



DECEMBER 2025

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: 22 DECEMBER 2025



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BUSINESS UNIT: FINANCE
DISCIPLINE: SUPPLY CHAIN MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER: TENDERS AND CONTRACTS COMPLIANCE (X2 POSTS)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN 1225/001 -01

Key Job Responsibilities:

■ Drive processes to ensure quality, cost-efficient and timely procurement while minimizing contractual and other business risks to the organisation. ■ To manage and control tenders nationally to ensure continuous, cost effective and efficient delivery of goods and services in line with business needs ■ To manage the drafting, evaluation, negotiation and execution of all contracts to deliver outcomes that effectively meet company objectives and requirements ■ To train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ To compile, submit and monitor the irregular, deviations and contracts management registers. ■ Development of Supply Chain Management and Contract Management Framework processes, policies, templates and systems. ■ Enforce compliance with Procurement policies and procedures (sourcing/bidding process, contracts negotiation, contracts review and approval, ethics and etc.) ■ Advice on disseminate new Procurement and Supply Chain policies, procedures, framework and tools throughout the business and provide relevant training. ■ Conduct periodic audit and reviews of the Procurement and Supply Chain Management function ■ Enforce continued compliance with the relevant Legislation/Acts ■ Act as an advisory hub on Procurement and Supply Chain, Legal and Risk Departments of the NHLS. ■ To provide redlined recommendations on all standard and non-standard contracts and, when needed, negotiate directly with customer attorneys or purchasing staff until consensus has been reached ■ Oversee that all contractual records and documentation for all projects are maintained and filed in accordance with procedures ■ To provide guidance on contract matters to managers or operational staff, including training to new managers and other employees in contracting practices and procedures ■ To develop and implement procedures for contract management and administration in compliance with the relevant acts, treasury regulations and company policy ■ To develop tender management and specifications drafting training material, in conjunction with the Learning Academy ■ To oversee company-wide compliance by company employees with established policies and procedures, identify areas of recurrent pressure and implement action plans to correct deviations from policies and procedures ■ To work with Risk Management Department / Finance to coordinate contractual requirements ■ To oversee competitive terms and customer satisfaction with terms and conditions and contracting practices as well as recommending changes where needed ■ To oversee that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation ■ Responsible for ensuring that tenders are evaluated consistently within the applicable timelines. ■ Provide technical and commercial guidance on all specifications, inline with the business needs. ■ Evaluate, monitor, measure and make recommendation on the performance of the Tender and Contracts Office by putting in place KPI's to ensure that the department provides the highest level of service and delivery. ■ Provide a sound, professional and reliable support service offering insight, advice and recommendations on various aspects of the NHLS's operation

Minimum requirements & key competency

■ 3 year Diploma / degree in Supply Chain Management or (Public Administration, Law, Auditing, Business Administration commerce, Operations, Logistics), NQF 6 ■ 8 years relevant contract and tender management experience of which 5 years should be at management/supervisory level ■ Public sector contracts ■ Risk and compliance in the public sector ■ Knowledge of an ERP system ■ Knowledge of Treasury Regulations i.e. PFMA, PPPFA, BBBEE ■ Knowledge of how to compile tenders and contracts ■ Knowledge of writing policy and procedures ■ Knowledge of supply chain management ■ Risk and compliance in the public sector ■ Management of staff ■ Negotiation skills ■ Written and verbal communication skills ■ Interpersonal skills ■ People management skills ■ Time management skills ■ Computer literacy (MS Office) ■ Attention to detail

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>



BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCIAL ACCOUNTING
LOCATION: SANDRINGHAM
POSITION: MANAGER: GROUP REPORTING
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN 1225/001 -02

Key Job Responsibilities

■Manage the process of preparation of group financial statements ■Review annual financial statements for the group and ensure that they are prepared in line with Generally Recognised Accounting Standards (GRAP) and ensure timely submission of the statutory group annual financial statements to the external auditor. ■Review accounting policies on an ongoing basis and ensure that these are aligned to business, GRAP and any changes to GRAP standards. ■Review monthly and quarterly financial statements. ■Manage year-end processes and monitor/co-ordinate that all relevant departments comply with year-end processes and controls for purposes of preparation of group annual financial statements ■Review the consolidation and any other relevant journals required for processing in the financial statements. ■Manage and co-ordinate audit process for both internal and external audits (Including liaising with NHLS management on audit requests and audit findings, attend audit steering committee meetings). ■Provide support to management and regions on accounting related matters which include playing a technical advisory role on GRAP standards. ■Liaise with auditors, management and other key stakeholders on audit-related matters. ■Develop and review policies and procedures relevant in the financial reporting environment. ■To perform staff management in terms of training & development in order to ensure that they have the skills required by the organisation and are able to achieve their performance objectives. ■To oversee the development and implementation of policies & procedures to assure efficiency and compliance with business requirements and applicable laws and regulations ■To keep abreast of new developments in accounting standards, statutory reporting requirements to ensure compliance

Minimum requirements & key competency

■Qualified Chartered Accountant CA(SA) ■8 years with at least 3 years post articles experience in the preparation or review of annual financial statements ■Effective Communication ■Collaboration and team management ■Adaptability ■Accountability and Integrity ■Attention to Detail ■Analytical and Critical Thinking ■Problem- Solving ■Organisation and Time Management ■Resilience ■Continuous professional development ■Prior experience in the health industry (desirable) ■ORACLE experience (desirable)■ CASEWARE experience (desirable)

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BUSINESS UNIT: SOUTH AFRICAN VACCINE PRODUCERS
DISCIPLINE: FINANCE
LOCATION: SANDRINGHAM
POSITION: FINANCIAL ACCOUNTANT
PAY GRADE: D2

Key Job Responsibility

■ To perform professional accounting work in accordance to PFMA, Companies Act & GRAP to comply to statutory & accounting standards. ■ To prepare financial statements and reports for the Board and its sub-committees to meet monthly and annual deadlines. ■ To oversee the efficient and effective maintenance of record keeping systems and audit trails to improve quality of management information. ■ To manage and provide work direction and guidance for finance function in order to improve controls & implement corrective action where required. ■ To perform staff management in terms of training & development in order to ensure that they have the skills required by the organisation and ability to achieve their performance objectives. ■ To oversee the development and implementation of new or revised policies & procedures to assure efficiency and compliance with PFMA and treasury regulations. ■ To oversee & authorise monthly reconciliations of general ledger accounts and journals to ensure correct figures ■ To prepare audit working papers to ensure alignment to NHLS procedures. ■ To ensure that accounting policies, procedures are correctly applied and adhered to and to maximize the effectiveness of NHLS. ■ To ensure statutory submissions in relation to Income Tax, VAT and others as required by relevant legislation.

Minimum requirements & key competency:

■ B. Com / B.Compt CA [Part-qualified] ■ B.Compt (Hons) Desirable. ■ 8 years relevant experience in financial reporting and accounting statements of which 5 years should be at management/supervisory level ■ Liaising with internal & external auditors ■ Implementing financial policies & procedures ■ Completed articles. ■ PFMA ■ Knowledge of Oracle and CASEWARE ■ Financial Accounting knowledge. ■ Monthly/year-end financial reporting. ■ Seminars (Continuous Professional Development). ■ MS Office Intermediate. ■ People Management. ■ Communication Skills ■ Time Management Skills ■ Planning skills ■ Excel Advanced for Financial Managers.

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