

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: 14 May 2025

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GRANT POSITION

BUSINESS UNIT:	ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE:	QUALITY ASSURANCE
LOCATION:	SANDRINGHAM-FINANCE DEPARTMENT
POSITION:	OFFICER: QUALITY ASSURANCE -SUPPORT SERVICES (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2025)
PAY GRADE:	B3
REFERENCE NUMBER:	CORPAARQA0425/001/01

Key Job Responsibility

■ To perform general administration related to implementation and monitoring of ISO 9001 QMS for the department ■ Assist various departments with QMS document control ■ Reporting to QA Manager and line manager of the status of document control in various departments ■ Maintaining a database nonconformities from internal audits ■ Typing, scanning and printing of documents ■ Maintaining general filing of QMS records in the office ■ Organizing assigned QMS meetings and internal workshops ■ Documenting of minutes from meetings.

Minimum requirements & key competency:

■ Grade 12 (NQF Level 4) ■ Two (2) years' experience in administrative role. ■ Knowledge of the quality management system (desirable) ■ Knowledge of document control, e.g. Q-Pulse (Desirable) ■ Computer literacy (MS Office, Excel and Power Point) ■ Communication skills (verbal and written) ■ Interpersonal skills ■ Organisation skills ■ Accuracy ■ Attention to detail ■ Computer literacy ■ Computer literacy.

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

Enquiries may be directed to Lunga Mndebele @ (011) 555-0538, or e-mail application to Corporate2@nhls.ac.za

