

2/12/2025

GUIDELINES TO APPLICANTS

1. Programme Overview

The National Health Laboratory Service (NHLS) is offering 35 exciting internship opportunities on a two-year fixed-term, non-renewable contract. Graduate Internship Programme will start on the 1st of March 2026. Successful applicants will be placed across various NHLS divisions, regional offices, and sites, including:

- Gauteng
- KwaZulu-Natal (KZN)
- Limpopo/Mpumalanga(Based in Pretoria)
- Free State/Northwest (Based in Braamfotein Gauteng)
- Western/Northern Cape
- Eastern Cape
- NICD (Gauteng)
- NIOH (Gauteng)
- Corporate Division (Gauteng)

2. Programme Details

During the internship period, participants will gain valuable practical experience through on-the-job training, mentoring, and coaching. Graduates Interns will receive a monthly stipend as per NHLS rates. Accommodation and transport will not be provided.

3. Minimum Requirements

To be considered, applicants must:

- Be unemployed South African citizens aged 18–35 years
- Have completed a Diploma, Advanced Diploma (NQF 6 with 360 credits), Degree, Honours, or Master's degree in one of the specified disciplines (see tables below).
- Have not previously participated in any Internship Programme within the Public Service
- Possess excellent communication skills in English (both written and verbal).



- Demonstrate computer literacy and strong technological skills
- Hold a driver's license (advantageous)

Other Essential Skills and Attributes:

- Teamwork and collaboration
- Positive attitude, reliability, and self-discipline
- Responsibility, commitment, and results orientation
- Emotional intelligence and resilience
- Strong interpersonal and organizational skills
- Solid technical/functional competence

4. Stipend

The stipend will be determined according to the NHLS stipend structure, based on the relevant qualification level.

5. Application Process

Please refer to the tables below to identify a suitable position.

When applying:

- Use the correct email address corresponding to the specific region or division.
- Clearly indicate the position title and reference in the email subject line.
- Incomplete or incorrectly submitted applications will not be considered.

All applications must include the following:

1. A recent, comprehensive CV detailing all qualifications and experience (with dates).
2. Certified copies of your qualifications, ID, and driver's licence (if applicable).
3. Certification must be valid at the time of submission.

6. Application Contacts

For any enquiries, please contact the HR Officers as listed below in each division or region.



CORPORATE DIVISION

Email Applications: Corporate2@nhls.ac.za

Contact: Ms Sesethu Bhabha / Mr Lunga Mndebele

Tel: 011 386 6187

Department	REF NO	No of Posts	Qualification
Communications	CORP -COMM1-001-12/25	1	Diploma /Advanced Diploma in Graphic Arts / Multimedia Design / Communication
Communications	CORP -COMM2-001-12/25	1	Diploma /Advanced Diploma or Degree in Web Design / Information Management
Human Resources	CORP-HR-001-12/25	1	Diploma /Advance Diploma / BTech / BCom in Human Resource Management / Development and Industrial Psychology
ER Department	CORP-IR-001-12/25	1	Diploma/Advanced Diploma/Degree in Employee Relations/HRM/Industrial Relations.
Information Technology (Developers)	CORP-ITD-001-12/25	2	Diploma/Advanced Diploma, BBA, BCom, Degree in Information Technology, Computer Science, Software Engineering, Information Systems, Computer Engineering
Risk & Internal Audit	CORP-RI-001-12/25	4	Diploma /Advance Diploma/BCom/BA Degree in Internal Auditing, Risk Management/ Forensic Auditing, Risk and compliance.



Department	REF NO	No of Posts	Qualification
Logistics	CORP-LOG1-001-12/25	1	BCom Honours in Transport Management and Logistics (Warehouse Management)
Logistics	CORP-LOG2-001-12/25	1	BTech Industrial Engineering / Project Management

EASTERN CAPE REGION

Email Applications: Ecrecruitment@nhls.ac.za

Contact: Ms Lindokuhle Mbele / Ms Phumzile Mbilini / Mr Funda Nobaty

Tel: 047 502 4192 / 041 395 6162

Department	REF:NO	No. of Posts	Qualification
Infrastructure	EC-INFR-001-12/25	1	Diploma/Advanced Diploma/BCom in Civil Engineering, Construction Management, Structural Engineering
Human Resource & Learning Academy	EC-HR-001-12/25	1	Diploma /Advance Diploma / BTech / BBA/BCom in Human Resource Management / Development and Industrial Psychology
Logistics	EC-LOG-001-12/25	1	Diploma/Advanced Diploma/BCom, BBA in Logistics Management, Chain & Transport Management, Supply Chain Management
Procurement/SCM	EC-PROC-001-12/25	1	Diploma. Advanced Diploma, BCom, BBA in Supply Chain Management, Logistics, Procurement & Supply

