



October 2024

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 current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, drivers license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional advert. 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 subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and 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 entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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 external bulletin. Both internal and external applicants will be considered.**





NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : SENIOR PATHOLOGIST
PAY GRADE : PHI
REFERENCE NUMBER : NIOH1024.001.01

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.

Interested candidates who meet the requirements are invited to send their applications to Recruiter4@nicd.ac.za

Enquiries may be directed to Mammei Hlehlisi-Galo @ (011) 555 0581

Closing date : 15 October 2024





NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
DISCIPLINE : OCCUPATIONAL MEDICINE
LOCATION : BRAAMFONTEIN
POSITION : MEDICAL SCIENTIST (ERGONOMICS) (Re advertisement)
PAY GRADE : D2
REFERENCE NUMBER : NIOH0824.001.07

Main Purpose of the Job:

Direct, plan and co-ordinate Ergonomics Unit activities to address the needs of both public and private enterprises while building capacity and knowledge base in this rare field.

Key Job Responsibilities:

- Align ergonomics services to meet NHLS/NIOH objectives and targets through strategic and operational planning to ensure effective utilization of resources and increase accessibility of services within the public sector
- Provide specialized ergonomics services to fill in gaps in both public and private enterprises in order to address ergonomic hazards in the workplace through identification, evaluation and intervention.
- Support human capacity development in ergonomics within South Africa through participation in teaching and training of specific ergonomics modules in diploma and degree courses in order to promote the discipline in SA.
- Identify, design and initiate ergonomics research programmes in alignment with NHLS/NIOH agenda and national needs and thereby contribute to ergonomics awareness and have a positive impact on worker's health.
- Provide leadership to the subordinates in terms of laboratory service and quality management to ensure that service obligations meet quality standards.
- Provide occupational health professionals with skills to prevent and mitigate ergonomic hazards in the workplace.
- Assist in the application of the new COIDA Act for NHLS employees and external clients for prevention of workplace disabilities and holistic management of disabled employees.

Key Competency Requirements:

- MSc in Ergonomics
- Diploma in Occupational health (desirable)
- PHD in Ergonomics (desirable)
- 4 to 6 years' experience in Ergonomics, risk assessments, report writing, teaching and training
- 4 years research experience, with established publication record in peer review journal (desirable)
- 2 years management experience (desirable)
- Ergonomics principles and risk assessments
- Research techniques
- Knowledge of relevant legislation and standards
- Computer literacy and statistical software
- Business objectives and strategies
- Occupational Health principles
- Good laboratory practice
- Analytical skills.
- Report writing skills.
- Presentation skills.
- Attention to detail
- Work disability prevention.
- Sourcing research grants
- Planning and management skills
- Leadership and problem solving skills
- Time management
- Marketing skills (desirable)
- Teaching and training skills.

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NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : LABORATORY SUPPORT SERVICES
LOCATION : NIOH BRAAMFONTEIN
POSITION : SENIOR BOOKKEEPER (Re advertisement)
PAY GRADE : C2
REFERENCE NUMBER : NIOH0924.001.01

Main Purpose of Job

Monitor and verify general ledger transactions to ensure that financial information for reporting purposes are accurate & comply with GAAP & PFMA regulations.

Key Job Responsibility

■ Monitor and verify GL transactions to ensure accuracy of transactions according to general practice, including monitoring expenditures against the budget and report on variances ■ Assist in the annual budget process by ensuring that the Branch fits into the allocated budget, and is correctly distributed and capture ■ Process corrective journals to ensure compliance to the NHLS financial procedures ■ Prepare reports on GL for Balanced Scorecard purposes and prepare monthly reports to ensure accurate reporting information ■ Review and implement SOPs to ensure compliance with GAAP and PFMA ■ Assist the Finance Manager to effectively facilitate month-end / year-end procedures ■ Train and develop staff (Lab Staff) to ensure they have the financial skills required by the organisation and are able to achieve their performance objectives ■ Review accounts payable to ensure that suppliers are paid timeously for continuous supply of stock and services to the Laboratories ■ Review asset registers to ensure that all acquisitions, retirements, transfers etc are captured and updated on Oracle ■ Manage the NIOH inventory by performing regular site audits to verify stock to ensure effective ordering practices and prevent loss of stock ■ Assist with ad-hoc finance and Lab Support administrative tasks including collating and verifying all S&T and overtime reports and send through to the payroll department for actioning ■ Manage the bookkeeping within the Branch to ensure accuracy of accounting records including the daily management and reconciliation of petty cash.

Minimum requirements & key competencies

■ 3-year Diploma in Bookkeeping / 3-year Degree in Accounting ■ 5 years' experience in Financial management, Accounting or Bookkeeping ■ Computer software programs (MS Office) with advanced Excel skills ■ Knowledge of Accounting ■ Knowledge of Accounting systems ■ Knowledge of monthly reconciliations ■ Knowledge of GRAP, GAAP, PFMA and International Financial Reporting Standards (IFRS) ■ Understanding of financial concepts ■ Knowledge of Oracle system ■ Financial forecasting (desirable) ■ Time management ■ Communication skills (verbal and written) ■ Administration skills ■ Focused and organised ■ Work under pressure ■ Attention to Detail ■ Deadline Driven ■ Numeric skills ■ Supervisory skills ■ Understanding of the budget cycle ■ Report writing skills ■ Interpersonal skills

Interested candidates who meet the requirements are invited to send their applications to Recruiter1@nioh.ac.za

Enquiries may be directed to Ketsitseng Maseko @ (011) 712 6400

Closing date : 15 October 2024





NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : OCCUPATIONAL MEDICINE
LOCATION : NIOH BRAAMFONTEIN
POSITION : OCCUPATIONAL MEDICINE SPECIALIST
PAY GRADE : PHE
REFERENCE NUMBER : NIOH1024.001.02

Main Purpose of the Job

Provide an integrated quality occupational health referral service that is compliant with relevant legislation and adhere to strategies, policies, standards of NHLS/ NIOH. Implement and support NHLS Management strategy through research, projects, advocacy, teaching, training and provision of clinical service.

