

JULY 2020

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: 24 JULY 2020

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GRANTS MANAGEMENT AND ADMINISTRATION

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| BUSINESS UNIT: | NICD |
| DISCIPLINE: | DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE |
| LOCATION: | SANDRINGHAM |
| POSITION: | MEDICAL EPIDEMIOLOGIST (FIXED TERM CONTRACT 6 MONTHS) |
| PAY GRADE: | D2 |
| REFERENCE NUMBER: | NICDCDC0720/001-01 |

Key Job Responsibilities

■ Participate in existing surveillance programmes and/or initiate, develop and implement epidemiologic studies and surveillance programmes relevant to the national COVID-19 response, including study design, data collection, data entry, data management, data cleaning, data analysis and report writing. Provide support for COVID-19 activities with specific reference to epidemiological support and close liaison with all role players as required including the NHLS, NICD, NDOH, National Communicable Diseases Directorate, Communicable Diseases Units and provincial/district outbreak response teams ■ Provide epidemiology support for any other projects as required by the leadership of the Division of Public Health Surveillance and Response (including but not limited to study design, data collection, analysis and reporting) ■ Prepare presentations and engage with stakeholders at district, provincial and national level to facilitate implementation of surveillance programmes and to provide information and feedback ■ Analyse data from COVID-19 surveillance programmes and epidemiological investigations ■ Supervise and manage staff for COVID-19 surveillance programmes ■ Provide information, feedback and logistical support to stakeholders and participating healthcare facilities for COVID-19 surveillance programmes ■ Respond timeously to ad hoc data requests from stakeholders ■ Training and capacity building - to participate actively in training activities of the Centre including developing training materials for laboratory/ public health staff and clinical staff, b) training of internal NICD staff and students ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum Requirements and Key Competencies

■ MBChB (Qualified Medical Practitioner) with Master of Public Health or MSc in Epidemiology and Biostatistics ■ At least 5 years' experience post qualification experience ■ Experience in applied epidemiology, public health and communicable diseases essential ■ Ability to produce reports and scientific publication essential ■ Ability to work under pressure and long hours ■ Experience in outbreak investigations an advantage ■ Ability to engage with stakeholders at district, provincial and national level ■ Interpersonal skills ■ Attention to detail ■ Communication skills (verbal & written) ■ Self-motivation ■ Thinking on one's feet ■ Able to travel ■ Advanced computer skills including statistical packages essential ■ Flexibility / Adaptability ■ Diplomatic skills ■ Analytical Skills ■ Report writing skills ■ Ability to produce statistics ■ Time management.

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

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: CLERK – DATA X6 (FIXED TERM CONTRACT – 6 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0720/001-02

Key Job Responsibilities

■Receive surveillance and outbreak related data and manage their flow and processing according to standard operating procedures or instruction ■Timely capture all data according to set targets, including deadlines, and ensure high quality and accuracy of data ■Identify and report technical errors with data captured to supervisors in order to correct errors ■Verify accuracy and completeness of data and generates queries for missing data and data discrepancies ■Administer the distribution of data queries to provinces to ensure the correct and prioritised channeling of data queries to the provinces ■Keep all data forms and log books for audit purposes and to adhere to the PAIA Act, as required by the standard operating procedures or as instructed ■Ensure data completeness and accuracy on all forms ■Appropriately file all data forms and prepare for archiving ■Create a log of all case notification forms captured ■Create a log of all forms requiring data corrections and keeps the log updated to show which errors have been rectified■ Daily data checks on the relevant systems to ensure data accuracy and consistency and correct matching of patient data from various sources (clinical, lab, other) ■Daily merging and updating of cases reported that require manual case linking ■Administration of data capture system users.

Minimum Requirements and Key Competencies

■Grade 12 with a computer certificate ■1 -2 years' data capturing experience ■Knowledge of health environment ■Knowledge of Information Systems ■Communication skills ■Computer literacy ■Ability to cross-check information for consistency) ■Report writing skills ■Ability to deal with or handle confidential information ■Attention to detail ■Accuracy skills ■Interpersonal skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: DATA ANALYST X3 (FIXED TERM CONTRACT – 6 MONTHS)
PAY GRADE: C3
REFERENCE NUMBER: NICDCDC0720/001-03

To facilitate the effective analysis and modelling of data that can be used within the NICD COVID-19 response to improve delivery of information to internal (NHLS/NICD) and external stakeholders.

