

**SEPTEMBER 2018****GUIDELINES TO APPLICANTS**

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources) by e-mail or logging on to the NHLS career page <https://careers.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.

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BUSINESS UNIT: NICD  
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE  
LOCATION: WESTERN CAPE  
POSITION: MEDICAL OFFICER (7/11 post)  
PAY GRADE: D3  
REFERENCE NUMBER: NICD0918/001-01

**To coordinate the national, laboratory-based, GERMS-SA surveillance programme, including studies nested within the programme, particularly with Cape Town surveillance projects and Pneumonia surveillance programme.**

#### Key Job Responsibilities

■ Fully and correctly represent GERMS-SA at public forums by providing enabling health information and feedback to stakeholders, this requires collating, analysing and interpreting GERMS data for feedback to DoH, laboratories, universities and international stakeholders ■ Coordinate and support the GERMS programme and other projects by providing support in terms of monitoring and evaluation of both GERMS-SA and the Pneumonia surveillance programme and other additional programmes using the GERMS-SA platform ■ Promote system efficiencies by problem-solving, initiating restorative measures and re-evaluating interventions through regular database review and cleaning ■ Scientific Writing in NICD communications, GERMS-SA Annual Report and peer-reviewed publications ■ Teaching and training of surveillance staff at all levels, registrars, public health and infectious disease specialists where required, for surveillance staff training this will entail creating, marking and evaluating teaching materials ■ Assist and advise on updating ethics clearance (for all universities) for the surveillance programmer and studies nested within the programme ■ Create and manage data collection tools required for surveillance and special studies ■ Coordinate, advise and promote efficient management of the surveillance team within GERMS-SA and Pneumonia surveillance programme ■ Check surveillance reports, e.g. quarterly statistics, annual report, enhanced surveillance site operational report ■ Conduct or assist with site visits throughout the country for surveillance and study purposes ■ Input on the smooth running of annual surveillance reviews, pneumonia surveillance meetings and surveillance officer meetings ■ Coordinate the interviews and hiring of new GERMS-SA staff and assist other surveillance units with interviews ■ Lead or assist with nested studies within GERMS-SA ■ Assist in writing protocols and securing grant funding for core surveillance and special studies ■ Understand the NHLS CDW, TrakCare and relevant hospital LIS and be able to interpret and analyse for errors in trend data for GERMS current and potential organisms.

#### Minimum requirements and Key Competency

■ MBBCh with at least 10 years working experience in public health environment ■ At least 3 years' clinical experience ■ At least 5 years' epidemiology experience and vaccinology training ■ PhD or registered for PhD would be an advantage ■ Sound clinical, epidemiology, microbiology, surveillance and research knowledge ■ Managerial, communication and organisational abilities and experience ■ Good working knowledge of the GERMS-SA and Pneumonia surveillance programmes ■ Able to write study protocols, study budgets and submit to ethics ■ At least 3 publications as first author and ability to initiate articles and mentor staff to publish ■ Computer skills including STATA and/ other analytic skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: HEAD OF SECTION: CRDM  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0918/001-02

**To provide leadership and strategic direction for Epidemiology Section of the CRDM in line with NICD's role and responsibilities and to facilitate close working relationships and cohesion between the Department of Health, other stakeholders, and with other sections within the centre.**

#### Key Job Responsibilities

- Provide leadership for the Epidemiology Section of the CRDM in line with NICD's strategic role and responsibilities
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant the CRDM's area of focus
- Establish strategic goals for the Epidemiology Section of the CRDM through a consultative process with creation/regular review of the Centre's annual and 5-year strategic plans
- Ensure that operational objectives are met according to agreed project timelines as per the strategic plan
- Manage the field teams for surveillance and research, data management and epidemiologist teams within the CRDM
- Facilitate closer working relationships with other sections in the CRDM and with other centres in those areas where there exist opportunities for joint working towards common goals and NDoH priorities
- Be responsible for Epidemiology Section of the CRDM budget creation, expenditure and financial governance
- Ensure the Epidemiology Section of the CRDM is compliant with NICD/NHLS HR policies and directives
- Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team
- Ensure that the Epidemiology Section of the CRDM contributes to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports
- Maintain an Epidemiology team to provide high quality teaching and training which is responsive to national and international requirements on NICD and other training programmes
- Ensure that co-ordinated quality assurance processes are in place throughout the Epidemiology Section of the CRDM
- Document and maintain records of Epidemiology Section of the CRDM outputs through periodic Centre activity reports and contributions to the NICD annual report
- Support the Centre's interaction with media in line with NICD/NHLS policies
- Promote transformation in the Centre and to encourage innovative initiatives
- Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals
- Manage administrative and operational requirements of subordinate staff
- Train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