Key Job Responsibility

- Provide an integrated Specialist Occupational Health Services
- Conduct educational campaigns on Occupational Health Services programmes that provide awareness to private and public sector.
- Provide Occupational Medical Clinical services for private and public industry requiring investigation and management of potential occupational diseases.
- Communicate and guide employees on relevant OHS policies and procedures.
- Ensure compliance with applicable Occupational Health and Safety Act, COIDA and other relevant Acts.
- Supervision, coordination and administration of Occupational Medicine and Public Health Registrar programmes.
- Contribute to teaching and training of undergraduate medical program, post graduate programmes including the Diploma in Occupational Health in line with the University requirements.
- Collaborate with the Ergonomics unit, through workplace risk assessments and NHLS projects.
- Provide outreach support and training on legislative frameworks and current Occupational Health trend to governmental departments, industry, the public and occupational health practitioners.
- Participate in surveillance and research (own and collaborative) for increase in scientific knowledge for the good of the public.
- Form part of NIOH Occupational Medicine Advisory Team/ Committees by providing private and public sector occupational medicine advice and engage in media campaigns as and when necessary.
- Operate in a timeous manner by responding to customer queries and those emanating from NHLS, NIOH, NICD and other agencies
- Strengthen NIOH relations with stakeholder engagement in both governmental and non-governmental structures.
- Participate in various projects as identified in the NHLS strategy.
- Clinical management of patients at Occupational Medical Clinic and provision of reports within SLA.
- Conduct Industry work-process reviews and provide reports within SLA.
- Participate in workplace Health risk assessment projects
- Initiate revenue generation activities.

Minimum requirements & key competencies

- Medical Doctor e.g. MBCHB
- Registration with HPCSA as Medical Practitioner/specialist with Fellowship in Occupational Medicine and an Mmed
- Minimum 3 years' experience in occupational health environment
- Experience in policy development and management (desirable).
- Understanding of policy/strategy/SOP development
- Occupational health and safety legislation knowledge
- Knowledge of teaching and training methodology
- Knowledge of research methodology
- Knowledge in management of occupational health services
- Management and leadership skills (desirable)
- Communication skills (verbal and written)
- Interpersonal skills
- Computer literacy (MS Office, health information systems)
- Report writing skills
- Analytical thinking
- Ability to make decision independently
- Drivers' licence and own transport
- Ability to work in a multi-disciplinary team
- Clinical skills

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NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : SENIOR MEDICAL SCIENTIST (Re advertisement)
PAY GRADE : MSI
REFERENCE NUMBER : NIOH0924.001.02

Main Purpose of the Job

Promote research and development and maintain first world laboratory medicine and practice refined and specific procedure to achieve a final diagnosis for clinical application.

Key Job Responsibility

■Co-manage research and development with a Medical Scientist or Pathologist. Publish peer-reviewed articles. ■Training and co-supervision of staff, intern scientists, technologists and students including involvement in the development and delivery of training programs and/or clerical staff. ■Ensure that the maintenance logs are accurate, up to date, accessible and retrievable. ■Conducts tests and/or procedure independently, interprets and authorizes results. ■Provide input into scientific changes, enhancements to SOPs. ■Participation in development and validation of new tests. Producing standard and complex reports. ■Solves standard / routine technical problems independently (e.g. controls not working); reports persistent problems. ■Perform equipment maintenance, root cause analysis and interprets results of internal quality assessment tests. ■Maintenance and administration carried out according to internal and external requirements. ■Participation in Quality Management which includes identification of quality related problems and resolving them and active participation in maintaining SANAS accreditation. ■Development and validation new diagnostic methodology or significant modifications to existing scientific applications/procedures. ■ Management of the electron microscopy unit. ■ Gross specimen macroscopy of uncomplicated excision specimens.

Minimum requirements & key competencies

■MSc or equivalent in Medical Science. ■ Three (3) years' experience as a Medical Scientist. ■Registered with HPCSA as a Medical Scientist in Anatomical Pathology ■Project leader on minimum 1 project protocol with evidence of co-managing project finances ■ At least 1 peer reviewed journal manuscript/s or book chapters as first author or at least 2 co-authored publications. ■Present at national (2 presentations) and (desirable) international (1 presentation) ■Successfully have supervised undergraduate and postgraduate students – BSc Hons, MSc. ■Experience in funding, development and validation of new tests, producing standard and complex reports. ■Co-managing project finances. ■Knowledge of laboratory instruments ■Knowledge of interpreting numerical laboratory results. ■Competency evaluations. ■Advanced Computer skills ■Strong written and verbal communication skills ■Excellent interpersonal skills ■Attention to detail ■Analytical Skills ■Good problem solving skills ■Ability to work under pressure and dealing with high work volumes while keeping abreast with academic literature ■Presentation skills ■People management skills ■Administrative skills ■Research Skills

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