Key Job Responsibilities

■Collect and understand internal and external stakeholder requirements for Business Intelligence (reporting and analytics) and to translate these into functional specification and detailed test plans to drive the development cycle ■Liaise with business users and /or other IT staff to analyse data identify data structure anomalies, resolve discrepancies with raw data and data definition inconsistencies to improve quality of information within the CDW ■Design reports and reporting dashboards and obtain sign-off from the business and/or external stakeholders on the specifications in order to facilitate the optimal delivery of information ■Design and execute the test scenarios and test scripts to ensure that the required standards and objectives are met in terms of the business needs, accuracy ■Identify, recommend and initiate application enhancement requests to ensure that changing business and external stakeholder needs are addressed ■Assist researchers in accessing pertinent data parameters to ensure that their research objectives are met ■Coach and mentor other team members, perform cross-training and facilitate information sharing among team members to ensure the development and growth of the team.

Minimum Requirements and Key Competencies

■National Diploma in Information Technology ■BSc in biological or health sciences/medical technology ■Data warehouse qualification - desirable ■3 years' experience in data management or epidemiology ■3 years' experience specifically relational databases, business intelligence, data warehousing and analysis ■2 years' experience specific to healthcare industry ■1 year laboratory experience advantageous ■Knowledge of relational databases ■Knowledge of data warehousing principles ■Knowledge of analytical reporting ■Knowledge of structured query language and use of data query tools ■Knowledge of statistical techniques ■Knowledge of spatial (GIS) reporting ■Knowledge of data quality management practices ■Interpersonal skills ■Analytical skills ■Attention to detail ■Advance communication skills ■Self-motivated ■Advance computer skills ■Ability to work independently.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (RESEARCH)
(FIXED TERM CONTRACT 6 MONTHS)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC0720/001-04

To conduct research and provide scientific support for other researchers by applying specialised knowledge in order to identify diseases and pathogens and provide interpretation of results.

Key Job Responsibilities

■ Perform relevant research on human, including faecal, and environmental sewage samples to provide new information on Covid-19 or disease-causing agents ■ Be involved in related technical laboratory procedures, including concentration of samples and PCR procedures. Interpret tests in terms of prescribed procedures ■ Operates, monitors and calibrates analytical equipment according to relevant standards ■ Evaluate and implement appropriate tests to improve existing laboratory tests ■ Contribute to the teaching of students, health professionals and technical staff in research skills in order to develop research capacity ■ Maintain relevant documentation in order to ensure maintenance of an audit trail ■ Maintain total quality management of the laboratory to ensure accurate and reliable results of both diagnostic and research analyses ■ Undertake troubleshooting where necessary ■ Maintain safety standards in accordance with OHSA ■ Develop and/or maintain excel and access databases for distribution to stakeholders ■ Write and submit research grant proposals to expand research capacity ■ Write scientific reports and papers for submission to scientific, peer reviewed journals and/or poster presentations in order to disseminate new research findings.

Minimum Requirements and Key Competencies

■ BSc Honours in Medical Science or relevant field ■ HPCSA registration as a Medical Scientist desirable ■ Involvement in development and validation of either one new diagnostic methodology or modifications to existing applications/ procedures ■ Presentation at local conferences/ research days or forums ■ Knowledge of appropriate research methodologies ■ Scientific writing skills ■ Knowledge of research ethics ■ Knowledge in the development and use of excel and access-based databases ■ Knowledge of Quality control in the laboratory ■ Good Laboratory Practice ■ Method validation. Computer Literacy ■ Communication skills (written & verbal). Administrative skills ■ Troubleshooting skills ■ Time management ■ Interpersonal skills ■ Attention to detail.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT 12 MONTHS)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC0720/001-05

To apply specialised knowledge to perform tests for diagnosis and surveillance of 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 ■ Contribute to total quality management of the 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 and Key Competencies

■ BSc Honours in Medical Science or relevant field ■ Registration with HPCSA as a Medical Scientist (Microbiology/Molecular Biology) (desirable) ■ One (1) year experience in a diagnostic or research laboratory ■ Adherence to quality management principles in the laboratory ■ Method validation ■ Research methodology ■ Scientific writing skills ■ Specific laboratory techniques especially molecular techniques e.g. molecular, nucleic acid extraction, PCR, sequencing ■ Computer literacy ■ Communication skills (verbal and written) ■ Troubleshooting skills ■ Good interpersonal skills and able to work in a team ■ Data management, analysis and interpretation skills ■ Attention to detail ■ Able to work under pressure ■ 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 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: DATABASE ADMINISTRATOR
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C1
REFERENCE NUMBER: NICDCDC0720/001-06

To ensure that data processes for the research and the surveillance activities of the CRDM are effectively managed and monitored. To administer data to the highest standards, ensuring that SOP's are followed turnaround times are met and data properly stored.

