

BUSINESS UNIT: NICD  
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE  
LOCATION: SANDRINGHAM  
POSITION: HEAD – NOTIFIABLE MEDICAL CONDITIONS  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0920/001-03

**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, external stakeholder engagement and strategic planning. 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. The NMC head will also contribute to broader NICD strategic planning including implementation of integrated data management systems to strengthen surveillance and response to infectious disease outbreak and support of National Department of Health.**

#### 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

■MChB ■MSc (Epidemiology/Biostatistics) MPH or MPH (Field epidemiology) or MMed/FCP Pathology (Microbiology)■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.

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