



**JANUARY 2023**

**GUIDELINES TO APPLICANTS**

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email.
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 proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
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. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This in an open advert. External applicants are welcome to apply for this bulletin.**

**CLOSING DATE: 03 FEBRUARY 2023**

TABLE OF CONTENT

<b>TABLE OF CONTENT</b>	<b>PAGE</b>
GRANT FUNDED VACANCIES	3 - 4

## GRANTS REGION

BUSINESS UNIT:	OFFICE OF THE CEO
DISCIPLINE:	BUSINESS INTELLIGENCE UNIT
LOCATION:	SANDRINGHAM
POSITION:	PROGRAMME MANAGER (FIXED TERM CONTRACT ENDING 31 MARCH 2025)
GRADE:	D2
REF NUMBER:	CORPCEO0123/001-03

### Key Job Responsibility:

- Managing over 400 projects /KPA's and grant funded projects to ensure efficient and effective deliverables and reporting to stake holders.
- Consolidation and management of all activities managed by researchers to be able to report to stake holders. ■ Implement project management policies to ensure quality project delivery (for more than 400 projects). ■ Manage the full life cycle of the project from project definition ( proposal preparation and submission), contract review and award, project execution (project schedule planning and monitoring plus scope control etc) and project closure. ■ Prepare and coordinate reports and presentations for Management and Project sponsors to ensure that project targets are communicated efficiently amongst stakeholders. ■ Monitor the project budget and financial activities in conjunction with the Group Grants Accountant, to ensure that project expenditure is appropriately expended. ■ Establish a project plan, monitor, control and deliver on project progress to ensure that the implementation is appropriate for NHLS business needs. ■ Ensure project risk management and monitoring and appropriate record keeping required for audit and regulatory purposes. In collaboration with Group Accountant. ■ Maintain time frames and ensure that appropriate quality assurance procedures are defined to ensure the calculated success of the project. ■ Conduct formal reviews of the deliverables specified on the project to ensure that the success of the project is regularly assessed. ■ Manage feedback to and from team leaders to ensure that all stake holders are efficiently informed on project stages / targets. ■ Provide any other management information and participate in committees required for strategic delivery of the NHLS mandate.

### Minimum requirements & key competency:

- NQF Level 7 Degree in Business Management ■ Project Management Certificate or Diploma (desirable) ■ Bsc Hons (desirable) ■ 7 years Programme/project management experience (scientific or medical related) ■ 3 years Stakeholder Management experience ■ 3 years General Business Management experience ■ Budgeting management knowledge ■ Planning and organising of grant applications process and procedures ■ People management skills ■ Monitoring and evaluation skills ■ Financial/ budgeting management skills ■ Report writing skills ■ Presentation skills ■ Communication skills ■ Coordination skills ■ Analytical skills ■ Customer Services skills ■ Valid drivers license

Enquiries may be directed to Ntsane Seleso @ (011) 386 6145, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)

**BUSINESS UNIT:** ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
**DISCIPLINE:** ACADEMIC AFFAIRS AND RESEARCH  
**LOCATION:** SANDRINGHAM  
**POSITION:** TECHNOLOGY TRANSFER OFFICER (FIXED TERM CONTRACT UNTIL 21  
JANUARY 2024)  
**GRADE:** C3  
**REFERENCE NUMBER:** CORPAARQA0123/001-01 (98100-001-1235)