Key Job Responsibilities

■Ensure systematic collection, capturing, cleaning and storage of CRDM data ■Develop and implement systems to ensure high quality surveillance/ laboratory data in accordance with ethical and GCP requirements and SOP's ■Develop, implement and maintain all data systems and related SOP's ■Develop and implement effective tools for capturing, monitoring and reporting of CRDM data ■Support data capturers and other CRDM staff in their daily duties of receiving specimens, capturing and maintenance of data resulting from research and surveillance activities ■Assist with cleaning of CRDM data ■Identify, recommend and initiate process to enhance data management and quality ■Liaise with IT and other departments to ensure optimal performance and availability of the system.

Minimum Requirements and Key Competencies

■Degree or Diploma in project management/health science field/IT ■Certificate in information systems/ data management will be advantageous ■Experience in database management in biomedical field ■Thorough knowledge of data management software e.g REDCap, Microsoft Access, Microsoft Excel ■Thorough understanding of database administration, system analysis and data management ■Knowledge of statistical packages e.g STATA will be an advantage ■Communication skills (verbal and written) ■Ability to work under pressure and as part of 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 RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: CLERK – DATA X2 (FIXED TERM CONTRACT – 12 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0720/001-07

Key Job Responsibilities

- Receive surveillance and outbreak related data and manage their flow and processing according to standard operating procedures or instruction
- Timely capture all data according to set targets, including deadlines, and ensure high quality and accuracy of data
- Identify and report technical errors with data captured to supervisors in order to correct errors
- Verify accuracy and completeness of data and generates queries for missing data and data discrepancies
- Administer the distribution of data queries to site teams to ensure the correct and prioritised channeling of data queries to the study sites
- Keep all data forms and log books for audit purposes and to adhere to the PAIA Act, as required by the standard operating procedures or as instructed
- Ensure data completeness and accuracy on all forms
- Appropriately file all data forms and prepare for archiving
- Daily data checks on the relevant systems to ensure data accuracy, completeness and consistency
- Data error identification, reporting and resolution
- Assist with centre administration-related tasks.

Minimum Requirements and Key Competencies

- Grade 12 with a computer certificate
- Data/Computer related tertiary qualification would be an added advantage
- 1 -2 years' data capturing experience or at least 6 months' data capturing experience in a laboratory or health environment
- Experience working with REDCap, Microsoft Access and Excel databases
- Knowledge of Information Systems
- Communication skills
- Computer literacy
- Ability to cross-check information for consistency
- Report writing skills
- Ability to deal with or handle confidential information
- Attention to detail
- Accuracy skills
- Interpersonal 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: KZN BASED IN DURBAN
POSITION: OFFICER - SURVEILLANCE
(FIXED TERM 6 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0720/001-08

To collect clinical data and samples from respiratory patients at various designated clinical and hospital sites as well as home-visits for surveillance and operational research under programmes that fall within GERMS-SA hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance, in the face of the COVID19 pandemic.

Key Job Responsibilities

■Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■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 timeously ■Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol. Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■Produce weekly stats reports. File surveillance and research records on-site after data collection, according to the relevant protocol ■Actively participate in and contribute to surveillance-related activities ■Must be willing to travel between the various sites and do patient home visits ■Assist to obtain permission and ethics approval for surveillance and research activities in the region ■Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.

Minimum Requirements and Key Competencies

■Three or Four Year Diploma in Nursing ■Three years' clinical work experience, post-qualification ■Two years in clinical research would be advantageous ■SANC registration as a Professional Nurse / Registered Nurse or Registered as a Staff Nurse with at least two years' experience in oropharyngeal / nasopharyngeal specimen taking and venipuncture ■Computer Literacy: Microsoft Office skills (word, excel and PowerPoint) ■Valid driver's license (manual) ■Knowledge of infection prevention and control procedures ■HIV counselling and testing certificate will be advantageous ■Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■Enthusiastic and keen to learn ■Own car would be preferable ■Good clinical practice certificate (GCP) preferable ■Ability to produce reports, ■Ability to maintain confidentiality, diplomacy and professionalism at all times ■Ability to work under pressure and adhere to deadlines ■Strong managerial and organizational abilities with attention to detail ■Self-motivated, able to work independently and as part of a multidisciplinary team.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: KZN BASED IN PIETERMARITZBURG
POSITION: OFFICER - SURVEILLANCE
(FIXED TERM 12 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0720/001-09

To collect clinical data and samples from respiratory patients at various designated clinical and hospital sites as well as home-visits for surveillance and operational research under programmes that fall within GERMS-SA hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance, in the face of the COVID19 pandemic.

