

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification; social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
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.
10. This is an open bulletin; External applicants are welcome to apply for this bulletin.

CLOSING DATE: 7 JULY 2020

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BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: PRINCIPAL HEALTH DATA ANALYST
PAY GRADE: D3
REFERENCE NUMBER: NICD0620/001-01

To manage the delivery of information to stakeholders, the delivery of NICD business requirements to the CDW Business Intelligence (BI) team and the facilitation of BI / CDW system testing and user acceptance of NICD deliverables.

Key Job Responsibilities

■ Plan and implement the overall analytics and business intelligence strategy for the NICD ■ Oversee all aspects of analytics and business intelligence projects for NICD ■ Responsible for the total management of operational activities relating to the NICD Health & Business Analysis sub-stream ■ Research and identify new opportunities to optimise business through analytics and statistical modelling using business analytical tools and visualisation applications (e.g. Microstrategy) ■ Integrate digital engagement including web analytics into transactional and customer analytics ■ Identify and scope NICD business opportunities, document business requirements, identify effective reporting technique, identify the best data sources for each report field, identify risks and constraints and design reporting formats ■ Work with business owners to identify information needs and develop/enhance/modify reporting in order to support the NICD's surveillance mandates, to support healthcare policy and decisions ■ Determine the root cause problems for data integrity and data quality issues identified through QA or by business report owners as these pertain to NICD Information ■ Perform literature searches in order to supplement specialist knowledge ■ Generate, analyse and interpret statistical data in order to provide support to NICD ■ Participate in designated information sharing sessions ■ Conduct research, recommend tools and best practices on health /epidemiological and business analysis process ■ facilitate the CDW / BI unit HR activities pertain to NICD resources ■ Oversee the development and sustainability of regular reports requested, as pertaining to NICD information externally or internally, and the ad hoc extraction of data, in an ethical manner, for researchers in order to support the NHLS research and delivery improvement mandates ■ Develop a detailed understanding of the information required by external and internal stakeholders to ensure the delivery of pertinent, accurate information to support healthcare policy decisions ■ Provide trouble-shooting and mentoring support to subordinates to ensure efficiencies and growth within the team.

Minimum requirements and Key Competency

■ BSc Degree in Biological Sciences ■ MSc Degree in Biostatistics /Epidemiology (desirable) ■ 5 years of professional work experience with enterprise business reporting and data integration ■ Proficiency with the design of database architectures, data warehouses, data migrations, data marts, business analytics, business intelligence applications and visual design/ dashboards ■ Strong Understanding of database methodology, data analysis, advanced SQL queries, business analytic methods, applications, ETL and business intelligence applications required ■ Knowledge of spatial (GIS) reporting ■ Knowledge of data quality management practices ■ Knowledge of epidemiology practices ■ Knowledge of statistical analysis ■ Analytical skills ■ Attention to detail ■ Advanced communication (verbal and written) ■ Self-motivated and ability to work under pressure ■ Ability to work independently ■ Advanced computer skills ■ Interpersonal skills ■ Ability to lead workshops ■ Research Skills ■ Analytical Skills ■ Data Management skills

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOSES (CHARM)
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (RE-ADVERSITEMENT)
PAY GRADE: PRINCIPAL (MSP)
REFERENCE NUMBER: NICD0120/001-04

The successful candidate will lead the Centre's new integrated molecular laboratory and will work closely with the antimicrobial resistance (AMR) and mycology reference laboratories and the epidemiology section in the Centre. This is an exciting position offering great opportunities for career development. The Centre hosts a World Health Organization (WHO) Collaborating Centre for AMR and the successful candidate will support activities of this Collaborating Centre. In addition, there are regional and international opportunities for collaboration and funding in the fields of AMR and mycology that can be explored and built upon.

