

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/\(I-Recruitment\)](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.

CLOSING DATE: 11 December 2018

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: PATHOLOGIST
PAY GRADE: ENTRY
REFERENCE NUMBER: NICD1218/001-01

■To contribute to the management of the specialised enteric pathogens pathology laboratory within the framework of a quality system. ■To ensure that the diagnostic output is delivered in accordance with the principles of good laboratory practice, and to provide a professional consultative service to stakeholders. ■To promote cost-effective utilisation of laboratory services for diagnostic, reference and surveillance outputs. ■To liaise with and advise public health stakeholders regarding communicable enteric diseases, and participate in outbreak investigation and response activities of the Centre. ■To contribute to training and research outputs. ■To contribute to advisory/guideline development, and to communication activities of the Centre.

Key Job Responsibilities

Service

■Responsible for the final diagnostic report sent out to stakeholders ■Interact and consult with stakeholders to ensure that proposed diagnostic or reference tests are appropriate ■Provide expert advice to all stakeholders in respect of clinical and diagnostic/reference queries and relevant public health interventions in a professional and timely manner ■Contribute to the design, development and maintenance of the laboratory quality system ■Comply with the principle of good laboratory practice, SANAS accreditation requirements and relevant legislation ■Contribute to the overall management of the laboratory ■Develop new diagnostic/reference tests as indicated ■Active involvement in outbreak investigation and response activities of the Centre, including interaction with stakeholders, guiding and facilitating appropriate diagnostic/reference testing, advising and facilitating public health interventions ■Active involvement in surveillance activities of the Centre.

Teaching and Training

■Contribute towards teaching and training of registrars, scientists, technologists and technicians ■Contribute towards teaching and training of healthcare workers and public health officials ■Contribute towards regional/international teaching and training workshops as needed ■Contribute to the scientific and CPD programmes within the centre and the NICD.

Research and Writing

■Conduct research in order to contribute to the publication outputs of the centre ■Contribute to guideline and advisory development, and communication outputs of the Centre.

Minimum requirements and Key Competency

■MBBCh and MMed/FCPath in microbiology ■Registered with HPCSA, in the independent practice category, as a pathologist in microbiology ■At least 1-3 years post-qualification experience as a pathologist in Microbiology ■Experience in epidemiology, outbreak investigation and response, or public health desirable ■Ability to work independently and collaboratively ■Attention to detail ■Communication skills (verbal, written & presentation) ■Time management and organisational skills ■Computer Literacy ■Willing to work unsociable hours, weekends, public holidays and call outs as needed.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: LEVEL 1
REFERENCE NUMBER: NICD1218/001-02

Key Job Responsibilities

■ Ascertain suitability of samples and isolates for analysis relevant to the diagnostic, reference and surveillance functions of the centre ■ Ensure that equipment is monitored, maintained and calibrated according to defined SOPs, and prepare reagents and media where applicable ■ Perform tests in accordance with SOPs within specified turn-around-times ■ Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■ Ensure compliance with health and safety measures at all times ■ Be responsible for maintaining and monitoring stock levels on the bench ■ Enter, verify and authorise test results on LIS, and complete technical records to ensure that results are reported timeously to stakeholders ■ Be responsible for the long-term storage of isolates on the Pathogen Asset Control System by verifying the identity and location of isolates ■ Participate in teaching and training of laboratory personnel and healthcare colleagues in laboratory skills and health science, to ensure that a high standard of laboratory service is delivered ■ Participate in CPD activities within the Centre and the NICD.

Minimum requirements and Key Competency

■ National Diploma: Biomedical Technology / Bachelor of Health Science: Laboratory Science ■ Registered with HPCSA as a Medical Technologist in Microbiology ■ At least 1-3 years post-qualification experience in Microbiology as a Medical Technologist ■ 2 years previous experience in a research laboratory is desirable ■ Knowledge of relevant laboratory processes, equipment and procedures including serotyping of enteric pathogens and antimicrobial susceptibility testing ■ Ability to work independently and collaboratively ■ Attention to detail ■ Computer literacy skills ■ Time management and organisational skills ■ Communication skills (verbal and written) ■ Willing to work unsociable hours, weekends, public holidays and call-outs as needed

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: FIELD EPIDEMIOLOGIST
PAY GRADE: D1
REFERENCE NUMBER: NICD1218/001-03

The field epidemiologist will introduce and maintain new and existing surveillance and research projects, contribute to the development of an epidemiological research agenda within the centre, assist in epidemiological investigation of enteric disease outbreaks and contribute to the training activities undertaken by the centre.

Key Job Responsibilities

■ Initiate, develop and implement epidemiologic studies and surveillance programmes relevant to centre activities, including study design, data collection, data entry, data management, data cleaning, data analysis and report writing ■ Initiate and co-ordinate epidemiological investigations of enteric disease outbreaks and provide additional logistical support to the Department of Health (DOH) for epidemiological investigation of enteric disease outbreaks as required ■ Analyse data from surveillance programmes and epidemiologic investigations ■ Supervise and manage data management staff for surveillance programmes and epidemiological studies ■ Supervise and manage field staff for surveillance programmes and epidemiologic studies ■ Training and capacity building: contribute to and participate actively in training activities of the centre ■ Create and produce reports and contribute to existing NICD publications such as communiqués and bulletins, and produce scientific papers ■ Represent the centre in meetings with DOH and other stakeholders.