Key Job Responsibilities

■Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■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 timeously ■Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venipuncture) from patients for laboratory testing as per protocol. Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ Produce weekly stats reports. File surveillance and research records on-site after data collection, according to the relevant protocol ■Actively participate in and contribute to surveillance-related activities ■Must be willing to travel between the various sites and do patient home visits ■Assist to obtain permission and ethics approval for surveillance and research activities in the region ■Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.

Minimum Requirements and Key Competencies

■Three or Four Year Diploma in Nursing ■Three years' clinical work, post-qualification ■ Two years in clinical research would be advantageous ■SANC registration as a Professional Nurse / Registered nurse or Registered as a Staff Nurse with at least two years' experience in oropharyngeal / nasopharyngeal specimen taking and venipuncture ■Computer Literacy: Microsoft Office skills (word, excel and PowerPoint) ■Valid driver's license (manual) ■Knowledge of infection prevention and control procedures. HIV counselling and testing certificate will be advantageous ■Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■Enthusiastic and keen to learn ■Own car would be preferable ■Good clinical practice certificate (GCP) preferable ■Ability to produce reports ■Ability to maintain confidentiality, diplomacy and professionalism at all times ■Ability to work under pressure and adhere to deadlines ■Strong managerial and organizational abilities with attention to detail ■Self-motivated, able to work independently and as part of a multidisciplinary team.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: WESTERN CAPE BASED IN CAPE TOWN
POSITION: OFFICER - SURVEILLANCE
(FIXED TERM 12 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0720/001-10

To collect clinical data and samples from respiratory patients at various designated clinical and hospital sites as well as home-visits for surveillance and operational research under programmes that fall within GERMS-SA hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance, in the face of the COVID19 pandemic.

Key Job Responsibilities

- Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site
- 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 timeously
- Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol
- Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol. Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording
- Produce weekly stats reports. File surveillance and research records on-site after data collection, according to the relevant protocol
- Actively participate in and contribute to surveillance-related activities
- Must be willing to travel between the various sites and do patient home visits
- Assist to obtain permission and ethics approval for surveillance and research activities in the region
- Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.

Minimum Requirements and Key Competencies

- Three or Four Year Diploma in Nursing
- Three years' clinical work, post-qualification
- Two years in clinical research would be advantageous
- SANC registration as a Professional Nurse / Registered nurse or Registered as a Staff Nurse with at least two years' experience in oropharyngeal / nasopharyngeal specimen taking and venipuncture
- Computer Literacy: Microsoft Office skills (word, excel and PowerPoint)
- Valid driver's license (manual)
- Knowledge of infection prevention and control procedures. HIV counselling and testing certificate will be advantageous
- Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site)
- Enthusiastic and keen to learn
- Own car would be preferable
- Good clinical practice certificate (GCP) preferable
- Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times
- Ability to work under pressure and adhere to deadlines
- Strong managerial and organizational abilities with attention to detail
- Self-motivated, able to work independently and as part of a multidisciplinary team.

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: GAUTENG (CHARLOTTE MAXEKE HOSPITAL / RAHIMA MOOSA
MOTHER – CHILD HOSPITAL / STEVE BIKO ACADEMIC HOSPITAL
AND HELEN JOSEPH HOSPITAL) X2
NORTH WEST – (TSHEPONG / KLERKSDORP HOSPITAL) X2
POSITION: OFFICER - SURVEILLANCE
(FIXED TERM 12 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0720/001-11

To collect clinical data and samples from respiratory patients at various designated clinical and hospital sites as well as home-visits for surveillance and operational research under programmes that fall within GERMS-SA hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance, in the face of the COVID19 pandemic.

Key Job Responsibilities

- Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site
- 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 timeously
- Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol
- Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol. Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording
- Produce weekly stats reports. File surveillance and research records on-site after data collection, according to the relevant protocol
- Actively participate in and contribute to surveillance-related activities
- Must be willing to travel between the various sites and do patient home visits
- Assist to obtain permission and ethics approval for surveillance and research activities in the region
- Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.

Minimum Requirements and Key Competencies

- Three or Four Year Diploma in Nursing
- Three years' clinical work, post-qualification
- Two years in clinical research would be advantageous
- SANC registration
- Registered as a Professional Nurse / Registered nurse or registered as a staff Nurse with at least two years' experience in oropharyngeal / nasopharyngeal specimen taking and venipuncture
- Computer Literacy: Microsoft Office skills (word, excel and PowerPoint)
- Valid driver's license (manual)
- Knowledge of infection prevention and control procedures. HIV counselling and testing certificate will be advantageous
- Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site)
- Enthusiastic and keen to learn
- Own car would be preferable
- Good clinical practice certificate (GCP) preferable
- Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times
- Ability to work under pressure and adhere to deadlines
- Strong managerial and organizational abilities with attention to detail
- Self-motivated, able to work independently and as part of a multidisciplinary team.

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