



November 2018

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 <https://intranet.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response e-mail addresses of the relevant HR representative are 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.
3. Any credentials of the contract of employment will be subject to Security clearance, Competency assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Proof of registration with a Professional body (e.g. HPCSA, SANC, etc) and other supporting documents should accompany all applications.
5. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
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 IS THE 07 DECEMBER 2018



NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH

BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: OCCUPATIONAL MEDICINE SECTION
LOCATION	: BRAAMFONTEIN
POSITION	: PSYCHOLOGIST
PAY GRADE	: D2
REFERENCE NUMBER	: NIOH1118.001.01

To contribute to the new NIOH Workplace Mental Health Unit including its establishment and management. The unit aims to provide leadership on workplace mental health issues in the country.

Key Job Responsibility

- Contribute to the establishment of the Workplace Mental Health Unit including programme development and implementation
- Support the NHLS Mental Health Programme by developing a policy on mental health in the workplace, guide policy implementation and recommend interventions on specific issues related with Mental Health and work
- Provide leadership in Workplace Mental Health field as well as guidelines for mental health interventions to ensure that services provided are in line with professional standards
- Identify appropriate tools for assessment and monitoring of work-related mental health problems in South African workplaces in order to make proper recommendations to ensure healthy workplaces for all
- Offer support to work place disability management coordinators, mental health coordinators, Human Resources Practitioners and Occupational Medicine Practitioners with regards to work-related mental health issues
- Train and teach NHLS employees and management concerning Mental Health related issues in the workplace for awareness as well as for capacity building purpose
- Conduct research in workplace mental health issues to also monitor and evaluate the impact of interventions
- Liaise with national and international experts on workplace mental health issues for improvement of services and collaborative research.

Minimum requirements & key competency

- Master's degree (NQF level 9)/ PhD in Clinical/ Industrial/ Organisational Psychology (NQF level 10)
- Valid driver's license
- Minimum 5 years' experience working as a Clinical or Industrial or Organisational psychologist
- Exposure and/ or experience in EAP programmes
- Experience in research with a good publication record
- Knowledge of Mental Health related policies and interventions to reduce occupational stress in workplaces
- Knowledge of HPCSA codes of conduct
- Computer Literacy –MS word package and research analysis software
- Presentation, training and facilitation skills
- Report writing skills
- Counseling skills
- Research skills
- Verbal and written communication skills
- Good interpersonal skills
- Ability to work independently and within a team
- Leadership skills
- Working under pressure and with a variety of stakeholders
- Keeping abreast with latest developments in mental health in the workplace and occupational legislation
- Initiation of relevant research projects in a resource constraint context
- Definition and development of policies, standards, norms, guidelines and scope of practice in the newly established Mental Health Unit
- Ability to allocate time for personal development and own research in the face of heavy administrative, service and teaching obligations.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : INFORMATION TECHNOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : HEAD: INFORMATION TECHNOLOGY (RE-ADVERTISEMENT)
PAY GRADE : D3
REFERENCE NUMBER : NIOH1018-003-01 (91071.003.1413)

To formulate and direct NIOH IT strategy as well as leading other key technology initiatives and practices across the organisation ensuring that NIOH is up to date with the latest technology in alignment with the latest technology in alignment with strategic goals and plans. Provide strategic managerial and developmental oversight for the expanding Occupational Health and safety Information System (OHASIS) Department of the NIOH.

Key Job Responsibility

Networking

- Responsible for the overall of the NIOH network
- Assist in the planning and implementation of additions, deletions and major modification to the supporting infrastructure company-wide
- Implements network security at the corporate level as established by corporate Security Director
- Recognises necessary network improvements and makes suggestions to senior management.

Applications

- Responsible for all NIOH IT applications
- Ensure all applications are relevant and up to date
- Make recommendations regarding new applications
- Ensure synergy across all NIOH applications
- Help Desk Administration (Service and Support)
- Responsible for all service and support related matters
- Coordinate the resolution of all corporate help desk activities
- Service and support to be maintained at the highest level at all times.

Asset Management

- Help to decide in conjunction with corporate leadership, which software and hardware products and other equipment are most suited for use within the NIOH structure
- Oversee IT related asset purchase on a company –wide basis
- Manages software licenses on a company –wide basis
- Ensure all hardware is at the required maintenance level.

Training and Laboratory Maintenance

- Ensure that all staff is adequately trained at all times
- Formulate a business continuity plan
- Internal systems
- Manage all other NIOH internal IT systems
- Participate in epidemiologic research related to surveillance data.

Internal Systems

- Manage all the other NIOH internal IT systems.