Minimum requirements and Key Competency

■ Masters in Epidemiology/Public Health ■ Field experience during outbreaks including investigation, data management, and laboratory support is essential ■ Computer literacy with experience in use of relevant software (Excel, Access, and STATA/SAS/R or equivalent statistical software packages) is essential ■ Experience with laboratory information systems desirable ■ Ability to produce reports and scientific publications ■ Experience in designing and executing a research study, surveillance programme, or other public health related investigation an advantage ■ Knowledge of research methodology and applied biostatistics ■ Knowledge of advanced principles and methodologies in epidemiology, public health surveillance and health measurement ■ Ability to work independently but also effectively as a part of a team ■ Teaching and mentoring skills ■ Ability to work under pressure ■ Attention to detail ■ Interpersonal skills ■ Must be prepared to travel for site visits, outbreak investigations, local and international meetings as required ■ Willing to work unsociable hours, weekends, public holidays and call-outs as needed.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: PERSONAL ASSISTANT
PAY GRADE: C2
REFERENCE NUMBER: NICD1218/001-04

To provide a professional administrative service to the NICD Deputy Director; HR; Communications in order to ensure compliance to legislature requirements, sound record keeping and provide efficient office administrative functions.

Key Job Responsibilities

■ Administer and maintain statutory records to ensure compliance with legislature requirements and company policy ■ Handle all administrative requirements pertaining to the organisation and scheduling of meetings, seminars and training sessions including dealing with communication, accommodation, travel, catering etc. to ensure all meetings are administered in a manner that meets the requirements of the organisation ■ Oversee and manage general office administration to ensure an efficient and smooth running office and provision of quality services to the organisation for the Deputy Director/ HR and Communications ■ Identify, recommend and implement changes and improvements to administrative processes and systems in order to contribute to the overall effectiveness of administration ■ Provide assistance to the respective managers in the performance of duties such as drafting of letters, conducting information searches, dealing directly with senior management in the resolution of problems etc. ■ Answer telephone and direct calls and take messages to ensure that communication is handled efficiently ■ Diary management and arranging meetings for team ■ Ordering office supplies, filing, arranging travel and liaison with internal and external stakeholders ■ Taking minutes of meetings for external bodies like the Department of Health and other partners including all related documentation ■ Supporting the Deputy Director/ HR and Communications with presentations, excel sheet reporting and the collation of monthly and annual reports ■ Arranging travel and accommodation for the team members ■ Stand –in functions for the Executive PA of the Executive Director ■ Provide ad-hoc duties as advised by the line respective line managers.

Minimum requirements and Key Competency

■ 3 year National Diploma in Office Management and Administration or Secretarial (NQF 6) ■ 5-6 years' experience as a secretary/ PA and or administration officer ■ Project management experience (desirable) ■ Secretarial and administration in health sector ■ Time Management Skills ■ Basic Human Resources knowledge ■ Basic management principles ■ Basic communication principles and methods ■ Knowledge of relevant legislation and statutory requirements ■ Organisational and administrative skills ■ Excellent computer literacy and typing skills ■ Good communication and influencing skills ■ Good comprehension, analytical and interpretation skills ■ Tactful and diplomatic ■ Ability to prioritise and multitask ■ Conflict handling skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING, ZOOLOGIC AND PARASITIC DISEASE
LOCATION: SANDRINGHAM
POSITION: OFFICER (ADMINISTRATION)
PAY GRADE: B5
REFERENCE NUMBER: NICD1218/001-05

To provide daily operational administration support to the business of NICD CEZPD in order to facilitate communication between departments and create an audit trail and particularly to provide effective and efficient administrative, document management, communication, logistic, procurement, and coordination support.

Key Job Responsibilities

■Types, and /or collates documents/reports and prepares presentations timeously as per requirements ■Maintain a filing system and ensure that all documents are filed according to procedures and staff files and records are up to date ■Requisitioning office consumables and maintain documents, minutes and specific projects/reports to ensure effective communication, office operations and good record keeping ■Distribute documentation according to standard distribution instruction and ensure that where necessary documentation and reports are returned on time ■Taking minutes of meetings ensuring that an accurate and concise summary of proceedings is recorded typed and distributed on time ■Handle all requirements relevant to the arrangement and logistics of meetings in the line with specific requirements ■Assist with clients/students queries to ensure that they are speedily resolved ■Check capture and update project information and data into appropriate electronic system to ensure matching of the analytical results and demographics ■File specimen request forms and questionnaires for all audit purposes as required by standard operating procedure ■Carry out any other filing, sorting, packing of survey materials as required ■Maintain confidentiality related to sensitive information ■Administration support to external grants (place orders, preparing payments for all the invoices, assist in logistics related to national and international project meetings, conferences, training and workshops, liaise with grants department and external funding bodies; recording, keeping and filing, completion and submission of documents, liaison and direction of queries; keep track of grants expenditures and reconciliation of grants budget; logging, tracking, receipting of orders and liaison with relevant suppliers) ■Assist with preparation for projects audits to ensure compliance with all requirements ■Handling all the centre travel bookings, (airplanes, accommodation, ground transport and allowance, assist in arranging field trips, making sure there is enough money for fuel and the vehicle is been serviced and e-toll card has enough funds ■Prepare payments for license/disk renewals for the pool vehicle and trailer ■Prepare monthly reconciliation for the fuel card and making sure, everything balances with the bank statement.