FREE STATE & NORTH -WEST REGION

Email Applications: FSNW.recruitment1@nhls.ac.za

Contact: Ms Nomusa Sithole

Tel: 066 376 6372

Department	REF:NO	No. of Posts	Qualification
Procurement	FSNW-PROC-001-12/25	1	Diploma. Advanced Diploma, BCom, BBA in Supply Chain Management, Logistics, Procurement & Supply
Finance	FSNW-FIN-001-12/25	1	Diploma, National Diploma, BCom, BBA National in Financial Management, Accounting, Finance, Financial Management.

GAUTENG REGION

Email Applications: Gaucov1.Recruitment@nhls.ac.za

Contact: Mr Michael Ramalepe

Tel: 011 489 9775

Department	REF:NO	No. of Posts	Qualification
Finance (Procurement Department)	GAU: FIN-001-12/25	1	Diploma. Advanced Diploma, BCom, BBA in Supply Chain Management, Logistics, Procurement & Supply
Office of the Area Manager	GAU-AM-001-12/25	1	BSc Honours in Quantity Surveying / Building Engineering
Human Resource	GAU-HR-001-12/25	2	Diploma/Advance Diploma / BTech / BA/BCom in Human Resource



Department	REF:NO	No. of Posts	Qualification
			Management / Development /Industrial Psychology

KWAZULU-NATAL REGION

Email Applications: kznrecruitment@nhls.ac.za

Contacts: Mr Shaun Govender / Ms Promise Mncube / Mr Calvin Naidoo / Ms Stacey Wilkins

Tel: 031 327 6768

Department	REF:NO	No. of Posts	Qualification
Finance (Procurement)	KZN-FIN-001-12/25	1	Diploma. Advanced Diploma, BCom, BBA in Supply Chain Management, Logistics, Procurement & Supply
Human Resource	KZN-HR-001-12/25	2	Diploma/Advance Diploma / BTech / BCom in Human Resource Management / Development /Industrial Psychology

LIMPOPO/MPUMALANGA REGION

Email Applications: LIMPRegion@nhls.ac.za

Contacts: Ms Marcia Nxumalo / Ms Jeaneth Masibigiri

Tel: 015 296 3910

Department	REF:NO	No. of Posts	Qualification
Human Resource	LIMP-HR-001-12/25	2	Diploma/Advance Diploma / BTech / BCom/BA in Human Resource



Department	REF:NO	No. of Posts	Qualification
			Management / Development/ Industrial Psychology
AM's Office	LIMP-AM-001-12/25	1	Diploma/Advance Diploma /BA/BCom in Project Management/Business Management /Office Administration /Public Administration
Finance	LIMP-FIN-001-12/25	1	Diploma, National Diploma, BCom, BBA National in Financial Management, Accounting, Finance, Financial Management.

NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES DIVISION (GAUTENG)

Email Applications: recruiter3@nicd.ac.za

Contact: Ms Kgaogelo Mkwanazi

Tel: 011 386 6090

Department	REF:NO	No. of Posts	Qualification
NICD-IT Department	NICD-IT-001-12/25	1	Diploma/Advanced Diploma, BBA, BCom, Degree in Information Technology, Computer Science, Software Engineering, Information Systems, Computer Engineering

NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH DIVISION (GAUTENG)

Email Applications: Recruiter1@nioh.ac.za

Contact: Ms Ketsitseng Maseko

Tel: 011 712 6528

Department	REF:NO	No. of Posts	Qualification
Information Technology	NIOH-IT-001-12/25	1	Diploma/Advanced Diploma, BBA, BCom, Degree in Information Technology, Computer Science, Software Engineering, Information Systems, Computer Engineering
Finance	NIOH-FIN-001-12/25	1	Diploma, National Diploma, BCom, BBA National in Financial Management, Accounting, Finance, Financial Management.
Human Resource	NIOH-HR-001-12/25	1	Diploma/Advance Diploma / BTech / BCom/BA in Human Resource Management / Development /Industrial Psychology

WESTERN & NORTHERN CAPE REGION


Email Applications: Asamkele.gonose@nhls.ac.za

Contact: Ms Asamkele Gonose

Department	REF:NO	No of Posts	Qualification
Human Resource	WCNC-HR-001-12/25	2	Diploma/Advance Diploma / BTech / BCom/BA in Human Resource Management / Development/ Industrial Psychology



**NATIONAL HEALTH
LABORATORY SERVICE**

 **Closing Date: 10 December 2025**