Key Job Responsibilities

■To apply specialized knowledge in molecular epidemiology, bacteriology and mycology to perform surveillance, outbreak response and diagnostics for healthcare and community-associated bacterial and fungal infections ■Overall supervision and responsibility of the Centre's molecular laboratory to ensure compliance with the mandate of the National Institute for Communicable Diseases (NICD) ■Attend national, regional and international meetings, assist with Centre training priorities, advise and join expert committees, etc. ■Establish processes to ensure optimal diagnosis, surveillance and research suitable to national reference laboratories for antimicrobial resistance and mycology and to understand the characteristics of bacteria and fungi causing diseases in community and hospitals. ■Improve the design and functioning of the laboratory for the Centre with an appropriate spectrum of laboratory tests for assessing and carrying out appropriate public health-focused research into bacterial and fungal infections ■Institute, design and manage research programs to assess impact of diseases of interest, including grant applications ■Provide expert advice and guidance for the Centre to ensure the proper management of such infections/diseases and outbreaks ■Provide expert advice to internal (NICD and NHLS) and external (Department of Health, WHO, etc.) stakeholders ■Design, supervise, manage and analyse data from research projects within the Centre ■Lead a team of scientists to develop a research agenda related to diseases/conditions of interest in the Centre; publish and present research findings within the NHLS and at scientific congresses ■Provide teaching and supervision to registrars, scientists and others in the Centre and at NICD in order to increase capacity in the Institute ■Be a member of expert committees related to advising and guiding the Department of Health and other professionals on issues related to above.

Minimum Requirements and Key Competency

■PhD in microbiology or related field ■Registration with HPCSA as a Medical Scientist (microbiology or molecular microbiology) is essential ■ At least 5 years' post-PhD experience in microbiology (total experience as a medical scientist at least 7 years), including laboratory bench skills; and experience with molecular techniques is required ■4 years of managerial experience in the laboratory environment or related medical field, with knowledge of running a SANAS-accredited laboratory ■ Evidence of leading a research agenda with an established publication record is essential ■Successful track record of scientific grant applications and evidence of a substantial teaching portfolio■ Rating with a national or international organisation ■Knowledge of data management ■Demonstrated ability to conduct scientific research ■Good communication (verbal and written) and interpersonal skills ■Good presentation skills ■Computer literacy ■Management skills ■Planning and organising skills ■Analytical skills ■Basic financial management skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: NICD0120/001-01

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

Key Job Responsibilities

■Manage sample collection and suitability for analysis ■Ensure that equipment is maintained according to defined SOP 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 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 troubleshooting where necessary ■Maintains records and documentation of test results and patient information ■Operates, monitors and calibrates analytical equipment according to relevant standards ■Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results ■Assists with technical support and training to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants.

Minimum requirements & key competencies

■National Diploma in Medical Technology or Biomedical Technology ■HPCSA registration (Microbiology) as a Medical Technologist ■ 1 year experience as a Biomedical Technologist ■Perform sample preparation and examination of human samples ■Knowledge for the usage of specialised instrumentation ■Knowledge of infection control and sterilization protocols ■Accurate interpretation of results ■Accuracy and organisational skills ■Attention to detail striving 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 Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	POLOKWANE (MANKWEMG HOSPITAL) AND GAUTENG (CHARLOTTE MAXEKE HOSPITAL AND HELEN JOSEPH HOSPITAL).
POSITION:	OFFICER - SURVEILLANCE (FIXED TERM 4 MONTHS)
PAY GRADE:	C2
REFERENCE NUMBER:	NICDCDC0620/001-01

To collect clinical data for surveillance and research purposes from patients at designated sites [e.g. clinic, community and hospital-based] in order to achieve the objectives within the project / program

Key Job Responsibilities

- Rapidly identify surveillance cases by (1) close liaison with the clinical laboratory, (2) daily review of all laboratory records and (3) by using other methods that have been put in place for that site
- Manage project nurses and / or community surveillance assistants and ensure training and data quality for the area of responsibility
- Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data
- Complete case report forms by interview and / or record review and submit to the NICD timeously
- Adhere to turn around times with regard to queries raised on the case report forms
- Conduct pre- and post-test counselling for testing, as specified in the relevant surveillance or research protocol
- Take specimens as per relevant protocol
- 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
- Compile site statistics and reports as dictated by the project activities or as required by line manager
- Actively participate in and contribute to surveillance-related activities, e.g. special research studies nested within the surveillance programme, programme evaluations, etc. [it may include activities such as patient enrollment into research projects, follow-up of patients, collecting specimens from patients, travel to patient homes or health facilities in the local area, obtaining information from clinics or hospital management as well as any reasonable task assigned by the line manager]
- Work effectively with existing DoH system in the district / region to achieve the objectives within the project / program
- Assist to obtain permission and ethics approval for surveillance and research activities in the region
- Perform tasks related to the surveillance and research project as dictated by the project activities or as assigned by the line manager
- The surveillance officer may be required to fill in at another site if there are staff shortages
- Conduct monthly stock taking accordingly in compliance with the inventory policy and timeously request stock via the line manager
- Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development