Minimum requirements and Key Competency

■Grade 12 plus Higher certificate in Administration (NQF 5) ■At least 3 years of office admin experience ■Experience in a medical environment (desirable) ■General office administration procedures ■ MS Office, including Outlook, Excel, Power Point ■Ability to work independently as well as in a team ■Communication skills ■Planning and organizing skills ■Interpersonal skills ■Attention to detail ■Computer literacy (MS Office) ■Ability to work in a pressurised environment ■Time management.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: RAHIMA MOOSA MOTHER AND CHILD HOSPITAL/ HELEN JOSEPH
POSITION: RESEARCH ASSISTANT
PAY GRADE: B2
REFERENCE NUMBER: NICD1218/001-06

GERMS-SA is a national surveillance programme for diseases of public health importance: TB, HIV and AIDS related opportunistic infections, epidemic-prone diseases, sexually transmitted, vaccine-preventable diseases, antimicrobial resistance and zoonotic diseases. To assist with the execution of hospital-based/clinic-based syndromic and laboratory-based surveillance at designated sites for the relevant surveillance projects as per protocols. Implement projects which form part of the research and surveillance activities of the NICD.

Key Job Responsibilities

■ Assist the Surveillance Officer with the identification of patients meeting the surveillance or research study case definitions ■ Collect/ assist the Surveillance Officer with collection of clinical data from patients meeting the surveillance or research study case definitions ■ Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance or research projects ■ Obtain/ assist the Surveillance Officer to obtain informed consent from case patients or their next of kin ■ Receive and courier specimens such as urine, blood and respiratory samples ■ Trace results of routine investigations such as imaging and laboratory tests ■ Assist in preparation of presentations, report writing and other projects related topics ■ Assist with maintaining stocks and inventories of surveillance documents ■ Complete surveillance related documentation such as logs and case investigation forms ■ Perform patient-centred pre- and post-test HIV counseling as required ■ Prepare patient and site study files (including photocopying) ■ Help with the induction and training of new staff to the project ■ Effective team-working with other key surveillance, search and hospital-based staff ■ Attendance at any necessary programme related meetings to review performance with the study team ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance and research-related activities, e.g. special research studies nested within the surveillance programme ■ Perform tasks assigned by the line manager, related to respiratory illness surveillance and research programmes ■ Performance of other study related duties, such as photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■ Follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■ Provide administrative support in all surveillance activities.

Minimum requirements and Key Competency

■ Grade 12 (NQF 4) ■ 6 months' work experience ■ Basic Knowledge of surveillance and experience with pneumonia surveillance and GERMS-SA laboratory surveillance ■ Communication skills ■ Interpersonal skills ■ Accuracy skills ■ Attention to detail ■ Basic Numeracy skills ■ Listening skills ■ Customer care

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: WESTERN CAPE
POSITION: SURVEILLANCE OFFICER x 4
PAY GRADE: C2
REFERENCE NUMBER: NICD1218/001-07

GERMS-SA is a national surveillance programme for diseases of public health importance: TB, HIV and AIDS-related opportunistic infections, epidemic-prone diseases, sexually-transmitted, vaccine-preventable diseases, antimicrobial resistance and zoonotic diseases. 4 X PROFESSIONAL NURSES are needed to work in surveillance in the Western Cape GERMS-SA sentinel sites for laboratory and syndromic surveillance.

Key Job Responsibilities

■ Collect surveillance data by interview and/or medical record review ■ Screen patients, identify cases and enroll patients for various surveillance studies ■ Obtain informed consent from identified patients ■ Obtain informed consent for HIV testing with pre- and post-test counseling and perform venesection for HIV testing when required ■ Collect necessary samples from patients according to study protocols ■ Travel between clinics/hospitals for collection of data ■ Communicate on a regular basis with the laboratory, on-site co-coordinators, hospital and clinic staff and NICD coordinating units ■ Regularly collate and submit surveillance data gathered ■ Keep meticulous records and logs.

Minimum requirements and Key Competency

■ 4-year Nursing degree ■ Registration with SANC as a professional nurse ■ Three (3) – Five (5) years of clinical experience post qualification ■ Two (2) – three (3) years' experience in clinical research or surveillance will be an advantage ■ Completion of Good Clinical Practice course will be an advantage ■ Good communication skills in local language essential ■ Self-motivated and able to work independently ■ Familiarity with the running of the regional hospital and clinics ■ Willingness to improve interaction between laboratory and clinical staff ■ Ability to work with national, multi-disciplinary team ■ Interest in public health work ■ Driver's license and own vehicle is necessary ■ Attention to detail is essential ■ Good computer skills and experience with data collection applications.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
(GERMS-SA laboratory and syndromic surveillance)
LOCATION: NORTHWEST (KLERKSDORP AND TSHEPONG HOSPITALS)
Based in NW but also responsible for FS and NC and other provinces depending on operational requirements
POSITION: FIELD PROJECT COORDINATOR
PAY GRADE: C3
REFERENCE NUMBER: NICD1218/001-08

GERMS-SA is a national surveillance programme for diseases of public health importance: pneumonia, TB, HIV and AIDS-related opportunistic infections, epidemic-prone diseases, sexually-transmitted, vaccine-preventable and childhood diseases. GERMS-SA covers laboratory-based for specific pathogens and syndromic surveillance for pneumonia and diarrhoea.

