

April 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. 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 current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's 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. 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 subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and 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 filling of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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 bulletin; both internal and external applicants are welcome to apply for this bulletin.**

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : IMMUNOLOGY AND MICROBIOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : CENTRE HEAD
PAY GRADE : E1
REFERENCE NUMBER : NIOH0426.001.02

Main Purpose of Job

Provide administrative and scientific leadership, management and strategic direction for the Centre in line with NIOH's role and responsibilities. To facilitate close working relationships and cohesion between the stakeholders, various sections within the Centre and other NIOH centers and departments.

Key Job Responsibilities

■ Provide administrative and scientific leadership for the Centre in line with NIOH's strategic role and responsibilities. ■ Assist stakeholders with timely expert advice, specialized services and surveillance/research data relevant to the Centre's area of focus. ■ Establish strategic goals for the Centre through a consultative process with creation/regular review of the Centre's annual and 5-year strategic plans. ■ Ensure that operational objectives are met according to agreed project timelines as per the NHLS Strategic Plan and Annual Performance Plan. ■ Establish close working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and national priorities. ■ Responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial governance. ■ Ensure the Centre is compliant with NIOH/NHLS policies and directives. ■ Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team. ■ Ensure that all sections contribute to the output of the Centre in terms of NIOH objectives, publications, peer-reviewed scientific publications and other reports. ■ Create/maintain a cross-functional team to co-ordinate a high-quality teaching and training programme responsive to national and international requirements. ■ Ensure that coordinated quality assurance processes are in place throughout the Centre. ■ Contribute actively to national and regional capacity building activities in line with the NIOH/NHLS mandate. ■ Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NIOH annual report. ■ Coordinate the Centre's interaction with media in line with NIOH/NHLS policies. ■ Ensure that the Centre is responsive to occupational health issues of Public Health significance and to support other departments within the NIOH. ■ Ensure that the Centre is abreast of latest developments and to encourage innovative initiatives. ■ Promote transformation and development in the Centre Management of all staff to ensure the Centre operates efficiently and effectively

Minimum requirements and Key Competencies

■ PHD in Microbiology and/or Immunology (NQF level 10) ■ HPCSA registration as Medical Scientist in Immunology or Microbiology ■ Valid Driver's License ■ Minimum of 10 years' management experience, preferably in a public health institution. ■ 8 years+ experience in Immunology or Microbiology. ■ 5 years+ experience in financial management. ■ 3 years+ laboratory experience. ■ At least 5 years' experience in writing successful grant applications, performing research and teaching and training. ■ Proven experience in Occupational Health. ■ Knowledge of Immunology and Microbiology. ■ Knowledge of statistics. ■ Knowledge of statistical software packages. ■ Knowledge of Quality Management Systems. *Skills:* ■ Computer Literacy ■ Communication and interpersonal ■ Team-building ■ Time management. ■ Planning ■ Project management ■ Research methodology ■ Report writing ■ Analytical.

***Interested candidates who meet the requirements are invited to send their applications to Recruiter1@nioh.ac.za
Enquiries may be directed to Ketsitseng Maseko @ (011) 712 6400***

Closing date: 24 April 2026

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : EPIDEMIOLOGY AND SURVEILLANCE
LOCATION : NIOH BRAAMFONTEIN
POSITION : BIOSTATISTICIAN (READVERTISEMENT)
PAY GRADE : D1
REFERENCE NUMBER : NIOH0226.001.01

Main Purpose of Job

To provide bio-statistical expertise, research, training and teaching within NIOH and nationally with both government and private entities to ensure relevant positioning of the NIOH.

Key Job Responsibilities

- Responsible for providing bio-statistical support to government departments in developing workplace health policy, systems and programmes for Occupational Health
- Provide bio-statistical support to the organization as well as conduct biostatistical analyses as required
- Participate in the planning and implementation of Occupational Health Research programmes in the workplace for the public and private sectors with respect to Occupational Diseases and injuries
- Review, advise and develop statistical analyses plans for grant applications and protocols, publications and reports
- Coordinate and participate in training of health professionals and students to ensure capacity development including development of CPD programmes
- Contribute to lectures in bio-statistical and epidemiology courses
- Responsible for own professional development programmes to ensure that s/he is informed of new developments within the discipline of bio-statistical, epidemiology and public health to increase knowledge base
- Engage with the multinational partners on programmes of mutual interest with the NHLS-NIOH
- Undertake research in Public and Occupational Health to increase the body of scientific knowledge within the NIOH and with external collaborators
- Contribute to NIOH'S national technical information service by giving advice on various epidemiological and biostatistical issues to practitioners, employers and trade unions
- Responsible for writing Scientific reports and peer reviewed papers
- Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements and Key Competencies

- MSc Epidemiology /Biostatistics (NQF level 9)
- PhD in Epidemiology /Biostatistics (NQF level 10) (Desirable)
- 3-5 years' experience post Master's degree qualification in Biostatistics
- At least 3 years research and data analysis experience
- Publication record (at least 5 publications)
- Knowledge of Biostatistics and Epidemiology
- Sound knowledge of statistical packages preferably SAS or STATA or R and advanced Excel
- Knowledge of record database management and data analysis
- Teaching and training
- Good scientific writing
- Excellent analytical skills, with the ability to process scientific and medical data
- Able to work independently
- Expertise in analysis of data
- Ability to identify data issues, present problems, and implement solutions
- Data management skills
- Capability of communicating technical concepts clearly, concisely and understandably
- Good leadership, organizational and time management skills, with the ability to multitask
- Strong interpersonal communication and presentation skills
- Ability to effectively collaborate across functional teams
- Attention to detail
- Methodical
- Written and verbal communication skills
- Interpersonal skills.

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Closing date: 21 April 2026