

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: CENTRE HEAD
PAY GRADE: E1
REFERENCE NUMBER: NICDC0920/001-02

To provide administrative and scientific leadership, management and strategic direction for the Centre in line with NICD's role and responsibilities. To facilitate close working relationships and cohesion between the Department of Health, various sections within the Centre and other NICD centres and the Division of Public Health Surveillance and Response.

Key Job Responsibilities

■ Provide administrative and scientific leadership for the Centre for TB in line with NICD's strategic role and responsibilities ■ Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant to TB ■ Establish strategic goals for the Centre 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 and annual performance plan ■ Facilitate closer working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and NDOH priorities ■ Be responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial governance ■ Ensure the Centre is compliant with NICD/NHLS policies and directives ■ Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■ Ensure that all sections contribute to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports ■ Create/maintain a cross-Centre team to co-ordinate a high quality teaching and training programme responsive to national and international requirements ■ Ensure that co-ordinated quality assurance processes are in place throughout the Centre ■ Undertake section lead responsibilities for one Centre section according to experience/skills, where applicable ■ Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NICD annual report ■ Co-ordinate the Centre's interaction with media in line with NICD/NHLS policies ■ Ensure that the Centre is responsive to outbreaks of Public Health Significance and to support the functions of the Emergency Operations Centre ■ Ensure that the Centre is at cutting edge of latest developments and to encourage innovative initiatives ■ Promote transformation and development in the Centre Management of all staff to ensure the centre is operated both efficiently and effectively ■ Be a brand ambassador for the NICD.

Minimum requirements & key competencies

■ MBChB ■ HPCSA registered specialist (MMed) or PhD in Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology ■ Qualification in Management and Leadership ■ 10 to 15 years Senior Management experience preferably in a public health institution ■ 8 to 10 years communicable diseases/public health experience/epidemiology/ infectious diseases ■ 5 years Public health surveillance experience ■ 3 years Laboratory experience ■ Evidence of writing successful grant applications and performing research ■ Good publication track record ■ 5 years teaching and training experience ■ Knowledge of statistics ■ Knowledge of quality management ■ Communicable diseases knowledge.

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