We are looking for a dynamic professional nurse with an understanding of epidemiology and strong management skills/experience who will work with a team of medical officers and nurses involved in coordinating the GERMS-SA programme and other projects within the platform. If you are self-motivated, have good attention to detail, have strong management skills, are ready to be part of the GERMS-SA management team, are passionate about public health and epidemiology, enjoy travelling and want to contribute to public health in South Africa, you should apply

Key Job Responsibilities

- Communicate effectively with national and international partners
- Understand and coordinate all NICD surveillance projects on the GERMS platform (including laboratory-based surveillance, pneumonia surveillance, influenza-like illness (ILI) and diarrhoea surveillance as core projects)
- Manage multiple surveillance sites in multiple provinces and numerous surveillance staff to ensure they are performing their delegated duties and to provide feedback to field surveillance team and management team
- Ensure Performance Management is done and HR issues dealt with through HR policies and processes timeously
- Manage and train a team of surveillance officers and research assistants on projects
- Compile own teaching materials and mark teachings for surveillance staff as part of GERMS-SA teaching when required
- Advise surveillance officers with surveillance related clinical and data queries
- Provide mentoring and skills development for surveillance staff at all levels
- Regular supervision of screening, enrolment and follow up of patients and assist if necessary
- Liaise with site laboratory staff and NICD centre staff regarding results, laboratory testing, stock etc.
- Review clinical case report forms for consistency and accuracy and ensure surveillance staff resolve queries timeously
- Follow up surveillance cases telephonically for certain organisms
- Be available for relevant and regular meetings locally and at NICD or other sites as well as arrange and hold/ chair weekly teleconferences with subordinates and management teams and take minutes
- Assist with site visits at enhanced and non-enhanced sites and do surveillance officer audits
- Update case report forms and instruction sheets
- Assist with organising and running surveillance officer meetings and assist with Surveillance Reviews
- Compile surveillance reports
- Assist with obtaining ethics approval and permissions for surveillance and research projects
- Update and write SOPs as well as supervise surveillance staff to accurately follow SOPs and study objectives pertaining to the different studies
- Present surveillance findings at national and international conferences and meetings, participate or lead in manuscript writing
- Understand and interpret epidemiological surveillance data for action as required.

Minimum requirements and Key Competency

■4-year Nursing degree ■Registration with SANC as a professional nurse ■Four (4) years post qualification clinical experience ■3 years' clinical research/surveillance and knowledge of study protocols ■ 2-3 years' experience as a project coordinator ■Self-motivated and able to work independently ■Strong management skills with experience in managing conflict ■GCP compliant ■Project management skills ■Communication skills: excellent English language proficiency (verbal and written; good telephone manner) ■ Independently able to set and mark training/ teaching materials ■ Identify gaps in knowledge and train surveillance staff ■Able to trouble shoot independently ■Experience in submitting and following up ethics protocols, updating SOPs ■Driver's license and own vehicle essential ■Attention to detail is essential ■Computer literacy ■Experience in presenting surveillance information to high level stakeholders ■Advantageous: Experience in public health, applied epidemiology and communicable diseases or working towards a Master's in Public Health/ Epidemiology.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST X2
PAY GRADE: LEVEL 1
REFERENCE NUMBER: NICD1218/001-09

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 TAT's
- Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements
- Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results
- Ongoing assistance with quality system maintenance to fulfil SANAS accreditation requirements
- Ensure data is correct and ready for capture within TAT's
- Maintain safety standards in accordance with OHSA
- Conduct, process and interpret tests according to SOP's, monitoring quality at all times
- Ensure results are delivered timeously
- Undertake troubleshooting where necessary
- Interprets laboratory findings
- Maintains records and documentation of test results and patient information
- Operates analytical equipment and monitors, calibrates and maintains devices according to relevant standards
- Assist with teaching and training activities
- Acts in accordance with all reasonable instructions issued by pathologist-in charge.

Minimum requirements & key competencies

- National Diploma: Biomedical Technology / Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in Microbiology
- 1-3 years' experience in microbiology is essential
- Perform sampling of diagnostic samples
- Preparation of samples for examination
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Accuracy and organizational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshooting thereof
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & 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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: ENTRY LEVEL
REFERENCE NUMBER: NICD1218/001 -10

To apply specialised knowledge to perform tests to diagnose disorders, diseases and pathogens and to be concerned with basic and applied research in line with the strategic objectives of the centre, in order to improve knowledge and provide conceptual thinking and understanding of health related issues.

Key Job Responsibilities

■ Perform appropriate tests and improve existing laboratory tests in order to optimize and enhance the provision of diagnostic and surveillance services ■ Apply specialized knowledge in order to diagnose disorders, diseases and pathogens and when necessary provide consultation so that appropriate treatment or control methods can be provided/implemented ■ Assist in troubleshooting of routine tests in order to solve problems timeously and to avoid unnecessary delays in provision of test results ■ Train students and technical staff in laboratory skills to ensure that they can deliver improved and effective diagnostic services ■ Contribute to total quality management of the research laboratory to ensure accurate and reliable results ■ Conduct relevant research (basic and applied) that promotes departmental interests in order to gain new knowledge and improve understanding in line with the NICD's goal of becoming a world-class public health institute and research organization.

Minimum requirements & key competencies

■ 4-year Bachelor of Science degree (Honors) ■ Registration with HPCSA as a Medical Scientist (Microbiology/Molecular Biology) ■ 1-3 years' experience in a research laboratory ■ Quality control in the laboratory ■ Good Laboratory Practice ■ Method validation ■ Research methodology ■ Scientific writing skills ■ Specific laboratory techniques especially molecular techniques e.g. PCR ■ Computer literacy ■ Communication skills (verbal and written) ■ Troubleshooting skills ■ Interpersonal skills ■ Data management, analysis and interpretation skills ■ Attention to detail.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: MANAGER: LABORATORY
PAY GRADE: D1
REFERENCE NUMBER: NICD1218/001 - 11

To manage a surveillance and diagnostic laboratory to ensure achievement of a cost effective and high quality service in line with client and business needs.

