

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 registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications. e.g qualifications, Identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and 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.
4. Candidates credentials will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, 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 filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the published scale associated with the post grade. 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 advert. External applicants are welcome to apply for this bulletin.**

CLOSING DATE: 13 September 2024



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BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
 DISCIPLINE: QUALITY ASSURANCE
 LOCATION: SANDRINGHAM
 POSITION: ADMINISTRATOR – TECHNOLOGY TRANSFER (FIXED TERM CONTRACT 12 MONTHS)
 PAY GRADE: B5
 REFERENCE NUMBER: CORPAARQA0924/001/11

Key Job Responsibility

- To provide day-to-day office management and administration support assistance to the technology transfer office and team members for maximum efficiency, including the review and processing of requests to ensure the smooth running of the office
- Planning and schedule meetings and appointments including taking and typing minutes, and the maintenance of administrative records including meeting minutes.
- To support and organise and to assist with the facilitation of workshops and training to ensure that there is smooth running of these events and activities
- To develop, maintain and update monthly workshop and/or training calendars in accordance with Technology Transfer and Intellectual Property topics and the Workforce Skills Development plan. TTO database administration and maintenance(i.e. capturing, updating, recording and filling technology transfer related information) and conduct follow up for the identification and protection of intellectual property
- Provide logistical support for intellectual property and technology transfer related awareness activities
- To analyse and monitor internal process to ensure that there are no gaps or overlaps with delivery to customers and to implement office procedural changes to improve operational efficiency.
- To prepare operational reports and schedules, formatting and compiling monthly reports, quarterly, and annual reports, audits and implementation of the corrective action plan to ensure compliance and efficiency and to collate documents
- To handle customer enquiries and complaints as well as incoming and outgoing emails to ensure effective and efficient service delivery
- Make travel arrangements(flights, accommodation , shuttles etc.) for the Technology Transfer Office and as required by the Academic Affairs and Research Office
- To perform any other reasonable ad hoc tasks as required by the Academic Affairs and Research Office Management.

Minimum requirements & key competency:

- Grade 12
- Diploma (NQF 6) in Administration /Business Management/Economic and Management Sciences
- Two (2) years' experience in office admin/customer relations role
- 1-3 Years experience in the health, research or academic environment
- Knowledge of technology transfer
- Attention to detail
- Target Driven
- Time Management
- Computer Literacy MS Office
- Ability to communicate with senior employees
- Verbal and written communication skills
- Interpersonal skills
- Analytical thinking
- Maintaining confidentiality
- Telephone etiquette. Working independently and in a team
- Flexibility/Ability to adapt to change. Minutes taking (Essential)
- Project management principles (Desirable)

Contract is renewable at the discretion of the employer and subject to operational requirements.

Enquiries may be directed to Keitumese Tsoeu @ (011) 386-6145, or e-mail application to Corporate2@nhls.ac.za