#### Minimum Requirements and Key Competency

- MBBCh
- PhD in Infectious Diseases/ Epidemiology/Public Health
- Registration with the HPCSA
- 10 years working experience in Infectious Diseases/ Epidemiology/Public Health
- 10 Years' experience in Management
- 5 years' experience in financial/budget management
- 5 years' experience in Public health surveillance
- Writing successful grant applications and performing research
- Teaching and Training
- Experience in respiratory diseases and meningitis surveillance and research (desirable)
- Knowledge in working with high-level stakeholders
- Strategic management skills
- Conceptual skills
- Negotiation skills
- Team building
- Time management
- Ability to work under pressure and independently.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: CLERK (STORES)  
PAY GRADE: B3  
REFERENCE NUMBER: NICD0918/001-03

**To oversee the stores function to ensure continued availability and supply of goods to the NHLS laboratories and departments.**

**Key Job Responsibilities**

■ Check internal stores order information from the procurement system to ensure processing of orders and to determine items requiring placement on back orders ■ Receive and verify goods received from suppliers to ensure accuracy of delivery ■ Capture all goods and services received on the procurement system in order to allow payment ■ Ensure the delivery or despatch of goods to different departments ■ Monitor of stock levels and initiate re-ordering ■ Conduct stock taking accordingly in compliance with the procurement policy ■ Ensure that stock rotation is done to prevent expiry of goods.

**Minimum requirements and Key Competency**

■ Grade 12 ■ 1-year experience in stores environment ■ Basic Computer skills ■ Knowledge of a procurement system ■ Communication skills ■ Attention to details ■ Time Management.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: TECHNICAL LEAD: ETL (RE-ADVERTISEMENT)  
PAY GRADE: D2  
REFERENCE NUMBER: NICD0318/001-01

**The ETL Technical Lead role is to plan, coordinate and supervise and/or participate in all activities related to the integration of data across various sources into an organised and unified view within the surveillance data warehouse to ensure the delivery of timely, accurate information in support of the NICD mandate.**

#### Key Job Responsibilities

■Orchestrate integration projects and corresponding strategies between business units, data stewards and development teams ■Ensure that integration projects meet business requirements and goals, fulfil end-user requirements, and identify and resolve systems issues ■Develop standards and processes to support and facilitate integration projects and initiatives ■Revise data integration architectures when required to be compatible with changing business needs and client standards so that all legal, compliance and operational requirements, such as data security and privacy policies are accounted for ■Maintain high standards of data quality through the introduction and enforcement of information handling processes and organisation of the data integration processes ■Collaborate with Business Intelligence specialists to establish overarching strategies and service oriented architecture ■Conduct research on emerging data integration products, languages and standards in support of procurement, development, security and integration efforts in relation to Business Intelligence, big data management and Master Data Management ■Manage the selection, deployment and maintenance of data integration tools for the organisation ■Lead testing phase of data integration development in order to identify and remedy potential problem areas ■Liaise with developers as well as specialists within the team to address issues in data patterns and ETL architecture ■Build relationships with development and infrastructure engineering teams to gain an understanding of different data architectures and required functionality ■Monitor, measure and manage the data integration solutions.

