NATIONAL HEALTH
LABORATORY SERVICE

MARCH 2026

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources)
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 Security clearance, Competency/Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All positions that require an applicant to be registered with a Professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
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. Internal applicants must have served 12 months in their current post from date of appointment to the position as a new appointment, promotion or transfer before they may apply for new position.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. This is an external bulletin. External applicants will be considered for this round of bulletin.

CLOSING DATE 18 March 2026

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EXTERNAL VACANCY BULLETIN

BUSINESS UNIT:	HUMAN RESOURCES
DISCIPLINE:	BENEFITS AND REWARD SERVICES
LOCATION:	SANDRINGHAM
POSITION:	MANAGER: EMPLOYEE BENEFITS AND REMUNERATION
PAY GRADE:	D4
REFERENCE NUMBER:	CORPHR 0722/001/01 (06900.003.1602)

Key Job Responsibilities:

■ To contributes as a member of the HR management team to the development of an overall HR strategy for NHLS in line with business needs. ■To contribute to developing and implementing a talent & staff retention strategy in relation to total reward that supports the achievement of the overall HR strategy and objectives of the organisation. ■To develop and implement a Total Reward Strategy for the NHLS to align values, culture, organisational climate, and performance in line with identified needs. ■To develop and maintain total reward processes with remuneration practices and policies for the organisation to achieve a transparent, competency-based process that enhances the recognition, development, and retention of all staff in line with business needs. ■To identify, develop and implement the remuneration system which is aligned to support the improvement of organisational efficiency. ■To oversee the management of job evaluation processes in compliance with organisational policies and procedures. ■To oversee job evaluated process and standardisation of job titles and profiles to ensure the organisation is staffed with the right skills and right number to meet current and future needs to talent in a competitive market. ■To oversee monthly and annual reporting on unit's activities to ensure accurate and reliable management information that facilitates executive decision making. ■To train and develop own divisional staff to ensure they have the skills required by the organisation and can achieve their performance objectives. ■To oversee the development and implementation Benefits and Variable Pay Policies and Procedures. ■To initiate and manage Remuneration and reward Projects. ■

Minimum requirements & key competencies:

■ Honours degree in Human Resources/Industrial Psychology/Business management or related (NQF Level 8) ■Masters Degree in Psychology/HR, Remuneration or Payroll related (desirable)- ■9 years HR Reward Services (Benefits and Remuneration) Environment Experience with at least 5 years in a leading Specialist role/ management role ■Registration with South African Rewards Association (SARA) as a Remuneration Specialist (desirable) ■Knowledge of Job Evaluation Systems ■Knowledge of performance management systems (Balance score card and other systems) ■ Knowledge of change management ■Knowledge of remunerations and reward management ■Knowledge of Org design and restructuring ■Analysing skills ■Assertiveness ■Project management skills ■Interpersonal skills ■Strong Administrative skills ■Ability to develop strategies ■Attention to details ■Strong communication skills ■Computer literacy ■Budgeting Skills ■Ability to cope with pressure ■Time Management

Enquiries may be directed to Nompilo Phungula @ (011) 386 6150, or e-mail application corporate1@nhls.ac.za