

August 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:	CENTRE HEAD: OCCUPATIONAL MEDICINE
PAY GRADE:	PHP
REFERENCE NUMBER:	NIOH0823.001.01

Main Purpose of the Job

Manage and co-ordinate activities of the Occupational Medicine department 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.
- Manage the Occupational Medicine Specialist Referral Clinic
- Contribute to NIOH strategic initiatives to ensure alignment of Occupational Medicine section to overall NIOH and NHLS objectives.
- Facilitate closer working relationships between the section and with other heads of departments for jointly working towards common goals and national priorities
- Provide specialist level occupational medicine clinical services to address the needs of the country and enable NIOH/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 the 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/NIOH business obligations.
- Provide guidance and advice to private and public enterprises, practitioners, employers and organised labour on regulations, guidelines and management appropriate to occupational health practice.

Minimum requirements & key competencies

- MBChB and FCPHM
- Registration with HPCSA as an Occupational Medicine Specialist
- Minimum 5 years' experience in occupational health as an Occupational Medicine Specialist
- Minimum 9 years' experience in an Occupational health clinical setting
- Minimum 5 years' experience leading and managing a team of Occupational Health/Medicine Practitioner
- Valid driver's license and own transport.
- Experience in providing specialist level occupational medicine clinical services
- Evidence of policy/strategy development and stakeholder management.
- Knowledge of Occupational health and safety legislation
- Experience in teaching and training at post-grad level
- Sound research skills
- Management of occupational health services.
- Evidence of strategic management and strong leadership skills.
- Strong written and verbal communication skills.
- Negotiation Skills
- Excellent Interpersonal skills.
- Computer literacy (MS Office and health information systems).
- Report writing.
- Conceptual and Analytical thinking.
- Ability to make decisions independently.
- Be able to work under pressure and independently.

***Interested candidates who meet the requirements are invited to send their applications to Recruiter3@nicd.ac.za
Enquiries may be directed to Kgaogelo Mkhwanazi @ 011 386 6090***

Closing date: 16 August 2023

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : PATHOLOGIST (ENTRY)
PAY GRADE : PHE
REFERENCE NUMBER : NIOH0823.001.02

Main purpose of the Job

Contribute in the management of pathology laboratory or major sub-component, thereof, within the framework of quality system. Ensure that the diagnostic output is delivered in accordance with the principles of good laboratory practice and to provide a professional consultative service to clinicians. Promote appropriate cost effective utilization of laboratory services so as to facilitate optimization of patient management. Contribute to training and research outputs.

Key Job Responsibility

- Responsible for the final diagnostic report sent out to the clinicians.
- Interaction and consultation with clinicians to ensure that routine requested investigations and proposed diagnosis are appropriate.
- Provide expert advice to all customers in order to resolve clinical and diagnostic queries in a professional and timely manner.
- Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations.
- Contribute in the design, development and maintenance of quality system.
- Comply with the principle of good laboratory practice, full SANAS accreditation requirements and relevant legislation.
- Contribute to the overall management of the laboratory.
- Teach and train Registrars, Scientists, Technologists and Technicians.
- Contributes towards teaching and training of undergraduate students in accordance with University requirements.
- Contribute to the departmental CPD programmes.
- Conduct research in order to contribute to the publications and towards translation of policy and service.

Minimum requirements & key competency

- MBCHB and M Med/ FCPATH within relevant discipline
- Registration with HPCSA as Pathologist within relevant discipline (Independent practice category)
- Newly qualified / entry level Pathologist (relevant discipline)
- Takes accountability for own personal development (attending CPD etc.)
- Biopsy interpretation in order to advise clinicians
- Ms Office proficiency
- Communication skills
- Presentation skills
- Analytical and diagnosing skills.
- Problem Solving
- Research skills.

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BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: ANATOMICAL PATHOLOGY
LOCATION	: NIOH BRAAMFONTEIN
POSITION	: SENIOR PATHOLOGIST
PAY GRADE	: PHI
REFERENCE NUMBER	: NIOH0823.001.03

Main purpose of the Job

Provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

Key Job Responsibility

- Contributes to the management of the laboratory in conjunction with colleagues in collaboration with a laboratory manager
- Implementation of short term projects.
- Involvement in personal development and training of others in the department (entry level paths, technologists, scientists, interns).
- Work within a team to co-ordinate teaching modules.
- Involvement in under graduate and post graduate assessments/internal examiner.
- Successfully supervise postgraduate students – BSc Hons, MMed, MSc (successful graduation of 1 or more postgraduates and at least 2 currently under supervision/co supervision).
- Conduct consultative and diagnostic services.
- Supervise entry level pathologists.
- Provides input into changes and improvements to SOPs.
- Validates new instruments/tests for laboratory.
- Contribute to the adherence and compliance to quality systems and SANAS requirements.
- Delivered (i.e. presenting author) at least 2 national conference presentations in 3-year cycle, 3 – 5 peer reviewed publication over last 3 years (avg 1 -2 /year).
- Collaboration of research within own department/institution, either independently or under supervision.
- Co-investigator/collaborator on national grant.
- Review manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.(1-3 activities for senior/year; sustained over 3 years).

Minimum requirements & key competency

- MBCHB and M Med/ FCPATH within relevant discipline
- Registration with HPCSA as Pathologist within relevant discipline (Independent practice category)
- Plus 3 years post qualification experience /qualification as pathologist consultant
- Knowledge:*
- General medical virology
- Principles and practice of all diagnostic virology laboratory methods
- Laboratory safety
- Statistics and assay validation
- Research methodology
- Disease surveillance and outbreak investigation
- Quality assurance
- Laboratory management
- Scientific writing.

Skills required:

- Interpretation of tests results
- Informal or small group teaching
- Preparation and delivery of formal lectures
- Time management skills
- Report writing skills
- Planning and organizing
- Interpersonal skills
- Management and financial skills
- Ms Office proficiency
- Communication skills
- Presentation skills
- Analytical and diagnosing skills.
- Problem Solving.

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