



November 2022

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV and copies of qualifications to The relevant Practitioner/Administrator (Human Resources) by email quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region 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.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
6. *Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.*
7. Correspondence will be limited to shortlisted candidates only.
8. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
9. Successful applicants will be remunerated on the published scale associated with the grade of the post. 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.

This is an OPEN bulletin. Both internal employees and external candidates will be considered.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : COMMUNICATION AND INTERNATIONAL LIAISON
LOCATION : BRAAMFONTEIN
POSITION : GRAPHIC DESIGNER (READVERTISEMENT)
PAY GRADE : C2
REFERENCE NUMBER : NIOH1122.001.01

Main purpose of the Job

Create and design visual concepts, by hand or using computer software, to communicate ideas that inspire, inform or captivate audience.

Key Job Responsibility

■ Create designs, concepts and sample layouts based on knowledge of layouts principles and aesthetic design concepts. ■ Determine size and arrangement of illustrative material and copy, and select style and size of type. ■ Use computer software to generate new images. ■ Draw and prints charts, graphs, illustrations and other artwork using computer. ■ Confer with clients to discuss and determine artwork and layouts design. ■ Develop graphics and layouts for products illustrations, company logos, intranet and internet websites. ■ Prepare illustrations or drafts of the materials, products, or services. ■ Meet with clients to determine the scope of a project, advise on strategies to reach a particular audience and present designs to clients. ■ Assist with other communication-related activities as delegated by line manager.

Minimum requirements & key competency

■ 3-year Diploma in Graphic Design with a portfolio of evidence. ■ 3 to 5 years' Graphic design and studio work experience. ■ Multimedia (desirable). ■ Preparing artwork for printing [CMYK&RGB]. ■ Graphic design packages - Indesign, Corel Draw, Free hand ■ Ability to design from conceptualization to final product. ■ Adherence to Corporate Identity Guidelines. ■ Understanding of online and print. ■ Creative thinking. ■ Artistic skills. ■ Self-Motivation. ■ Deadline driven. ■ Customer focused. ■ Graphic, layouts and procurement skills. ■ Ability to interpret a brief. ■ Have design integrity. ■ Ability to take criticism. ■ Attention to detail. ■ Communication skills [internal and external parties]. ■ Team player / Work in a team. ■ Ability to work independently. ■ Operating without constant supervision. ■ Dealing with difficult customers. ■ Dealing with senior employees. ■ Presentation skills. ■ Negotiation skills. ■ Analytical skills.

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

Closing date: 19 November 2022



BUSINESS UNIT: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE: OCCUPATIONAL HYGIENE
LOCATION: BRAAMFONTEIN
POSITION: OCCUPATIONAL HYGIENIST (READVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: NIOH1122.001.02

Main Purpose of the Job

Facilitate occupational and environmental health and safety risk reduction interventions in the workplace and affected communities.

Key job responsibilities

■ Conduct occupational and environmental health and safety assessments, surveys and audits for internal and external clients in order to identify and control workplace risks. ■ Provide professional and practical advice on risk control interventions in order to mitigate identified risks. ■ Prepare training materials and deliver relevant education and training courses as required (up to post-graduate level) in order to enhance capacity building in the field. ■ Propose, develop, participate in and support relevant research projects in occupational hygiene or associated fields in order to contribute to the body of occupational health knowledge. ■ Supervise, mentor, train and develop junior Occupational Hygiene technologists and assistants in the Occupational Hygiene Section in order to transfer knowledge and skills. ■ Develop, implement and maintain the systems and procedures of the NIOH Approved Inspection Authority to ensure compliance with the SANAS 17020 requirements and health and safety regulations. ■ Present research results in scientific papers, technical literature at local/international events in order to promote the occupational hygiene profession. ■ Serve on local and international professional and technical committees as appropriate in order to promote the occupational hygiene profession.

Minimum requirements & key competencies

- Bachelor or four year degree in Environmental Health/ Physiology/Health Science/ Occupational Hygiene/ Engineering or related field.
- A Masters degree (desirable) ■ Registration as an Occupational Hygienist with the Southern African Institute for Occupational Hygiene (SAIOH) or relevant professional organization for Occupational or Industrial Hygienists ■ 4 to 6 years' experience in risk and exposure assessments
- Valid drivers licence ■ Report writing skills ■ Understanding of quality assurance principles ■ Junior personnel management and mentoring skills ■ Ability to work accurately and independently ■ Multitasking skills ■ Ability to meet deadlines, work under pressure and as part of a team
- Computer literacy (MS Office, Excel & PowerPoint).

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