



November Amendment 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 21 DECEMBER 2018



NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH

BUSINESS UNIT	: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE	: NIOH MANAGEMENT
LOCATION	: NIOH BRAAMFONTEIN
POSITION	: NATIONAL TECHNICAL TRAINING MANAGER (AMENDMENT)
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 to the development of the overall Education, Training and Development strategy for 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.

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

(Applicants who have already applied do not need to re-apply)