### Key Job Responsibility

■ To facilitate the identification and protection of intellectual property and the process of compliance to Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008, and related NHLS Policies ■ Establishing and maintaining productive relationships with NHLS researchers and innovators in academic and laboratory platforms to stimulate awareness of intellectual property issues and commercial opportunities ■ To stimulate and encourage an innovative and entrepreneurial culture within the NHLS and proactively engaging the NHLS community to identify and process potential IP and possibility for commercialization ■ Establishing a healthy relationship with industry and potential funders ■ Developing and implementing and marketing strategy of NHLS IP to attract potential partners and investors ■ Assessing the commercial potential of the NHLS intellectual property based on uniqueness and market potential ■ Engaging with NHLS academic partners and executing best approaches to protection and ownership and appointment of NHLS IP ■ Developing and concluding best deal structuring of potential IP spin-out companies and/or licensing potential ■ Enabling an environment for engagement with stakeholders and closing best deals for the NHLS ■ To facilitate the process of filing provisional patent applications, patent Cooperation Treaty (PCT) applications and national patents ■ Participate, engage and communicate regularly and effectively with all internal and external stakeholders ■ Develop a funding strategy and attract potential funders to promote innovation ■ Maintain the IP portfolio, including maintenance of a database of ideas, disclosure and patents ■ Co-ordinate Intellectual Property & Technology Transfer related awareness activities with NHLS ■ To provide support for NIPMO and IPR Act compliance requirements.

### Minimum requirements & key competency:

■ 3 Year Diploma in Marketing/Communication/Public Relations or Law (NQF Level 6) ■ 2 (Two) years experience in Technology Transfer ■ 2 (Two) years experience Project Management (desirable) ■ Good understanding of the Intellectual Property Rights of Publicly Funded investment networks ■ Experience of working within a scientific environment (desirable).

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**FIRST 12 MONTHS WILL BE GRANT FUNDED, AND THERE AFTER THE ROLES MAY BE MADE PERMANENT ON OPERATIONAL COST CENTRE**

BUSINESS UNIT: OFFICE OF THE CEO  
DISCIPLINE: BUSINESS INTELLIGENCE UNIT  
LOCATION: SANDRINGHAM  
POSITION: PUBLIC HEALTH MEDICINE SPECIALIST – **FIXED TERM CONTRACT (12 MONTHS)**  
GRADE: D4  
REFERENCE NUMBER: CORPCEO0123/001-07

### Key Job Responsibility

■ To plan, execute and evaluate operational research projects for the NHLS that inform future business and healthcare strategies. ■ To convene appropriate expertise in the NHLS including medical, business and support expertise to work together towards conducting operational research. ■ To contribute towards the research output of the organisation by participating in basic research and publishing papers in peer-reviewing journals. ■ To contribute towards the training of undergraduate medical students as well as postgraduate registrars in public health medicine in line with the training mandate of the NHLS. ■ To represent the NHLS in various public, private and NGO's forum. ■ Maintain and develop relationships with all necessary internal/external stakeholders, including but not limited to national and provincial departments of health,(including environmental health), the private sector (laboratories, medical aids and hospitals), Stats SA ■ To support service delivery in public and occupational health ■ To provide health economics support to NHLS to improve cost effective service ■ Implementing policies and procedures to promote healthy behaviours such as smoking cessation and exercise ■ Provide education about health risks associated with certain behaviours and promoting awareness on health issues by conducting workshops and other interventions ■ Comply with any reasonable and lawful instruction issued by the manager.

### Minimum requirements & key competency:

■ MSc (NQF 9) in Epidemiology/ Biostatistics or MPH ( Field Epidemiology) ■ Registration with HPCSA as a public health Medicine Specialist ■ Fellow of college of Public Health Medicine (Desirable) ■ 9 (nine) years post qualification experience in communicable and non-communicable disease control ■ of which 5 (five) years must have been spent on Epidemiology/Biostatistics/Research ■ Project Management (Desirable) ■ Strategic planning experience (Desirable) ■ Health economic research ■ Knowledge of Epidemiology and Biostatistics ■ Public health systems ■ Teaching and Training ■ Knowledge of clinical medicine ■ Disease prevention ■ Project management skills. ■ Computer Literacy ■ Leadership and management skills ■ Interpersonal Skills ■ Conflict management and problem solving skills ■ Time management skill ■ Report Writing skill ■ Presentation skills.

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