

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: 27 September 2024



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BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: ACCREDITATION
LOCATION: LIMPOPO-MPUMALANGA
POSITION: QA OFFICER (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2025)
PAY GRADE: B3
REFERENCE NUMBER: CORPAARQA0824/001/01

Key Job Responsibility:

■ Responsible for typing, drafting, editing and maintaining SOP's, manuals and methods on Q-Pulse to ensure uniformity in the application thereof and to satisfy the laboratories requirements in the organization ■ Responsible for updating SANAS regulatory requirements and checklists for the NHLS to ensure compliance with SANAS procedures for accreditation purposes ■ Liaising with representatives of Expert Committees with regard to review and approval of controlled documents to ensure uniformity in the application of laboratory methodologies in the organization ■ Responsible for capturing and processing Internal Audit Summary report data into spreadsheets for the compilation of management reports ■ Responsible for filing and archiving of quality related documentation for record keeping ■ Photocopy and dispatch documents to laboratories and capture their findings for management report purposes ■ Assists with client queries to ensure they are speedily resolved.

Minimum requirements & key competency

■ Grade 12 ■ Certificate in TQM (Desirable) ■ 1 (One) year experience TQM experience ■ 1 (One) year administration experience ■ Knowledge of administrative systems ■ Knowledge of the organizations policies and procedures ■ Knowledge of the accreditation systems and Q-Pulse ■ Communication Skills (Verbal, Written & presentation) ■ Organizational Skills ■ Accuracy ■ Attention to detail ■ Computer Literacy ■ Computer Literacy (Q-Pulse).

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

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

BUSINESS UNIT: ACADEMIC AFFAIRS AND RESERACH
DISCIPLINE: ACADEMIC AFFIAIRS
POSITION: PROJECT ADMINISTRATOR (FIXED TERM CONTRACT ENDING 30
SEPTEMBER 2025)
PAY GRADE: C1
LOCATION: SANDRINGHAM
REFERENCE NUMBER: CORPAARQA0824/001-02

Key Job Responsibility:

■ To plan and perform administrative duties to assist with the smooth running of the HTA unit ■ To provide operational and administrative support (including taking minutes and other activities) to ensure efficient and effective running of the office ■ To plan and organize meetings, workshops and training to ensure the smooth running of these events and activities ■ To provide administrative support in the reporting management of HTA activities to ensure compliance with relevant stakeholders ■ To communicate effectively and efficiently with the relevant stakeholders to ensure timely responses to queries and requirements. E.g. Track project milestones and deliverables by liaising with the internal (NHLS) and the external customers (Suppliers) ■ Source and secure an appropriate facility to conduct project evaluations ■ To perform general office duties (filing and database maintenance) for the smooth running of the office ■ To prepare handouts for the training material for the workshops; coordinate activities during the workshop to ensure smooth running thereof, process subsistence and transport expenses for trainers and participants ■ To monitor activities with the unit.

Minimum requirements & key competency:

■ Three (3) year National Diploma (NQF Level 6) in Office Management, Administration, Project Management or Secretarial ■ Certificate in Project Administration (Desirable) ■ 2 years Administration experience ■ 2 years project administration experience (any field) (Desirable) ■ Knowledge of project administration processes ■ Knowledge of company grant processes ■ Knowledge of database maintenance (Desirable) ■ Knowledge of NHLS Policies (Desirable) ■ Computer Skills ■ Verbal and Written communication skills ■ Time management skills ■ Attention to detail ■ Interpersonal skills.

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

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