



June 2019

**GUIDELINES TO APPLICANTS**

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region 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.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. 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.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.

**CLOSING DATE FOR ALL POSITIONS: 14 JUNE 2019**



<b>BUSINESS UNIT</b>	<b>: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH</b>
<b>DISCIPLINE</b>	<b>: ANATOMICAL PATHOLOGY</b>
<b>LOCATION</b>	<b>: BRAAMFONTEIN</b>
<b>POSITION</b>	<b>: LABORATORY MANAGER</b>
<b>PAY GRADE</b>	<b>: D1</b>
<b>REFERENCE NUMBER</b>	<b>: NIOH0619.003.01</b>

**To manage a laboratory to ensure achievement of a cost effective and high quality service in line with customer and business needs. NHLS.**

### Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required. ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service. ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory. ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times. ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required. ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory. ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements. ■ Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements. ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab. ■ Oversees the implementation and correct application of all NHLS policies and procedures to ensure compliance. ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources. ■ Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives. ■ Oversees the training of students to ensure comprehensive prepare. ■ performs the role of a medical technologist as required as per operational needs.

### Minimum requirements & key competency

■ Three year relevant Degree/ Diploma ■ HPCSA registration in appropriate category. ■ 5 to 7 years post qualification and experience in diagnostic laboratory. ■ Knowledge of usage of Laboratory Equipment. ■ Knowledge of Health and Safety issues in a Laboratory Environment. ■ Knowledge of Laboratory Procedures and process. ■ Knowledge of TQMS. ■ Knowledge of stock control. ■ Basic understanding of finance and general management & computer skill

■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Ability to work under pressure ■ Communication skills ■ Planning, Organising and Process Management ■ Analytical skills

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BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
DISCIPLINE : HIV/TB  
LOCATION : NIOH BRAAMFONTEIN  
POSITION : DATA INPUT CAPTURER X 2 (2 MONTHS CONTRACT)  
PAY GRADE : B2  
REFERENCE NUMBER : NIOH0619.003.02

**Administers the capturing and transcribing of research data to ensure correct information is obtained and recorded and to facilitate the speedy processing of data in terms of the project objectives.**

#### Key Job Responsibility

■ Capture participant information onto the Epi info database ■ Daily data entry of questionnaires into the database according to set targets ■ Transcribe data from audio interviews into word document, using vernacular language. ■ Translate transcribed data from vernacular language to English language. ■ Keep all data forms for audit purposes as required ■ Liaise with line manager on data query resolution. ■ File the capture data for safe record keeping purposes. ■ To perform ad-hoc duties as and when required.

#### Minimum requirements & key competency

■ Grade 12/ NQF 4 ■ Health Science degree (desirable) ■ 6 months data capturing experience ■ Be able to speak and write Sepedi and/or Tsonga languages ■ MS Office (Word, Excel, Powerpoint), Access database software ■ Experience in Epi info database (desirable) ■ Ability to work as part of a team ■ Good communication skills (verbal & written) ■ Data capturing skills ■ Data management ■ Attention to detail ■ Accuracy skills

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**BUSINESS UNIT** : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
**DISCIPLINE** : LABORATORY SUPPORT SERVICES  
**LOCATION** : NIOH BRAAMFONTEIN  
**POSITION** : OFFICER SECURITY x 3  
**PAY GRADE** : IS1  
**REFERENCE NUMBER** : NIOH0619-003-03

**Responsible for the provision of security services to NHLS. Responsible for crime prevention and investigation, physical security, intelligence gathering and assessment, access control at main entrance and around the campus.**

### Key Job Responsibility

- Ensures proper implementation of established security standards, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Completes security-related documents, such as incident reports, recording observations, information, and occurrences.
- Interviewing witnesses and obtaining signatures ■ Conduct physical examinations of property, i.e. monitoring and surveillance of equipment, buildings, access points and permitting entry to ensure compliance with security policies and regulations ■ Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer instructions, troubleshooting malfunctions; calling for repairs.
- Communicate security status, updates, and actual or potential problems, using established protocols.

### Minimum requirements & key competency

- Grade 10 or equivalent. ■ Grade D security certificate. ■ Valid Driver's licence (Desirable). ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA. ■ Working Knowledge of public safety and security procedures/ protocols. ■ Ability to operate detecting systems. ■ Surveillance skills and experience. ■ Knowledge of logistics of campus / hospital /laboratory departments. ■ Strong interpersonal skills. ■ Attention to detail. ■ Good communication skills. ■ Time Management ■ Good driving skills. ■ Assertiveness.