Minimum Requirements and Key Competency

- 4 year Professional Qualification with registration with appropriate regulatory board (Professional nurse)
- Valid Driver's licence
- 4 to 7 years post qualification experience in the relevant field
- 2 to 3 years research / surveillance experience
- Epidemiology / Public Health experience (desirable)
- Knowledge of surveillance and research methodologies (desirable)
- Knowledge of good Clinical Practice
- Computer literacy
- Strong written and verbal communication skills
- At least one vernacular besides English – vernacular of the area
- Crisis-intervention skills
- Excellent interpersonal skills
- Attention to detail
- Counselling
- Ability to work under pressure
- Ability to maintain confidentiality of data
- Administrative skills
- Research skills
- People management 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: LABORATORY TECHNICIAN (FIXED TERM CONTRACT 12 MONTHS)
PAY GRADE: LT1
REFERENCE NUMBER: NICDCDC0420/001-05 (RE-ADVERTISEMENT)

Key Job Responsibilities

■Maintain the laboratory machines in order to avoid unnecessary shut-down times and service interruptions ■Run required quality control procedures to ensure that accurate results are generated ■Receive and prepare specimens prior to analysis to ensure suitability for the specific test to be carried out ■Carry out routine testing procedures on specimens in order to obtain accurate results under the general supervision of senior qualified staff ■Observe health and safety regulations while working to ensure own and others' safety at all times ■Input data into databases and LIMS system for later retrieval and analysis.

Minimum Requirements and Key Competency

■Grade 12 ■HPCSA registration as Medical Technician (Microbiology or Clinical Pathology) ■Maths and science advantageous ■1 year experience in a laboratory environment ■Health and safety regulations ■Knowledge of technical appliances ■Knowledge of quality control procedures ■Basic knowledge of Microsoft excel required ■Trouble shooting skills ■Attention to detail ■Use of laboratory equipment ■Analytical skills ■Communication skills ■Interpersonal skills ■Computer literacy ■Record keeping and filing skills ■Ability to demonstrate the use of laboratory equipments ■Flexibility to work after hours, public holidays and weekends.

This post will require that the potential candidates go through a competency assessment as part of the selection process.

Enquiries may be directed to Zanele Zulu @ 011 386 6425, email application to ZaneleZ@nicd.ac.za

DATABASE FOR TEMPORARY CLEANER-HOUSEKEEPING:

BUSINESS UNIT : NICD
DISCIPLINE : MANAGEMENT AND ADMINISTRATION
LOCATION : SANDRINGHAM
POSITION : CLEANER-HOUSEKEEPING X6 (SESSIONAL)
PAY GRADE : ICS1
REFERENCE NUMBER : NICD0620001/02

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition.

Key Job Responsibility

- Clean the different venues/ offices/ rooms/ kitchens/ laboratories/ hallways and stairs on a daily basis to ensure a clean and hygienic condition
- Responsible for vacuuming carpeted areas and spot cleaning carpets ■ Dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards and shelves ■ Sweeping and mopping of floors ■ Wash dishes in the kitchen. Replenish kitchen supplies and wash/ clean fridges ■ Empty waste bins and take waste to designated areas ■ Clean toilets, urinals, hand basins, sinks, showers, etc. to ensure hygienic toilet facilities ■ Replenish consumables items (Soap/ toilets rolls/ paper towels) and ensure that stock is always available ■ Set up tables/ chairs and equipment for events as needed ■ Follow health and safety regulations and use chemicals as directed ■ Report deficiencies or needs to the coordinator.

Minimum requirements & key competency

- Grade 10 ■ 1-2 months on the job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows ■ Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to Recruiter1@nicd.ac.za .