#### Minimum Requirements and Key Competency

■Four-year university degree in Information Technology, Engineering or Biological Sciences (Master's degree is desirable) ■Relevant technical certifications e.g. Informatica, Datastage(highly advantageous) ■Data quality training ■ Minimum 15 years' experience in informatics ■10 -12 years' experience using relational databases e.g. Oracle, IBM, Netezza, SQL Server ■10-12 years structured/procedural query language (SQL and PL/SQL) and use of data query tools ■10 -12 years' experience in data warehousing and/or data analysis and/or data quality ■10-12 years' experience development data integration solutions using enterprise tools e.g. Informatica or Datastage ■5 years Informatica experience ■Experience specific to healthcare industry ■Proven experience in overseeing the linking of cross functional databases between disparate business units and systems ■Experience with business and technical requirements analysis and data mapping ■ Extensive experience with data integration architectures ■Technically fluent in programming languages, including PL/SQL, XML and OS (Microsoft and Linux) scripting ■Knowledge of relational database design and data modeling ■Good project management skills and/or substantial exposure to project-based work structures, project lifecycle models etc. ■ Knowledge of network protocols and standards, including firewalls and secure file transfer protocols ■ Knowledge of data quality management practices ■Knowledge of data quality management practices ■Knowledge of Python and or R ■Exposure to an LIS (Laboratory Information System) -1 year.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: LEAD- DATA ANALYST (RE-ADVERTISEMENT)  
PAY GRADE: D2  
REFERENCE NUMBER: NICD0818/001-01

**The Lead Data Analyst role is to be a primary contributor to the design of the surveillance data warehouse and its associated analytics environment, by leveraging a detailed understanding of the data elements in the surveillance data warehouse together with a knowledge of the information required by external and internal stakeholders, the Lead Data Analyst will ensure the delivery of pertinent, accurate in support of surveillance and public health.**

#### Key Job Responsibilities

- Improve the accuracy of data in the surveillance data warehouse by working with other specialists on the team to resolve any data quality problems that are identified
- Profile data and design and validate reports which support the information requirements of internal and external stakeholders
- Identify, recommend and initiate enhancement requests to ensure that changing business and external stakeholders needs are addressed
- Create data mining architectures, coding standards, and data analysis methodologies
- Assist in the development of data management policies and procedures
- Conduct research and make recommendations of data mining products, services, protocols and standards in support of procurement and development efforts
- Lead the development and deployment of required data queries in response to business user needs in support of the organisations surveillance mandate
- Provide and apply quality assurance best practices of data mining/analysis services
- Develop, implement and maintain change control and testing processes for modifications to data models
- Create data definitions for new database table development and/or changes to existing ones
- Assist research in accessing pertinent data parameters to ensure that their research objectives are met
- Design and execute the test scenarios and test scripts to ensure that the required standards and objectives are met in terms of the business needs and accuracy
- Coach and mentor other team members, perform cross-training and facilitate information sharing among team members to ensure the development and growth of the team.

#### Minimum Requirements and Key Competency

- Four-year university degree in Biological Sciences, Epidemiology or Health Sciences (Masters or PhD desirable)
- Data warehouse training
- Data quality training
- Certification in MicroStrategy or other enterprise analytical reporting tool
- Minimum 10 years' experience in data analytics
- 8-10 years' experience using relational databases e.g. Oracle, IBM Netezza, SQL Server
- 8-10 years structured/procedural query language (SQL and PL/SQL) and use of data query tools
- 8-10 years experience in data warehousing and/or data analysis and/or data quality and/or data reporting
- Experience in MicroStrategy Visual Insights and/or other data mining software e.g. SAS
- Lab experience (1 or more years)
- Strong understanding of data mining models, structures, theories, principles and practices
- Knowledge of data modeling
- Strong familiarity with data preparation and processing
- Knowledge and applicable data privacy practices and laws
- Knowledge of data quality management practices
- Knowledge of Python and/or Exposure to an LIS (Laboratory Information System) – 1 year.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: ICT INFRASTRUCTURE ENGINEER (SENIOR) (RE-ADVERTISEMENT)  
PAY GRADE: C5  
REFERENCE NUMBER: NICD0418/001-01

**Responsible for the installation, maintenance, management, availability and security of the network, hardware/servers and software in order to provide an effective IT environment to support the activities of the Institute.**