Key Job Responsibilities

■ Provide technical expertise in the development of surveillance and research protocols, protocol implementation, data analysis and report writing ■ Provide technical expertise in the development of diagnostic protocols and evaluations implementation of protocols, data analysis and report writing ■ Provide technical expertise in the strategic development of the section ■ 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 clients 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 ■ Contribute 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 ■ Oversee 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 ■ Assess staff performance, 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 preparation ■ Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competencies

■ 3 year National Diploma /Bachelor of Health Science: Laboratory Science (NQF 6/7) ■ HPCSA registration in Virology ■ 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 ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skill ■ Ability to work under pressure ■ Communication skills ■ Planning, Organising and Process Management ■ Analytical skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: COUNSELLOR (VCT)
PAY GRADE: B4
REFERENCE NUMBER: NICD1218/001 -12

To provide pre- and post-test counselling as well as delivery of test result to patients and research study participants attending a men's sexual health center in Cape Town; provide assistance to site health care professionals with delivery of patient education as well as with the recruitment and recall of participants for surveillance and research projects.

Key Job Responsibilities

- Perform patient-centred pre- and post-test counselling and testing of potential study participants at a men's sexual health center in Cape Town, for surveillance and research studies as required
- Assess the mental well-being and suitability of the participants before arranging for the site health care professionals to perform the on-site test and to discuss any patients of concern with the study nurse/ site health care professionals and/or Research Manager/HoD
- Appropriately refer newly diagnosed HIV / STI positive sexual partners for HIV treatment or other medical needs in a timely manner in conjunction with the study nurse/ site health care professionals; deliver broader sexual health education to both index STI patients and their sexual partners and to initiate and follow-up on partner notification for STI patients
- Educate and recruit patients from local primary healthcare and local community clinics in order to have the community mobilised for the study
- Liaise with the study nurse and health care professionals to encourage the referral of patients within the counselling target area to participate in the surveillance and research project
- Identify and recruit eligible participants who meet the inclusion criteria for the study as per protocol
- Administer participant informed consent for study participation and clinical testing as per study protocol
- Work closely with the study nurse to ensure that the objectives of the study are achieved
- Ensure that the appropriate documentation and stock / equipment are available for site visits, e.g photocopying of documents, preparation of patient study files, medical stock and equipment, etc
- Capture data from study questionnaires onto the electronic database system while maintaining strict confidentiality of information collected
- Keep up to date with relevant, current and emerging research, methods and technologies [e.g. available treatment strategies for patients as well as advances in treatment and management] to ensure personal growth and development
- Assist study nurse with participant recall for further management, as necessary
- Help with the induction and training of new staff to the project
- Work effectively in the team with other departmental and clinic-based staff
- Attend all required meetings at venues as required, e.g. to review performance with the study team, departmental meetings, etc.
- Ensure accurate record management for patient records and patient follow-up as prescribed in accepted policies and procedures
- Perform other study related duties and/or administrative tasks in the Division as required by the line manager or head of department.

Minimum requirements & key competencies

- Grade 12 (NQF 4)
- Short course / certificate in required counselling discipline [e.g. HIV/Aids, TB, etc.]
- Valid driver's license, code E / EB
- At least 6 months in the required counselling discipline
- At least 6 months in clinical research
- Sensitivity and understanding in communication of unpleasant news
- Knowledge in the required counselling discipline
- Clinical research
- Computer literacy
- Good communication skills
- Interpersonal skills
- Ability to build rapport with people
- Ability to work with confidential information
- Attention to detail
- Planning and organising skills
- Time management
- Empathy in debriefing sessions
- Flexibility
- Ability to work independently and in a team.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: NURSE SPECIALIST
PAY GRADE: C3
REFERENCE NUMBER: NICD1218/001 - 13

To collect clinical data and clinical specimens for surveillance and research purposes from male patients at a men's sexual health centre in Cape Town in order to achieve the objectives within the project / program.

Key Job Responsibilities

- Rapidly identify eligible cases by (1) assessment (2) close liaison with the clinic staff, and (3) by using other methods that have been put in place for that site
- Supervise and coordinate with the study VCT counsellor in order to identify and enroll eligible participants for the study
- Obtain informed consent and interview participants to fulfill ethical requirements and ensure reliability of data
- Assess participants in order to ascertain that they meet the study inclusion criteria; and complete case report forms electronically by interview and / or record review, and submit to the NICD timeously
- Respond timeously with regard to queries raised on the case report forms
- Conduct counselling for recruitment and testing, as specified in the relevant research protocol
- Train participants to self-collect specimens and supervise specimen collection as per relevant protocol
- Collect additional clinical specimens as stated in the study protocol
- perform STI point-of-care testing on site and ensure quality assurance and instrument maintenance
- Follow up with the receiving laboratory and troubleshoot any problems related to specimen receipt
- File research records on-site after data collection, according to the relevant protocol and enter data on the electronic database
- Compile site statistics and reports as dictated by the project activities or as required by line manager
- Work effectively with existing health Centre staff and DoH system in the district / region to achieve the objectives within the project / program
- Perform tasks related to the research project as dictated by the project activities or as assigned by the line manager
- Conduct monthly stock taking accordingly in compliance with the inventory policy and timeously request stock via the line manager
- Maintain confidentiality of any participant information and results at all times
- Prescribe treatment for STIs and manage participants in accordance with national guidelines and in consultation with NICD
- Collect participant contact details and, if necessary, recall participants for additional management
- Assist with other projects in keeping with operational requirements.

