

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 March 2025

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
CORPORATE REGION	1-4

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
 DISCIPLINE: QUALITY ASSURANCE
 LOCATION: SANDRINGHAM
 POSITION: OFFICER: QUALITY ASSURANCE (FIXED TERM CONTRACT ENDING SEPTEMBER 2025) (RE-ADVERTISED)
 PAY GRADE: B5
 REFERENCE NUMBER: CORPAARQA0325/001/03

Key Job Responsibility

■ To accurately prepare-PT Scheme materials in order to allocate them to participants ■ To capture PT Scheme results to facilitate the statistical analysis of laboratory results ■ To type up any PT specific documentation ■ To distribute the PT Scheme Scheme results to the correct participants in order for laboratories to monitor their performance ■ To prepare waybills and liaise with couriers to ensure participants receive schemes ■ To pack and send out PT scheme surveys in order for laboratories to receive their schemes. ■ To monitor and record temperatures and maintain good laboratory house -keeping ■ To perform general administrative duties.

Minimum requirements & key competency:

■ Grade 12 ■ Certificate in TM (**desirable**) ■ One (1) years' experience in TQM (Desirable) ■ One(1) year administrative experience ■ Knowledge of administrative systems ■ Knowledge of the organisations policies and procedures ■ Knowledge of the accreditation systems and Q-Pulse ■ Communication Skills (Verbal ,Written & Presentation) ■ Organisational skills ■ Accuracy ■ Attention to details ■ Computer Literacy ■ Computer Literacy(Q-Pulse) .

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

Enquiries may be directed to Lunga Mndebele @ (011) 555-0583, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: HUMAN RESOURCES
 DISCIPLINE: HUMAN RESOURCES
 LOCATION: SANDRINGHAM
 POSITION: ADMINISTRATOR – HUMAN RESOURCES (FIXED TERM CONTRACT ENDING SEPTEMBER 2025) (RE-ADVERTISED)
 PAY GRADE: B5
 REFERENCE NUMBER: CORPAARQA032025/002-01(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 candidates in terms of the job requirements and in compliance with organizational policy ■ 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 organisation and aware of organisational policies and procedures ■ Administer employee terminations in terms of resignation, retirement ,deaths, disabilities including exit interviews and ensure the proper application of policy, controls and procedures in this regard ■ Facilitate arrangements for national initiatives and projects by coordinating attendance for roads 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 grievances hearings to ensure correct and legal application of procedure in terms of legislation and NHLS policy and procedures ■ Administer for the recruitment of students and registers ■ Administration of probation procedures ■ Maintain organisational structure as per the posts required by the organisation ■ 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) ■ Two (2) years HR administration experience ■ Proven knowledge and experience of Industrial Relations and Labour legislation matters ■ Knowledge and experience of HR System (Desirable)■ Knowledge of relevant Labour legislation ■ Knowledge and application of Employment Equity ■ Knowledge of Performance Management Systems ,IRecruitment and/or other Oracle related systems ■ Knowledge and experience with Payroll procedure(Desirable) ■ Computer Literacy Skills ■ Communication Skills-(Written, Verbal & Presentation) ■ Strong Administration skills ■ Time Management Skills and 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 ■ Drivers licence.

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

Enquiries may be directed to Lunga Mndebele @ (011) 555-0583, or e-mail application to Corporate2@nhls.ac.za

