

February 2026

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.
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 advert.
4. 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.
5. 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.
6. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests or any other related assessments.
7. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
8. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
9. Correspondence will be limited to shortlisted candidates only.
10. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
11. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
12. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
13. 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.
14. This is an external bulletin. External applicant will be considered for this round of bulletin.

CLOSING DATE: 05 MARCH 2026

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CORPORATE REGION

GRANT POSITION

BUSINESS UNIT:	ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE:	QUALITY ASSURANCE
LOCATION:	SANDRINGHAM
POSITION:	TRAINING ADMINISTRATOR: RESEARCH AND DEVELOPMENT (FIXED TERM CONTRACT ENDING 31 MARCH 2026)
PAY GRADE:	B5
REFERENCE NUMBER:	CORPAARQA0325/001/01

Key Job Responsibilities:

■ To provide operational and administrative support (including taking minutes and other activities) to ensure efficient and effective running of the programmes ■ To develop, maintain and update monthly training calendars ■ To capture all programmes related information and maintain an up-to-date Learning and Development database ■ To support and organise meetings, workshops and training and to assist with the facilitation to ensure that there is the smooth running of these events and activities ■ Ensure remote links to join training, scheduling training sessions on platforms ■ Circulate agenda and meeting minutes in time. ■ Assist with the links to join training, scheduling training sessions on platforms ■ Circulate session related information e.g. agenda, presentations etc. ■ To effectively communicate with all stakeholders and all programme related matters and provide support for all programme administration duties ■ To assist with the preparation for monthly, quarterly, and annual reports, audits and implementation of the corrective action plan to ensure compliance with all requirements

Minimum requirements & key competencies:

■ Three (3) year Diploma (NQF Level 6) in Project, Office/Business Administration, Science/Engineering or Technology ■ One (1) year experience as the Project and /or Training administrative experience ■ One (1) year experience in data capturing. ■ Knowledge and understanding of remote training practices ■ Knowledge of database maintenance ■ Attention to detail ■ Excellent analytical, design, and organisational skills, with strong critical thinking and problem-solving abilities ■ Communication Skills (Verbal, Written & Presentation) ■ Understanding of International Grantor administration functioning and requirements (Desirable).

Contract is renewable at the discretion of the employer and subject to operational requirements.

Enquiries may be directed to Sesethu Bhabha @ (011) 555-0309, or e-mail application to Corporate2@nhls.ac.za