to ensure the efficient and effective functioning of the division, this includes conducting research and the development of new test methods and methodologies as well as of method transfers and methodologies ■ To provide operational guidance and utilize technology ,laboratory, manufacturing and immunological specific knowledge in order to provide high quality and effective products to SAVP ■ Provides oversight and approval of GMP (change controls, deviations, CAP,s procedures ,validation protocols) in line with SAVP,s Total Quality Management system ■ To manage GLP and current GMP quality and operational systems within SAVP in order to ensure that products produced meet or exceed required specifications and internal operations are cost effective ■ Designs and implements calculations spreadsheet for all tests methods and processes ensuring data integrity, also authors Standard Operating Procedures and Specifications for Stables, small animals and quality control ■ To liaises with professional bodies in order to stay abreast of and in compliance with current legislation ■ To manage client and supplier relationships in order to meet organisational and customer needs and to maintain the image of SAVP ■ To manage, maintain and apply policies and procedures in line with GLP and GMP to ensure compliance is achieved ■ Manage venom contract suppliers in terms of budget, contractual requirements deliverables, performance and quality ■ Liaises with external research institutes on the technical design and efficacy of the SAVP antivenoms and assist with global research projects .

Minimum requirements & key competency

■ Four (4) year Degree/Diploma in Pharmacy (B.Pharm/BSc in Health Sciences (Health Sciences (Healthcare Technology /Microbiology /Immunology) ■ Registration with the Health Professional Council/South African Pharmacy Council as a Pharmacist ■ Six (6) years post qualification experience in pharmaceutical manufacturing environment (preferably in biologicals) ■ Knowledge of immunological process management-at least one (1) year ■ Knowledge of GMP and GLP ■ Knowledge of aseptic procedures ■ Knowledge of technical expertise in Quality Control testing ■ Validation knowledge ■ Knowledge of OHSA-at least one (1) year ■ Knowledge of general finance ■ Knowledge of research statistics ■ Knowledge of research statistics-at 1 year ■ Computer literacy (MS Office packages, CAD & LIS ■ Communication skills (verbal and written) ■ General Management skills ■ Analytical skills ■ Problem solving skills.

Enquiries may be directed Ndabenhle Ngongoma @ (011) 386 6145, e-mail application to Corporate2@nhls.ac.za



BUSINESS UNIT: CORPORATE
DISCIPLINE: HUMAN RESOURCE
LOCATION: SANDRINGHAM
POSITION: ADMINISTRATOR: HUMAN RESOURCE **(RE-ADVERTISEMENT)**
GRADE: B5
REFERENCE NUMBER: CORPHR 012025-001-01 (06900.015.9009)

Key Job Responsibility

■ Administer and advise on NHLS human resources policies and procedures to ensure uniformity in application within the regional business unit. ■ Administer recruitment, selection and appointment procedures in line with relevant SOP's and policy to ensure that vacancies are filled timeously with the most suitable qualified candidate in terms of the job requirements and in compliance with organizational policy ■ Administer and participate in selection interviews to ensure that recruitment and selection policies are adhered to. ■ Administer orientation and induction programmes of new employees in accordance with relevant SOP's and policy to ensure that new employees are fully integrated into the organization and aware of organizational policies and procedures. ■ Administer employee terminations in terms of resignations, retirements, deaths, disabilities including exit interviews and ensure the proper application of policy, controls and procedures in this regard ■ Facilitate arrangements for national HR initiatives and projects by coordinating attendance for road shows, information and training sessions as directed by National HR ■ Gather data, generate statistics and compile reports on HR activities in the prescribed format on a monthly basis for submission to the Regional HR Manager and relevant Business Manager to satisfy reporting requirements and provision of management information ■ Administer disciplinary and grievance hearings to ensure correct and legal application of procedures in terms of legislation and NHLS policy and procedures ■ Administration for the recruitment of students and registrars ■ Administration of probation procedures ■ Maintain organizational structure as per the posts required by the organization. ■ Administer new engagement packs and termination packs to ensure all documentation is received and submitted accordingly.

Minimum requirements & key competency:

■ Grade 12 certificate (NQF Level 4) ■ Certificate in Human Resources (NQF Level 5) ■ Industrial Relations Certificate (desirable) ■ 2 (two) years HR administration experience ■ Proven knowledge and experience of Industrial Relations and Labour legislated matters ■ Knowledge and experience of HR Systems (desirable) ■ Knowledge of relevant Labour Legislation ■ Knowledge and application of Employment Equity ■ Knowledge of Performance Management Systems, Recruitment and /or other Oracle related systems ■ Knowledge and experience with Payroll procedures (desirable). ■ Computer Literacy Skills ■ Communication Skills – (Written, Verbal & Presentation) ■ Strong Administration skills ■ Time Management Skills and the ability to meet deadlines, plan and organise ■ Ability to work independently and within a team ■ Ability to be flexible and adaptable and take own initiative ■ Strong attention to detail ■ Ability to resolve conflict through effective resolution ■ Valid driver's licence.

Enquiries may be directed to Lunga Mndebele @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za