Minimum requirements & key competency

- BSc (Computer Science) (NQF level 7)
- Windows Server, Intel
- 5-10 years' experience in leading team including technical support, managing delivery to deadlines, standard communication with more senior management
- 8-10 years' work experience
- SQL knowledge
- Oracle experience
- Re-engineering of Business processes
- Experience in running a production environment with its associated admin tasks
- Experience in using Microsoft and Unix servers including working knowledge of operating systems
- Experience with GIS data structures
- Communication skills
- Performance management
- Staff management including budgeting
- Report writing skills
- Ability to deal with or handle confidential information
- Project management skills
- Analytical skills
- Accuracy skills
- Interpersonal skills
- Attention to detail.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : ANATOMICAL PATHOLOGY
LOCATION : NIOH BRAAMFONTEIN
POSITION : MEDICAL SCIENTIST X2 (RE-ADVERTISEMENT)
PAY GRADE : MSE
REFERENCE NUMBER : NIOH1018-003-01 (91071.003.1413)

To obtain specific sub-discipline knowledge and experience. To conduct research relevant to the discipline of pathology, to teach and train students, registrars and other health care professionals and students from Universities, the NIOH and NHLS. To perform and interpret diagnostic tests. To develop and introduce new tests and to assist in troubleshooting related to diagnostic testing. To assist with maintaining laboratory accreditation and to get new tests accredited.

Key Job Responsibility

■To perform appropriate tests and improve existing laboratory tests in order to optimize and enhance the provision of diagnostic services ■To apply specialized knowledge in order to assist with the diagnosis of diseases, including the macroscopic examination of anatomical pathology specimens and sampling of relevant tissue for histological examination ■To assist in troubleshooting of operational problems and routine tests to solve problems timeously and to avoid unnecessary delays in provision of test results ■To contribute to the formal teaching programme of the department and the assessment of students (NHLS, NIOH and Universities) to ensure that their knowledge and understanding of the relevant discipline meets academic/degree requirements ■To train students, registrars and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services ■To perform total quality management of the research laboratory to ensure accurate and reliable results ■Contribute to maintaining laboratory's SANAS accreditation and to assist with the accreditation of new tests and procedures ■To conduct relevant research (basic and applied) that promotes departmental interests in order to gain new knowledge and improve understanding in line with the NHLS's goal of becoming a world-class research organisation.

Minimum requirements & key competency

■BSc Hons (NQF level 8)/ A Master's degree in Science (NQF level 9) (Desirable) ■Registration with **HPCSA** (Desirable) ■Experience in a research laboratory (Desirable) ■Experience of publishing in a scientific journal ■Experience in an Anatomical Pathology Laboratory (desirable) ■Knowledge of laboratory processes, equipment and procedures ■Knowledge of Health and Safety issues in a Laboratory Environment ■Knowledge of principles of good laboratory practice ■Knowledge of Accreditation principles ■Knowledge of stock control ■To be assertive with attention to detail ■Interpersonal, computer, analytical and communication skills ■Planning, Organising and Process Management skills ■The ability to work under pressure, within a team and with minimal supervision ■Analytical skills.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : NIOH MANAGEMENT
LOCATION : NIOH BRAAMFONTEIN
POSITION : NATIONAL TECHNICAL TRAINING MANAGER
PAY GRADE : D2
REFERENCE NUMBER : NIOH1118.001.02

Manages National Technical Occupational Health and Safety (OHS) Training and Development for workplace role-players and OHS professionals to ensure that technical skills supply supports needs of the institute.

Key Job Responsibility

- Contributes as member of the NHLS Academy to the development of an overall Education, Training and Development strategy for NHLS/ NIOH in line with business needs
- Direct and coordinate all NIOH technical training to ensure that workplace OHS role-players and OHS professionals acquire suitable skills that are accredited and recognized within the organisation and broader OHS profession
- Oversee and guide activities of OHS staff to ensure consistent application of training in line with overall technical training policy/ strategy and guidelines
- Oversee and coordinate the implementation and evaluation of OHS training programmes to ensure that these are of the required standard for professional practice
- Act as official liaison person between the NIOH and various tertiary institutions in order to serve on academic decision making bodies and influence undergraduate training content in order to meet the needs of the OHS profession with regards to skills availability
- Providing guidance to OHS staff to ensure that delivery of OHS training, reporting and information is provided in a consistent and standardized manner
- Coordination of Continuous OHS Development Programmes and activities to ensure that core staff members adhere to occupational statutory requirements
- Act as a liaison person with OHS Legislative and Professional Bodies to ensure that the technical training activities of the NIOH are in line with legislative requirements
- Contribute to a broader understanding of OHS laws and regulations.

