

March 2023

## 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 in an open bulletin. Both NHLS internal employees and external applicants are invited to apply.*

**BUSINESS UNIT:** NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE:** OCCUPATIONAL MEDICINE  
**LOCATION:** BRAAMFONTEIN  
**POSITION:** OCCUPATIONAL HEALTH SPECIALIST - **READVERTISEMENT**  
**PAY GRADE:** PHI  
**REFERENCE NUMBER:** NIOH0323.001.02

### **Main Purpose of the Job**

**Manage and co-ordinate activities of the Occupational Medicine section including research, capacity development, clinical service delivery, teaching and training to ensure adequate occupational medicine capacity to achieve the objectives of the NIOH and NHLS.**

### **Key job responsibilities**

- Oversee the Occupational Medicine section to ensure effective service delivery and compliance with quality standards.
- Contribute to NIOH strategic initiatives to ensure alignment of Occupational Medicine section to overall NHLS objectives.
- Provide specialist level occupational medicine services to address the needs of the country and enable NHLS to be relevant in its mandate.
- Support human capacity development in occupational health in South Africa through occupational medicine registrar training and participation in occupational health teaching and training for nurses, doctors and other health professionals.
- Identify and initiate research projects relevant to NHLS and national needs in line with the current research agenda and business strategies.
- Contribute to national and regional work groups on occupational health in order to promote the NHLS business obligations.
- Provide guidance and advice to other public enterprises, practitioners, employers and labour on regulations, guidelines and management appropriate to occupational health practice.

### **Minimum requirements & key competencies**

- MBChB and FCPHM.
- Registration with HPCSA as Occupational Medicine Specialist.
- Minimum 5 years' experience in occupational health environment leading a team.
- Occupational medicine and health experience.
- Understand policy/strategy/SOP development.
- Knowledge of Occupational health and safety legislation.
- Teaching and training methodology.
- Valid drivers licence and own transport.
- Sound Research skills.
- Management of occupational health services.
- Management and leadership skills.
- Strong written and verbal communication skills.
- Excellent Interpersonal skills.
- Computer literacy (MS Office and health information systems).
- Report writing.
- Analytical thinking.
- Ability to make decisions independently.
- Be able to work in a multi-disciplinary team.

***Interested candidates who meet the requirements are invited to send their applications to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)  
Enquiries may be directed to Azia Nxumalo @011 555 0581***

***Closing date: 24 March 2023***

BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: TOXICOLOGY AND BIOCHEMISTRY
LOCATION	: NIOH BRAAMFONTEIN
POSITION	: HEAD: TOXICOLOGY - <b>READVERTISEMENT</b>
PAY GRADE	: D4
REFERENCE NUMBER	: NIOH0323.001.03

#### Main purpose of the Job

**Provide leadership and strategic direction in line with NIOH's role and responsibilities and to facilitate close collegial working relationships and cohesion with all departments within the NIOH and between the NHLS, the Department of Health, Department of Labour, Department of Mineral Resources and other stakeholders.**

#### Key Job Responsibility

■ Provide leadership for the Toxicology section in line with NIOH's strategic role and responsibilities. ■ Contribute to the establishment of strategic goals for the section through a consultative process with creating/regular review of the Departments' annual and 5 year strategic plans. ■ Ensure that operational objectives are met according to agreed project timelines as per the strategic plan. ■ Facilitate closer working relationships between the section and with other departmental heads for jointly working towards common goals and national occupational and environment health and safety (OEHS) priorities. ■ Responsible for the departmental budget creation, expenditure and financial governance. ■ Ensure the department is compliant with NIOH/NHLS HR policies and directives. ■ Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Department team from national and international funding agencies. ■ Ensure that coordinated quality assurance processes are in place throughout the department. ■ Document and maintain records all department outputs through periodic department activity reports and contributions to the NIOH annual report. Promote transformation in the department and to encourage innovative initiatives ■ Keep up to date with relevant, current and emerging research methods and technologies to ensure personal growth and development. ■ Perform appropriate research and publish in relevant scientific journals. ■ Manage administrative and operational requirements of staff. ■ Train, develop and manage staff to ensure they have the skills required by the organization and are able to achieve their performance objectives in a supportive environment. ■ Supervise and train post graduate students and provide requisite support towards completion of their training.

#### Minimum requirements and Key Competency

■ PHD in Toxicology or associated field. ■ Registration with SACNASP under Toxicological Sciences ■ Minimum 8 years' experience in Toxicology ■ At least 2 years' management and administrative experience ■ Minimum 8 years' laboratory experience. Successful track record in writing grant applications and performing research. ■ 5 years and more experience in teaching and training. Knowledge required: ■ Health risk assessments (Toxicology) ■ Research methodology ■ Toxicology hazard identification methods ■ Administration of a function/department ■ Leading a team ■ Budgeting ■ Organizing workshops/seminars/conferences ■ Strategic and management skills ■ Leadership ■ Analytical skills ■ Conceptual thinking ■ Negotiation skills ■ Interpersonal skills ■ Communications skills ■ Team- building skills ■ Time management skills ■ Able to work under pressure and independently.

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