Minimum requirements & key competencies

- 4-year Nursing degree
- Registration with SANC as a Professional nurse
- HIV/AIDS or other counselling certificate(desirable)
- Previous experience conducting patient interviews
- Previous experience in STI/ HIV-related primary healthcare services
- Previous work experience in a male STI Clinic
- Supervision of staff
- Knowledge of surveillance and research methodologies
- Knowledge of good Clinical Practice
- Computer literacy
- Strong written and verbal communication skills
- At least one vernacular besides English – vernacular of the area
- Ability to work with minimal supervision
- Interpersonal skills
- Counselling
- Attention to detail/ Accuracy
- Ability to work under pressure
- Ability to maintain confidentiality of data
- Organisational skills
- Effective interviewing skills
- Good listening skills
- Supervision of staff
- Honesty/ integrity

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: SENIOR MEDICAL EPIDEMIOLOGIST
PAY GRADE: D3
REFERENCE NUMBER: NICD1218/001-14

With guidance from the Centre Head, to provide leadership and strategic direction for Epidemiology Section of the CHARM in line with NICD's role and responsibilities and to facilitate close working relationships and cohesion between the Department of Health, other stakeholders, and centres within NICD.

Key Job Responsibilities

- Provide leadership for the Epidemiology Section of the CHARM in line with NICD's strategic role and responsibilities, with guidance from the Centre Head
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant to the CHARM's area of focus
- Assist to establish strategic goals for the Epidemiology Section of the CHARM 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 CHARM
- Facilitate closer working relationships with other sections in the CHARM and with other centres in those areas where there exist opportunities for joint working towards common goals and NDoH priorities
- 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 CHARM 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 coordinated quality assurance processes are in place throughout the Epidemiology Section of the CHARM
- Document and maintain records of Epidemiology Section of the CHARM 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 epidemiology staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competencies

- MBChB
- Registration with the HPCSA as an independent medical practitioner
- MSc or MPH or PhD in Public Health/ Field Epidemiology or relevant equivalent
- Valid driver's license [Code E / EB]
- 5 years' experience in Infectious Diseases/ Epidemiology/ Public Health
- 5 years' experience in management
- 5 years' experience in public health surveillance/ outbreak response
- Writing successful grant applications and performing research
- Experience in HAI, AMR and mycoses surveillance and research is desirable
- Knowledge of working with high-level stakeholders
- 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, including statistical packages
- Communication skills (verbal & written)
- Ability to work under pressure
- Interpersonal skills
- Time management
- Attention to detail
- Research skills
- Leadership skills
- Strategic 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 Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: SENIOR MEDICAL EPIDEMIOLOGIST
PAY GRADE: D3
REFERENCE NUMBER: NICD1218/001-15

With guidance from the Centre Head, to provide leadership and strategic direction for Epidemiology Section of the CTB in line with NICD's role and responsibilities and to facilitate close working relationships and cohesion between the Department of Health, other stakeholders, and centres within NICD.

Key Job Responsibilities

- Provide leadership for the Epidemiology Section of the CTB in line with NICD's strategic role and responsibilities, with guidance from the Centre Head
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant to the CTB's area of focus
- Assist to establish strategic goals for the Epidemiology Section of the CTB 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 CTB
- Facilitate closer working relationships with other sections in the CTB and with other centres in those areas where there exist opportunities for joint working towards common goals and NDoH priorities
- 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 CTB 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 coordinated quality assurance processes are in place throughout the Epidemiology Section of the CTB
- Document and maintain records of Epidemiology Section of the CTB 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 epidemiology staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competencies

- MBChB medical degree
- Registration with the HPCSA as an independent medical practitioner
- MSc or MPH or PhD in Public Health/ Field Epidemiology or relevant equivalent
- Valid driver's license [Code E / EB]
- 7 years' experience in Infectious Diseases/ Epidemiology/ Public Health
- 7 years' experience in management
- 7 years' experience in public health surveillance/ outbreak response
- Writing successful grant applications and performing research
- Experience in Bayesian modeling and Geographic Information Systems (GIS)
- Knowledge of working with high-level stakeholders
- Skilled in Epidemiology and Biostatistics
- Knowledge of and insight into laboratory practice
- General management and administration
- Knowledge of and insight into NHLS and NICD laboratory practice
- Computer literacy, including statistical packages
- Communication skills (verbal & written)
- Ability to work under pressure
- Interpersonal skills
- Time management
- Attention to detail
- Research skills
- Leadership skills
- Strategic 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 Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: NATIONAL CANCER REGISTRY
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST
PAY GRADE: D1
REFERENCE NUMBER: NICD1218/001- 16

To provide epidemiological expertise for all surveillance and research activities undertaken by the National Cancer Registry with specific reference to pathology and population-based cancer registration including supervision of surveillance officers and students. To play a key role in linking the NHLS and NICD to ensure that available data can be utilized effectively for epidemiological applications with specific reference to cancer surveillance and research.

Key Job Responsibilities

■ Provide epidemiological expertise for all surveillance and research activities of the National Cancer Registry with specific reference to pathology and population-based cancer registration and provide close liaison with all role players including the NHLS corporate data warehouse, private sector laboratories, NICD and cancer surveillance teams at population-based registry sentinel sites ■ Play a leading role in the development of cancer surveillance systems for population and pathology based cancer registration and analysis of cancer data generated from the NCR ■ Strengthen electronic systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to cancer surveillance and research ■ Train the appropriate audiences on cancer surveillance in order to enhance the general awareness of cancer surveillance and transfer skills ■ Provide formal supervision and training of students (under-graduate and post graduate) for cancer surveillance and epidemiology, and contribute to teaching activities within the NCR ■ Generate reports, interpret data and provide analyses to ensure that accurate data is available for analysis and management decisions ■ 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 peer-reviewed scientific journals ■ Write grant proposals and secure funding for public health surveillance and research projects relating to cancer ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements & key competencies

■ MSc in Public Health/Epidemiology and / or MPH Field Epidemiology or relevant equivalent ■ Valid driver's license [Code E / EB] ■ 1-2 years' Experience with data analysis ■ Management and administrative experience ■ Research experience ■ Skilled in epidemiology and application of epidemiological skills to public health surveillance ■ Knowledge of and insight into data analysis and scientific writing ■ General management and administration ■ Knowledge of and insight into the South African public sector referral system ■ Computer literacy ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Research skills ■ 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

NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: SENIOR PUBLIC HEALTH EPIDEMIOLOGIST
PAY GRADE: D4
REFERENCE NUMBER: NICD1218/001-17

To head NMC Programme in the Division of Public Health Response and Surveillance (DPHSR) and manage all aspects of the national Notifiable Medical Conditions (NMC) surveillance programme including human resources, budgets, processes, standard operating procedures (SOPs), collaboration with internal NICD stakeholders and Centres, data collection, management and analysis, reporting, stakeholder engagement and strategic planning. As senior Epidemiologist, the incumbent will be an integral member of the DPHSR leadership team, and participate and support DPHSR activities. This will include collaboration with DPHSR Units to support the national and provincial departments of health in the investigation of outbreaks and other communicable disease events, training and supervision of the South African Field Epidemiology (SAFETP) residents, development and management of grants, writing of scientific papers for peer-reviewed literatures.

Key Job Responsibilities

- Together with the Head of the Division, develop and deliver on strategic objectives pertaining to the national Notifiable Medical Conditions (NMC) surveillance programme, in keeping with the mission statement of the Institution
- Manage all aspects of the NMC surveillance programme as follows:
 - Manage provincial NMC nurse co-ordinators to ensure adequate roll-out and uptake of NMC reporting systems, and that private practitioners, provincial and district health departments and all health care workers are familiar with and receive training on NMC reporting tools and methods
 - Facilitate collection of NMC data from private sector (laboratories, medical aids and hospitals)
 - Collaborate with NICD IT and Surveillance Intelligence Management Unit (SIMU) and other stakeholders to ensure integrity of NMC data collection, management and processing
 - Manage NMC epidemiologists to conduct NMC data analysis, and reporting
 - Collaborate with NICD Centres to ensure that Centres participate in NMC processes, data review, cleaning, analysis and reporting
 - Provide or supervise the provision of written and oral reports/presentations on NMC activities and data to appropriate stakeholders
 - Maintain and develop relationships with all necessary external stakeholders who have an interest in or support the NMC programme, including but not limited to national and provincial departments of health, (including environmental health), the private sector (laboratories, medical aids and hospitals), StatsSA
 - Develop and ensure adherence to NMC budgets
 - Play an active and supportive role in the broader activities of the DPHSR sections, including GERMS-SA, Outbreak Response Unit (ORU) and Provincial Epidemiology Team by providing technical support and human resources for public health responses to outbreak investigations and other communicable disease events, writing of grant proposals and management of grants, protocol development for DPHSR projects
 - In collaboration with the ORU and NICD Centres, provide support to provincial departments of health in outbreaks investigation and response in field
 - Be actively involved in the writing and submission of scientific papers
 - Participate in and represent the NICD and DPHSR in relevant internal, provincial, national and international meetings to facilitate the objectives of the NMC and/or the DPHSR
 - Provide field supervision and training of the SAFETP residents and contribute to the teaching within the SAFETP long and short courses
 - Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements & key competencies

- MSc (Epidemiology/Biostatistics)/ MPH or MPH (Field epidemiology)
- MBBCh with MMed (Public Health)
- Field experience in infectious diseases
- Experience with data analysis and public health research
- Experience in working in public health sector
- Experience in stakeholder management
- Epidemiology and statistical methods
- Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD
- Knowledge of a statistical software package for epidemiological analysis, MS Access, Excel, STATA or SAS
- Leadership and management skills
- Good understanding of the health systems in South Africa
- Excellent inter-personal and communication skills
- Problem solving skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to Recruiter4@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

■ 3 years 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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ICT INFRASTRUCTURE ENGINEER (SENIOR)
(RE-ADVERTISEMENT) (AMENDMENT)
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
- 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.

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION - IT
LOCATION: SANDRINGHAM
POSITION: JUNIOR ANALYST DEVELOPER: BUSINESS INTELLIGENCE
(RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: NICD1018/001-01

To maintain and enhance existing reports and dashboards, develop new reports and dashboards. This position will also serve in a back-up role for some BI architect tasks and will manage user access and support. This position will take direction from the Technical Architect and will co-ordinate activities with IT operations when required.

Key Job Responsibilities

Strategy and Planning

■ Define the current reporting activities by charting existing processes ■ Research, review and analyse the effectiveness and efficiency of existing report procedures and develop strategies for enhancing or further leveraging these processes ■ Develop routines and procedures for end-users to facilitate best practices use of reporting tools and applications

Acquisition and Deployment

■ Communicate reporting changes enhancements and modifications –verbally or through written documentation and to management, internal and external users so that issues and solutions are understood ■ Perform usage analyses to aid management in making implementation decisions

Operational Management

■ Support the Technical Architect in maintaining a stable BI environment that addresses the needs of both internal and external stakeholders ■ Work with all appropriate hardware /software constituents when planning upgrades that may affect current production schedules or have impact on any end-user's ability to use current applications ■ Communicate in writing to all hardware/software constituents when system downtime is required to perform necessary maintenance or upgrade tasks and provide follow-up feedback regarding completion of those activities ■ Administer the change control process for promoting new object into production ■ Administer, maintain and monitor all BI servers daily ■ Make adjustments and implement performance maintenance and assist with any necessary hardware updates required to server configuration ■ Monitor and manage BI user access and administer the BI self-service portal ■ Monitor and manage automated report distributions ■ Create and maintain reports, dashboards, utilizing the MicroStrategy software as required in support of end-users ■ Translate business requirements into technical solutions that best support business needs ■ Test and quality assure reports to ensure quality standards and the integrity of the information ■ Coordinate and perform in-depth tests including end-user reviews, for modified and new reports/dashboards, and other post-implementation support ■ Investigate end-user queries and implement the appropriate solution and provide the necessary feedback ■ Provide technical support and training to end-user community that access any of the BI products and tools ■ Consult with Data Warehouse Architect/BI Technical Lead on any changes or requirements that may affect existing Metadata and User projects within the MicroStrategy environment ■ Troubleshoot BI tools, systems and software ■ Liaise with MicroStrategy international to resolve complex issues or request advancements ■ Mentor and/or provide leadership to junior members of the team.