Minimum requirements & key competency

- Post graduate Diploma in Occupational Health (NQF level 8)
- Post graduate qualifications in Education/ Training /Administration
- Post graduate qualification in teaching OHS Laws and Regulations
- 8 years' experience in OHS training and OHS materials development
- Experience in training at a management level
- 10 years' experience in an OHS Training Environment
- Knowledge of OHS training approaches and principles
- Knowledge of OHS statutory requirements
- Knowledge of workplace and tertiary education operations
- Customer service orientation skills
- Strong written and communication skills
- Interpersonal skills
- Planning and organising skills
- Strategic thinking and planning
- Analytical and problem solving skills
- Decision making skills
- Networking skills
- Computer skills
- Management and conceptualization skills.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : EPIDEMIOLOGY AND SURVEILLANCE SECTION
LOCATION : NIOH BRAAMFONTEIN
POSITION : BIOSTATISTICIAN
PAY GRADE : D1
REFERENCE NUMBER : NIOH1118.001.03

To provide bio-statistical expertise, research, training and teaching within NIOH and nationally with both government and private entities to ensure relevant positioning of the NIOH.

Key Job Responsibility

- Responsible for providing bio-statistical support to government departments in developing workplace health policy, systems and programmes for Occupational Health
- Provide bio-statistical support to the organisation
- Participate in the planning and implementation of Occupational Health Research programmes in the workplace for the public and private sectors with respect to Occupational Diseases and injuries
- To ensure the efficient delivery of Safety and Health programmes for the workplace in accordance with the best practices
- Review and advise on statistical analyses of grant applications
- Coordinate and participate in training of health professionals and students to ensure capacity development including development of CPD programmes
- Contribute to lectures in bio-statistical and epidemiology courses
- Responsible for own professional development programmes to ensure that s/he is informed of new developments within the discipline of bio-statistical, epidemiology and public health to increase knowledge base
- Engage with the multinational partners on programmes of mutual interest with the NHLS-NIOH
- Undertake research in Public and Occupational Health to increase the body of scientific knowledge within the NIOH and with external collaborators
- Contribute to NIOH'S national technical information service by giving advice on various biostatistical issues to practitioners, employers and trade unions
- Responsible for writing Scientific reports and peer reviewed papers
- Comply with any reasonable and lawful instruction issued by the manager

Minimum requirements & key competency

- MSc Epidemiology /Biostatistics (NQF level 9)
- PhD in Epidemiology /Biostatistics (NQF level 10) (Desirable)
- 3-5 years post degree experience in Biostatistics
- At least 3 years research and data analysis experience
- Publication record (at least 2 publications)
- Knowledge of Biostatistics and Epidemiology
- Sound knowledge of statistical packages preferably SAS or STATA:SQL and advanced Excel
- Knowledge of record database management and data analysis
- Teaching and training
- Good scientific writing
- Excellent analytical skills, with the ability to process scientific and medical data
- Able to work independently
- Expertise in manipulating and analysis of data
- Ability to identify data issues, present problems, and implement solutions
- Data management skills
- Capability of communicating technical concepts clearly, concisely and understandably
- Good leadership, organizational and time management skills, with the ability to multitask
- Strong interpersonal communication and presentation skills
- Ability to effectively collaborate across functional teams
- Attention to detail
- Methodical
- Written and verbal communication skills
- Interpersonal skills.



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : TOXICOLOGY DEPARTMENT
LOCATION : NIOH BRAAMFONTEIN
POSITION : MEDICAL SCIENTIST (RE –ADVERTISEMENT)
PAY GRADE : MSE
REFERENCE NUMBER : NIOH0418-001-01 (91074.002.9014)

To conduct both basic and applied mechanistic research in the area of Occupational Toxicology. Specifically, the Research Scientist will conduct basic research using xCelligence and CytoViva technologies specific to Nanotoxicology.

Key Job Responsibility

- To collaborate with Head of Section in establishing research priority areas and participate in strategic planning for undertaking research in hazard identification of nano-materials
- Develop and troubleshoot new and existing genotoxicity and cytotoxicity assays
- Develop and evaluate new methods to improve research in occupational toxicology using different techniques to be implemented in Nanotoxicology
- Write manuscripts, progress reports, annual reports and journal articles
- 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 post graduate students in various aspects of Occupational Toxicology
- Assist in training workshops and courses in Occupational Toxicology

Minimum requirements & key competency

- MSc in Nanotoxicology and Biochemistry (NQF level 9)
- Registration with HPCSA/SACNASP as a Medical Scientist in Toxicological Science category
- Minimum of at least 4 years' experience in nanotoxicology
- Laboratory managerial experience
- Knowledge of general toxicology
- Knowledge of safety regulations
- Working knowledge of laboratory equipment
- Knowledge of principles of good laboratory practice
- Working knowledge of accreditation principles
- Evidence of national and international collaborative record
- Ability to work with minimal supervision to establish project goals, milestones and timelines, and to work comfortably with competing priorities
- Computer literacy (MS Office) including facility with both Windows systems, work processing, spreadsheet (Excel) literature searching (Medicine, current contents), endnote and internet search engines
- Teaching and Training skills
- Problem solving skills
- Ability to lead and work independently
- Excellent communication and analytical skills
- Ability to work under pressure
- Attention to detail
- Interpersonal and supervisory skills