#### Key Job Responsibilities

■Optimise and maintain the LAN, WLAN and WAN and in doing so provide an effective, reliable and secure communications infrastructure that follows industry best practice to underpin the Institutes infrastructure and systems ■Design, install, configure and support all Microsoft servers and Microsoft services ■Effectively implement and manage the delivery of ICT Infrastructure projects, based on a broad and detailed knowledge of the current and emerging technologies that will improve the ICT facilities throughout the Institute ■Maintain and monitor the integrity of the Institutes electronically held information by performing regular reviews and testing of the back-up systems, disaster recovery planning and input into the Business Continuity plan where appropriate and; informing the Institute of required changes and enhancements to continually improve the Institutes recovery position ■Advise and inform Senior Management on technical issues as part of the decision making process for technical direction and procurement of new systems ■Be responsible for maintaining the Institutes computer inventory, software inventory and computer audits ■Configure hardware, software and network solutions to meet business need ■Ensure that the network is operational during access hours ■Support 1st and 2nd line support staff and be responsible for resolving failures in hardware and software while ensuring good communication with all staff within the School so all are aware of the issues and when they will be resolved ■ Ensure the preparation and maintenance of documentation, manuals, procedures (SOP) and user notes ■Monitor the use of hardware and software and ensure all software is licensed ■Be responsible for setting up and testing the ICT firewall security systems and ensuring virus checks are implemented ■Assist the ICT Infrastructure and Support Lead as required in managing the ICT staff, including training, coaching and appraisal Support and monitor the Helpdesk Management System.

#### Minimum requirements and Key Competency

■3 Year Diploma/ or Degree in IT (desirable) ■IT Certification ■MCSE Certification ■CCNA ■ITIL Foundation Certification ■6-8 years IT experience ■3-4 years Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL, Hyper-V ■3-4 years Hands-on/technical background and knowledge of core Network/Cisco technologies like LAN/WLAN/WAN, subnets, firewalls, VLAN's, and VPN using Cisco switches, routers and ASA's ■Troubleshooting and issue resolution ■3-4 years Project Management experience ■Desktop Hardware and Software Support in a Customer Service Environment ■LAN, WLAN, WAN set up and configuration ■ VLAN, routing and routed protocols ■Cabling standards(UTP and Fibre) ■System monitoring and management (e.g. System Centre, Solar Winds) ■Netflow STATS monitoring and interpretations ■Incident management and IT service management process ■Windows Server 2008/2012, Server network and Hyper-V Virtualisation ■Exchange Server ■DHCP and DNS ■LAN and storage ■Active Directory and Group Policy.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za) .

BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: ANALYST DEVELOPER (RE-ADVERTISEMENT)  
PAY GRADE: C5  
REFERENCE NUMBER: NICD0418/001-02

**Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes business processes.**

#### Key Job Responsibilities

■ Follow and use proper project management principles on all projects ■ Participate in projects to understand new target systems' processes and provisioning needs and implement solutions ■ Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■ Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements ■ Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ Develop and debug complex system components in line with technical specifications for quality implementation purposes ■ Determine and evaluate performance measures of the system to ensure optimal utilization ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Provides code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

#### Minimum requirements and Key Competency

■ BSc degree in Computer Science ■ Project Management qualification (desirable) ■ 3-4 years experience as a Software Developer ■ 3+ years Microsoft .NET 3.5+ development using C# ■ 3+ years Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF ■ 3+ years experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ 3+ years experience with database development including relational database design, SQL and ORM technologies ■ 3+ years experience with user interface design and prototyping ■ Experience with source control management systems and continuous integration/deployment environments ■ Experience in leading and managing the delivery of system/software development projects in a structured environment ■ Experience in the usage of UML ■ Experience configuring and developing customizations for Microsoft SharePoint ■ SDLC ■ Automated testing ■ Software development approaches and methodologies including Agile and Waterfall ■ Multi-threading and concurrency ■ Debugging, performance profiling and optimization ■ Comprehensive understanding of object-oriented and service-oriented application development techniques and theories.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za) .



BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL  
RESSISTANCE AND MYCOSES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: LEVEL 2  
REFERENCE NUMBER: NICD0518/001-04

**Perform all duties pertaining to all activities (Surveillance, National Stock Culture Collection and the WHO/AFRO Proficiency Testing Scheme) of the Antimicrobial Resistance Laboratory and Culture Collection (AMRL-CC).**