Minimum Requirements and Key Competency

■ 3 year Diploma / Degree in the field of computer science, information systems, computer engineering or related discipline that has a strong focus on technical support of data analysis (NQF 6) ■ Certification in MicroStrategy desirable ■ 3-5 years of information technology experience ■ Minimum of 3 years MicroStrategy experience ■ SQL skills in a relational database platform ■ Support of a front end reporting and data-mining tool ■ Experience with project life-cycle ■ Must be able to work as part of a large team, with others, in a role-based environment ■ Strong ability to analyze user requirements and build front-end BI applications according to specifications ■ Strong understanding of relational database structures, theories, principles and practices ■ Good knowledge of applicable data privacy practices ■ Strong written and oral communication skills ■ Strong presentation and interpersonal skills ■ Ability to deliver results and meeting customer expectations ■ Ability to prioritize and execute tasks in a high-pressure environment ■ Experience working in a team-oriented, collaborative environment.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (MATERNITY REPLACEMENT) (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: ENTRY
REFERENCE NUMBER: NICDCDC1218/001-01

To apply specialised knowledge in order to perform surveillance/diagnosis of enteric pathogens/infections/diseases, and provide interpretation of results/data and consultation so that appropriate treatment or control methods can be provided/implemented. To conduct research and to provide scientific support for other researchers

Key Job Responsibilities

■ Perform surveillance/diagnosis of enteric pathogens/infections/diseases, and provide interpretation of results/data and consultation so that appropriate prevention/control/treatment strategies can be provided and implemented ■ Evaluate and implement appropriate tests, to improve existing laboratory tests and expand the test repertoire in order to enhance the provision of laboratory services ■ Perform ethical and relevant research (basic and applied) that will provide new information on pathogens/infections/diseases ■ Contribute to the training and teaching of health professionals and technical staff, including registrars, intern scientists and postgraduate students ■ Write and submit research grant proposals to further research capacity ■ Write scientific reports and papers for submission to scientific, peer-reviewed journals ■ Present scientific data and results at scientific meetings, including conferences, in order to disseminate new laboratory and research findings ■ Liaise with surveillance collaborators and research collaborators, both nationally and internationally, in order to stimulate debate and ensure that that laboratory activities meets high standards ■ Be concerned with maintenance of total quality management of the laboratory, to ensure accurate, reliable and reproducible results ■ Contributes to laboratory administration (e.g. records, procurement, stock control and equipment maintenance).

Minimum requirements and Key Competency

■ BSc (Hons) or MSc degree in Science in Microbiology, Genetic or Molecular Biology ■ Registered with HPCSA as a Medical Scientist ■ Experience in microbiology techniques ■ Experience in molecular biology techniques ■ At least 1 scientific research abstract ■ Involvement in development and validation of either 1 new diagnostic methodology or significant modification to existing application/procedures ■ Presentation at local conferences/research days or forums Adherence to quality management systems ■ Corrective action logs ■ Active participation in maintaining SANAS accreditation.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING, ZONOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT: 06 MONTHS)
PAY GRADE: ENTRY
REFERENCE NUMBER: NICDCDC1218/001-02

To apply specialised knowledge in order to diagnose disorders, diseases and pathogens and provide interpretation of results and consultation so that appropriate treatment or control methods can be provided/implemented. AND/OR to conduct research and to provide scientific support for other researchers in order to fulfill the research mandate of the NHLS.

Key Job Responsibilities

■Develop appropriate tests and improve existing laboratory tests in order to optimize and enhance the provision of diagnostic services ■Apply specialized knowledge in order to diagnose disorders, diseases and pathogens and when necessary provide consultation so that appropriate treatment or control methods can be provided/implemented ■Assist in troubleshooting of routine tests in order to solve problems timeously and to avoid unnecessary delays in provision of test results ■Contribute to the formal teaching and assessment of students (NHLS and University) to ensure that their knowledge and understanding of the relevant discipline meets academic/degree requirements ■Train students, registrars and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services ■Perform total quality management of the research laboratory to ensure accurate and reliable results ■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 ■Maintain project documentation, in order to create a scientific audit trail ■Be involved with biorisk management system of the laboratory to ensure a safe working environment ■Be involved with diagnostic and surveillance activities in line with the strategic objectives of the CEZPD.

Minimum requirements and Key Competency

■BSc (Hons) degree in Science ■MSc in Science (desirable) ■Registration with HPCSA as a Medical Scientist in Microbiology ■Previous experience in a research/diagnostic laboratory ■Writing of grant proposals ■Writing of a publication ■Preparation and presentation of lectures ■Quality control in the laboratory ■Good Laboratory Practice ■Method validation ■Research methodology ■Working in a BSL3 laboratory ■Computer literacy ■Specific laboratory techniques ■Communication skills (verbal and written) ■Scientific writing skills ■Troubleshooting skills ■Interpersonal skills ■Budgeting skills ■Data analysis and interpretation skills ■Time management skills ■Teaching skills■

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za