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : TOXICOLOGY DEPARTMENT
LOCATION : NIOH BRAAMFONTEIN
POSITION : ADMINISTRATOR (**GRANT FUNDED FIXED TERM CONTRACT -3 YEARS**)
PAY GRADE : B5
REFERENCE NUMBER : NIOHGRANT1118.001.01

Organise and maintain an archiving system for Toxicology. Perform general administrative tasks within the department and coordinate and monitor financial issues of grant funded projects to ensure that funds are available and spent appropriately to meet the projects financial needs.

Key Job Responsibility

Archivist tasks

■Responsible for assembling, preserving and managing all records related to past and current projects /studies within the Toxicology Section ■Arrange and describe the records in order to allow efficient and effective access and retrieval ■Create and maintain accessible retrievable computer archives and databases ■Organise archival records and develop classification systems to facilitate access to archival materials.

Administrative tasks

■Responsible for general office administration tasks ■Assist with all procurement requirements for Oracle ■Perform general clerical functions to ensure timely receipt /dispatch of documentation ■Typing minutes of departmental meetings ■Assisting with processing and follow-up of training forms, travel arrangements, S&T claims etc. for staff members ■Assisting with admin for organizing conferences and workshops ■Assisting with Flight /Accommodation booking for staff members and for invited visitors/ speakers ■Processing documentation for payments of accounts /reimbursements.

Grant coordinator

■Produce and analyse grant financial accounts for reporting purposes in order to meet grantor and legislative requirements ■ Maintain grant fund contracts and other documents to ensure that records are kept and updated ■Administrative coordination of projects and research in Toxicology ■Liaise with principal investigators, project manager, sponsors, clients and site personnel ■Attend technical cooperation meetings, prepares notes and undertakes follow-up actions related to project implementation.

Minimum requirements & key competency

■Diploma in administration/ equivalent relevant qualification (NQF level 6) ■1-3 years post qualification relevant experience ■Computer literate ■Attention to detail ■Methodical and logical ■Communication skills ■Interpersonal and people skills ■Report writing skills (Scientific/ financial).



BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : LABORATORY SUPPORT SERVICES
LOCATION : NIOH BRAAMFONTEIN
POSITION : TEAM LEADER: SECURITY
PAY GRADE : C1
REFERENCE NUMBER : NIOH011180.001.04

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 training of security staff.

Key Job Responsibility

■Ensure proper implementation of established security standards, policies and procedures ■Coordinate security activities to safeguard company assets, employees, guest, or others on company property security operations, inclusive of physical security assets and security personnel ■Prepare work schedules, assigns delegates responsibilities for subordinates ■Communicate security status, updates and actual or potential problems, using established protocols ■Conduct, support or assist in internal corporate evaluations or assessments of the overall effectiveness of the facilities security processes ■Develops preventative security programs, including the supervision of security personnel ■Identify, investigate or resolve security breaches ■Assist in preparation of emergency management and contingency planning ■Prepares reports and records for management team ■Write security related documents, such as incident reports, proposals and tactical or strategic initiatives ■Conduct physical examinations of property to ensure compliance with security policies and regulations ■Plan security for special and high risk events ■Assist in the procurement of uniforms and materials including ordering of security-related supplies and equipment as needed ■Respond to security emergencies, bomb threats, or intrusion alarms, following emergency response procedures ■Participates in the performance management including recruitment, selection, transfers, promotions and discipline or dismissal measures of security personnel ■Ensure training of subordinate security professionals or other organisation members in security rules and procedures.

Minimum requirements & key competency

■Grade 12 (NQF level 4) Certificate in security (Desirable) ■Registered with PSIRA as Grade B Security ■Minimum of 5 years' experience in security services, inclusive of two years' supervisory experience ■Safety regulations ■Maintaining an established work schedule, occasional evenings and/ or weekends ■Effectively using organizational and planning skills with attention to detail and follow through ■Effectively supervising, leading and delegating tasks authority ■Computer literacy ■Analytical skills ■Coordinating ■Planning and implementing ■Interpersonal skills ■Communication (verbal and written) ■Numerical skills ■Networking ■Attention to detail.

Enquiries may be directed to Zinhle Buthelezi @ 011 712 6528, e-mail application to Recruiter1@nicd.ac.za

