

BUSINESS UNIT: NICD  
DISCIPLINE: NICD ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: HEAD: FIELD EPIDEMIOLOGY TRAINING PROGRAM (FETP) (RE-ADVERTISE WITH AMENDMENT)  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0619/001-01

**Manage and direct the South Africa Field Epidemiology Training Programme (SA FETP) to build capacity in field epidemiology.**

**Key Job Responsibilities**

■Responsible for the overall management of the Field Epidemiology Training Programme (FETP) both administratively and technically, this will include financial management of FETP funds ■Provide teaching and training through FETP and related programmes to healthcare workers in order to build capacity in disease control ■Provide technical support and supervision to FETP residents in relation to fulfilling the requirements for the Masters in Public Health and MSc FETP competencies ■Provide technical support and expert advice through FETP to the Department of Health in order to target health interventions ■Guide participants in the FETP in appropriate operational research and field epidemiological investigations to target disease control interventions ■Manage the FETP and its staff in order to deliver appropriate training ■Facilitate the development of field epidemiology through strategic identification of opportunities in the field ■Serve as a liaison between the various local, national and international stakeholders in the FETP ■Ensure the sustainability of the FETP ■Expand the FETP to support the NDOH and SADC ■Build epidemiology capacity and provide epidemiology support to the NICD ■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 staff and team and ensure legal compliance for directing programme.

**Minimum requirements and Key Competency**

■MBChB or relevant medical qualification with MPH/MSc (Epidemiology) ■10 years post qualification experience in Epidemiology (preferably Field Epidemiology) or Public Health or Communicable Disease Control ■5 years management experience ■Understanding and experience in public health systems ■Teaching experience ■Project management experience advantageous ■Management of staff and trainees knowledge ■Research skills and publication record ■Advanced knowledge of epidemiology and statistics ■Understanding of financial management ■Report writing skills ■Advance computer Literacy ■Planning and organising skills ■Diplomatic skills ■Flexibility / Adaptability ■Assertiveness ■General management and administrative skills ■Ability to work under pressure ■Communication skills (verbal & written)■Attention to detail.

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