#### Key Job Responsibilities

■ Manage sample collection and suitability for analysis to ensure that equipment is maintained according to defined SOP's and prepare reagents and media where applicable ■ Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■ Maintain safety standards in accordance with OHSA ■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■ Verify and report results (interpret where applicable) and ensure that results are delivered timeously ■ Undertake to troubleshoot where necessary ■ Keep abreast with research in order to make informed decision on existing lab test and technique ■ Encourage colleagues on training and development of peers, medical professionals and community health care to ensure the delivery of high lab service standard ■ Assist with teaching and training offered by the department ■ Interpret laboratory findings and complete technical reports ■ Maintain records and documentation of test results and patient information ■ Operate various analytical equipment for medical microbiological tests ■ Monitor, calibrates and maintain devices according to relevant standards. (e.g. Microscan, Sensititre, Vitek, MALDI-TOF, freeze drier etc.) ■ Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■ Be involved with the review of departmental technical Standard Operating Procedures ■ Coach and provide technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants ■ Liaise with healthcare Clinicians, Registrars and Pathologists ■ Consult on the interpretation of results by phoning out critical and abnormal results ■ Perform administrative and procurement duties to ensure the smooth functioning of the laboratory ■ Perform additional duties in the department, as per organisational requirements such as, but not limited to laboratory quality representative, fire warden duties, health and safety representatives ■ Perform technical, analytical and administrative duties of the international proficiency testing scheme offered by the department.

#### Minimum requirements & key competencies

■ National Diploma in Medical Technology or Biomedical Technology or BSC in laboratory scientists ■ HPCSA registration (Microbiology) ■ 4-6 or higher years' experience as a Biomedical Technologist ■ Perform sampling and analysis of blood, tissue and body fluid ■ Prepare samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST  
PAY GRADE: LEVEL 2  
REFERENCE NUMBER: NICD0918/001-04

**Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis, treatment therapies and surveillance activities.**

#### Key Job Responsibilities

■ Receive and prepare all samples for analysis and carry out all testing procedures in accordance with SOP's within specified Turn Around Time's ■ Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements ■ Ongoing assistance with maintenance of the quality system to ensure compliance with the principles of GLP and the fulfilment of SANAS accreditation requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■ Ensure data is correct and ready for capture within TAT's ■ Maintain safety standards in accordance with OHSA ■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■ Verify and report results (interpret where applicable) and ensure that results are delivered timeously ■ Undertake troubleshooting where necessary ■ Keep abreast with research in order to make informed decision on existing lab test and technique ■ Encourage colleagues on training and development of peers, medical professionals and community health care to ensure the delivery of high lab service standard ■ Interpret laboratory findings and complete technical reports ■ Maintain records and documentation of test results and patient information ■ Operate various analytical equipment for medical microbiological tests ■ Monitor, calibrate and maintain devices according to relevant standards ■ Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■ Assist with teaching and training activities ■ Coach and provide technical support to peers/colleagues (Lab Technicians/assistants, Student Medical Technologists, Registrars and Pathologists) ■ Liaise with healthcare Clinicians, Registrars and Pathologists and consult on the interpretation of results by phoning out critical and abnormal results ■ Act in accordance with all reasonable instructions issued by pathologist-in charge.

#### Minimum requirements & key competencies

■ National Diploma in Medical Technology ■ HPCSA registration in Microbiology ■ 4-6 years' experience in microbiology is essential ■ Perform sampling of diagnostic samples ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilisation protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written and presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

**GRANTS MANAGEMENT AND ADMINISTRATION**

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS ANTIMICROBIAL RESSISTANCE AND MYCOSES
LOCATION:	SANDRINGHAM
POSITION:	FIELD EPIDEMIOLOGIST (FIXED TERM CONTRACT 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0718/001-01

**The Centre for HAIs, AMR and Mycoses focuses its efforts on healthcare-associated infections, antimicrobial resistant infections and mycoses. The Epidemiologist will develop an epidemiology-focused research/public health agenda for the Centre, introduce and maintain new and existing surveillance and research projects, assist in epidemiological investigation of disease outbreaks and provide epidemiological support to laboratory staff.**

**Key Job Responsibilities**

■ Provide support for all activities of CHARM with specific reference to epidemiological support, including outbreak detection response in the field and close liaison with all role players ■ Play a lead role in the development of laboratory-based early warning systems for healthcare-associated outbreaks and analysis of communicable disease data generated from the CDW ■ Strengthen systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to surveillance and outbreak response ■ Train the appropriate audiences on epidemiological skills, surveillance and outbreak response in order to enhance the general awareness and transfer skills ■ Provide field supervision and training of the new NICD SA-FETP residents for outbreak investigation, assist FETP residents in setting up monthly reporting on diseases of public health importance, and contribute to the teaching within the SA-FETP long and short courses ■ Generate reports, interpret data and provide analyses from public health/ surveillance programmes and epidemiological studies, to ensure that accurate data is available for public health action ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals and NICD publications such as NICD communiqués and surveillance bulletins ■ Provide supervision to support staff for epidemiological studies, outbreak investigations and public health/ surveillance programmes ■ Comply with any reasonable and lawful instruction issued by the manager.