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BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: ANATOMICAL PATHOLOGY
LOCATION	: NIOH BRAAMFONTEIN
POSITION	: PATHOLOGIST (ENTRY)
PAY GRADE	: PHE
REFERENCE NUMBER	: NIOH0619-003-04

To contribute in the management of pathology laboratory or major sub-component, thereof, within the framework of quality system. Ensure that the diagnostic output is delivered in accordance with the principles of good laboratory practice and to provide a professional Consultative service to clinicians. To promote appropriate and cost effective utilisation of laboratory services so as to facilitate optimization of patient management. To contribute to training and research outputs.

### Key Job Responsibility

- Responsible for the final diagnostic report sent out to the clinicians.
- Interaction and consultation with clinicians to ensure that routine requested investigations and proposed diagnosis are appropriate.
- Provide expert advice to all customers in order to resolve clinical and diagnostic queries in a professional and timely manner.
- Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations.
- contribute in the design, development and maintenance of quality system.
- Comply with the principle of good laboratory practice, full SANAS accreditation requirements and relevant legislation.
- Contribute to the overall management of the laboratory.
- Teach and train Registrars, Scientists, Technologists and Technicians.
- Contributes towards teaching and training of undergraduate students in accordance with University requirements.
- Contribute to the departmental CPD programmes.
- Conduct research in order to contribute to the publications and towards translation of policy and service.
- Responsible for the provision of security services to NHLS. Responsible for crime prevention and investigation, physical security, intelligence gathering and assessment, access control at main entrance and around the campus.

### Minimum requirements & key competency

- MBCHB and M Med/ FC Path within relevant discipline
- Registration with HPCSA as pathologist within relevant discipline (Independent practice category)
- Newly qualified / entry level Pathologist (relevant discipline)
- Takes accountability for own personal development (attending CPD etc.)
- Biopsy interpretation in order to advise clinicians
- Computer literacy
- Communication skills
- Presentation skills
- Analytical and diagnosing
- Problem Solving
- Conducting research

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BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH  
DISCIPLINE : TOXICOLOGY and BIOCHEMISTRY DEPARTMENT  
LOCATION : NIOH BRAAMFONTEIN  
POSITION : MEDICAL SCIENTIST (RE-ADVERTISEMENT)  
PAY GRADE : MSE  
REFERENCE NUMBER : NIOH0419-001-04

To conduct both basic and applied mechanistic research in the area of Occupational Toxicology/Biochemistry. Specifically, the Research Scientist/Analyst will conduct basic research using Computational methods and Modelling specific to Toxicology and /or Biochemistry applied to (Nano)-Toxicology-related studies.

### Key Job Responsibility

- To collaborate with Head of Department in establishing research priority areas and participate in strategic planning for undertaking research
- Perform Interdisciplinary research using computational methods and modelling (e.g. MATLAB, Python, Galaxy, LINUX/Scripting, R-Studio Statistical Analyses and graphical display, PBPK modelling.)
- Develop and evaluate new methods to improve research in Occupational Toxicology, using different techniques, to be implemented in Nano toxicology
- Write manuscripts, progress reports, annual reports and journal articles
- Identify suitable sponsors and apply for funding
- Prepare presentation materials (slides, proceedings and posters) for the unit, represent NIOH Toxicology at meetings and conferences and present results
- Participate in all aspects of quality assurance and safety as per OECD GLP guidelines
- Train and supervise postgraduate students in various aspects of Occupational Toxicology
- Assist in training workshops and courses in Occupational Toxicology

### Minimum requirements & key competency

- MSc in Toxicology/ Biochemistry/ Applied Chemistry/ Computational Data Sciences (NQF level 9)
- At least 3-5 years' experience in Toxicology/Biochemistry related research Registration with HPCSA/SACNASP as a Medical Scientist in a Toxicology-related science category
- Experience in computational methods and modelling such as MATLAB, Python, Galaxy, LINUX/Scripting, R-Studio Statistical Analyses and graphical display, Physiologically Based Pharmacokinetic (PBPK) modelling
- Must have laboratory experience in toxicity testing
- Knowledge of general toxicology
- Experience in intracellular signaling pathways
- Good knowledge of accreditation ISO standards, OECD principles of GLP, LIMS etc.
- Evidence of national and international collaborative record
- Computer literacy (MS Office, Excel, PowerPoint) Literature searching (web-based search engines, Medicine, current contents), Endnote referencing software, LINUX and/or various scripting languages
- Knowledge of safety regulations
- Working knowledge of laboratory equipment
- Ability to work independently, with minimal supervision to establish project goals, milestones, and timelines, and to work comfortably with competing priorities
- Strong oral and written communication skills for interacting with scientists from interdisciplinary backgrounds in a team environment
- Excellent analytical skills
- Teaching and Training skills
- Problem solving skills
- Ability to work under pressure
- Attention to detail

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