



January 2025

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: BRAAMFONTEIN
POSITION: LABORATORY ASSISTANT (Re advertisement)
PAY GRADE: B3
REFERENCE NUMBER: NIOH1124.001.01

Main Purpose of the Job

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a Medical Technologist.

Key job responsibilities

- Carries out different laboratory procedures for specimen in accordance with specified test required and standard operation procedures (SOP).
- Liaise with the registration area and relevant sites regarding errors made during data capturing and specimen registration.
- Check suitability of specimen for processing according to set standard operating procedures.
- Perform tasks in support of the analytical process as per discipline requirements e.g. preparation: glassware wash-up, replenishing of reagents such as xylenes, alcohols, decalcifying fluids on the relevant benches etc. to ensure efficient operation of the laboratory benches at all times.
- Labels and stores samples to ensure traceability in accordance with procedures of the laboratory.
- Perform internal services on equipment as per the requirement.
- Dispose specimens and maintain disposal logs in accordance with SOP and legislation.
- Monitor stock availability of consumables to prevent stock out and disruption to lab procedures.
- Applies all safety and housekeeping regulations according to policy and legislation to ensure a safe working environment.
- Assist Pathologists to dissect tissue specimen e.g. put through of lung cases.
- Receive and assist with the administration procedures involved in autopsy specimens.
- Maintenance of relevant equipment to ensure it is maintained and in good working order.
- Store, retrieve data, samples and media (where applicable), in accordance with procedures and as per operational needs of the laboratory.
- Disposal of chemical waste from laboratory to collection site in accordance with the NHLS waste policy.
- Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab.
- Monitoring of environmental conditions such as laboratory temperatures, fridge temperatures etc. to ensure continual integrity of samples and reagents stored and to ensure optimal functioning of laboratory equipment.
- Comply with policies and procedures of the NHLS, Quality Standards and the Occupation Health and Safety Act.

Minimum requirements & key competencies

- Grade 12 or equivalent
- Laboratory Assistant certificate
- Registered with HPCSA in Anatomical Pathology as Laboratory Assistant (desirable)
- At least 1-year prior experience in a laboratory environment
- Computer literate
- Knowledge Health and safety regulations
- Technically orientated
- Attention to detail
- Team oriented
- Communication skills
- Interpersonal skills
- Record keeping and filing skills

NB: Preference will be given to male applicants due to the inherent requirements of the job.

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

Enquiries may be directed to Mahlori Sithole @ (011) 712 6400

Closing date : 23 January 2025





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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Enquiries may be directed to Violet Kenke @ (011) 712 6400

Closing date : 23 January 2025





NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : SENIOR PATHOLOGIST (Re advertisement)
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 competencies

■ 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 Recruiter5@nioh.ac.za

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

Closing date : 30 January 2025





NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : OCCUPATIONAL MEDICINE
LOCATION : NIOH BRAAMFONTEIN
POSITION : OCCUPATIONAL MEDICINE SPECIALIST (Re advertisement)
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)





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■ Interpersonal skills ■ Computer literacy (MS Office, health information systems) ■ Report writing skills ■ Analytical thinking ■ Ability to make decision independently ■ Drivers' license and own transport ■ Ability to work in a multi-disciplinary team ■ Clinical skills

Interested candidates who meet the requirements are invited to send their applications to Recruiter5@nioh.ac.za

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

Closing date: 30 January 2025





NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE:	COMMUNICATIONS AND MARKETING
LOCATION:	BRAAMFONTEIN
POSITION:	COMMUNICATIONS MANAGER (Re advertisement)
PAY GRADE:	D2
REFERENCE NUMBER:	NIOH0824.001.04

Main Purpose of the Job

Assist in the development and execution of the organization's branding, marketing and communications strategy in order to present the organization in a professional light and clearly articulate its services and value proposition.

Key job responsibilities

■ Develop and implement a strategic plan for communications in the NIOH in order to align with the organization's strategy and meet the needs of all stakeholders. ■ Identify, liaise and build strategic relationships with key media stakeholders for the purposes of establishing networks and communication channels for dissemination of information ■ Manage the production of relevant publications and related marketing materials from the NIOH including the maintenance and updating of the NIOH website content, the internal newsletters, annual reports, media releases, promotional material, guidelines which may require technical input from relevant parties, and social media content creation and channel management ■ Develop and implement internal communications strategy for employees to ensure effective information distribution. ■ Identify and effectively utilize media opportunities to create and secure regular positive publicity for the NIOH and to raise the media profile of the organization. ■ Give strategic and creative guidance to management in terms of optimizing opportunities to communicate the impact of the NIOH's work in a coherent and accessible manner. ■ Manage human and financial resources in the strategic communication portfolio and report on the performance of the NIOH strategic communication group to management. ■ Keep abreast of the NIOH's key strategic imperatives and be able to position these with stakeholders. ■ Work closely with practice/focus groups, as appropriate, to achieve marketing objectives as per the Marketing Plan and effectively execute the integrated marketing and communications strategy of the Institute. ■ Provide required assistance to the Executive and marketing team on special projects and assignments. ■ Develop risk communications strategies, which include outbreak/disaster, for different audiences (health, public and any other communities). ■ Ensure that the organization has capacity to respond to all communication imperatives.

Minimum requirements & key competencies

■ Honors Degree in Communications / Marketing or relevant equivalent qualification ■ 6-8 years' relevant experience as both Practitioner and Manager within a health/scientific environment. ■ Valid driver's license ■ Experience in communications IT technology ■ Experience in social media communication ■ Understanding of the occupational health and/or public health sector (desirable). Knowledge of: ■ Media production, communication, and dissemination techniques and methods. ■ In-depth vocational knowledge e.g. branding, corporate communication, advocacy, graphics, ■ Project management methodology, ■ Principles and processes for providing customer-centric services to stakeholders both locally and internationally. ■ Principles and methods for marketing services, ■ Design computer packages (creative software). ■ Change management ■ People management and empowerment ■ Negotiation skills ■ Business acumen ■ Analytical thinking





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- Ability to understand changing market dynamics ■ Outstanding communication (verbal & written) and interpersonal skills incl. media liaison.
- Computer literacy (MS Office, graphics packages and experience using CMS systems i.e. WordPress) ■ Innovative implementation (from strategy and ideas to implementation) ■ Adherence to tight deadlines ■ Presentation skills ■ Ability to influence at all levels ■ Proven ability to interact at a strategic level with stakeholders in government, public and private sectors on complex issues. ■ Copyright law and a good understanding of the Protection of Personal Information Act (POPIA) (No 4. Of 2013: Protection of Personal Information Act, 2013). ■ Financial management and a good understanding of the Public Finance Management Act (PFMA) (Act No.1 of 1999 as amended by Act No 29 of 1999).
- Strategic leadership and thinking. ■ Proven ability to interact at a strategic level with executives.

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

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