**Minimum requirements and Key Competency**

■ MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent qualification ■ Valid driver's license [Code E / EB] ■ Valid driver's license [Code E / EB] ■ 3-5 years' experience with laboratory data analysis ■ Sensitivity and understanding in communication of unpleasant news ■ Management and administrative experience ■ Research experience ■ Skilled in field epidemiology and application of epidemiological skills to the public health laboratory ■ Knowledge of and insight into laboratory practice ■ General management and administration ■ Knowledge of and insight into NHLS and NICD laboratory practice ■ Computer literacy ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Leadership skills ■ General management and administrative skills ■ Planning and organising skills ■ Thinking on one's feet ■ Assertiveness ■ Flexibility / Adaptability ■ Ability to produce statistics ■ Report writing skills ■ Diplomatic skills ■ Teaching / Training.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: FIELD PROJECT CO-ORDINATOR  
**(FIXED TERM CONTRACT 12 MONTHS)**  
PAY GRADE: C3  
REFERENCE NUMBER: NICDCDC0918/001-02

**To provide an effective, efficient and quality co-ordination of surveillance projects and related research activities to reach the project(s) targets and timelines in line with business needs while ensuring a high quality of incoming data**

#### Key Job Responsibilities

■Coordinate and understand all the numerous CRDM surveillance projects in different provinces and oversee the applicable projects in order to ensure that correct procedures are followed ■Supervise staff at sites and oversee that sufficient staffing levels are maintained for the project's smooth functioning ■Oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning ■Train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■Perform site visits in different provinces (including non-enhanced surveillance sites) and communicate effectively with national and international partners and stakeholders, including laboratories and surveillance departmental sections to ensure that research projects are supported effectively ■Perform the required audits / checks, e.g. for correctness of data, quality and consistency and generate data queries for the site surveillance staff through paper based case report forms and electronic mobile capture of forms in order to maintain the integrity of the program ■Assist with submission and obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permissions in place and in ethical manner ■Oversee the implementation of and compliance to policies to ensure a standardised workplace as well as updating existing project SOPs and writing of new SOPs to ensure that best practice guidelines are maintained ■Assess the surveillance project's needs in order to make input into the annual budget ■Organise and run meetings with subordinate staff to ensure that feedback and training are given regularly, e.g. surveillance officer meetings, weekly teleconference, etc. ■Assist in updating/developing targets for monitoring surveillance sites and generate management reports to monitor work and performance and take corrective action when required ■Advise subordinate staff on project related queries in order to resolve these queries timeously and follow up surveillance cases in order to receive clinical information ■Ensure that all project documents are kept up to date in line with the approved protocol and filed for record and audit purposes ■Conduct monthly stock taking accordingly in compliance with the inventory policy ■Produce/contribute to the quarterly newsletter (LINK) as requested ■Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development as well as to initiate and assist in new research projects, present data at conferences and publish papers.

#### Minimum Requirements and Key Competency

■Degree/ Diploma in Health Care / Allied Health (e.g. Pharmaceutical, Social Work, Nursing, Veterinarian Sciences, etc.) ■Registration with the appropriate regulatory board ■Masters in Public Health / Epidemiology or progress towards the said post graduate training(desirable) ■Valid Driver's license ■3 years clinical experience ■2 years in clinical research and knowledge of study protocols ■3 years research / Surveillance experience ■3 to 5 years in management/supervision of staff ■Knowledge of surveillance and research methodologies ■ Knowledge of good Clinical Practice ■Computer literacy ■Strong written and verbal communication skills ■Excellent interpersonal skills ■Attention to detail ■Project management skills ■Administrative skills ■Data analysis and study design skills (desirable).

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)