

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: HEAD OF DIVISION
PAY GRADE: E2
REFERENCE NUMBER: NICD0920/001-01

To provide leadership in the Division of Public Health Surveillance and Response and to contribute to all the NICD functional units in achieving the strategic goal of the NICD as a public health institution.

Key Job Responsibilities

■ Contribute as a member of the senior management team responsible for strategic planning of the NICD and conduct operational planning of the NICD to ensure the achievement of all required performance objectives ■ Contribute to strategic planning for improved data management systems and data analytics to enhance response to infectious diseases in support of Department of Health as per NICD mandate ■ Monitor and manage the Division of Public Health Surveillance and Response of the NICD to ensure their smooth and efficient operation ■ Engage in the teaching, training and research activities to ensure the obligations and objectives of NICD are met ■ Develop and manage staff to ensure compliance with organisational objectives and policies and to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Responsible for the development and management of an operational budget to ensure the smooth effective utilisation of financial resources, maintenance of costs within budget ■ Ensure the development and maintenance of communicable disease public health surveillance related to GERMS-SA platform, the Notifiable Medical Conditions Surveillance System and other surveillance systems within the NICD ■ Ensure the development of Field Epidemiology capacity and for the provision of NICD Provincial Epidemiology capacity ■ Responsible for outbreak detection, investigation and response in partnership with district and provincial departments of health ■ Co-ordinate the operations and the activation of the Emergency Operations Centre. Assume a leadership role during EOC activation ■ Promote and publish epidemiological research in line with NICD mandate ■ Oversee the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes, procedures and legislation ■ Source funding for surveillance and operational research projects (where required and appropriate) ■ Responsible for communication across the NICD Centres, with National and Provincial Department of Health and other stakeholders through communication, development of guidelines maintenance of websites and other communication channels ■ Provide robust epidemiological data to inform public health policy ■ Provide leadership at a national, regional and international level through participation in committees/conferences/activities to strengthen South Africa's response to infectious diseases and adherence to IHR ■ Represent NICD on national and international platforms ■ Ensure that the surveillance systems and platform are aligned with interational best practice, cutting edge and are aligned within the legal framework of SA ■ Ensure surveillance reports are produced timeously for multiple stakeholders.

Minimum requirements & key competencies

■MChB AND (FCP/MSc in Public Health)or MMed/FCP (Microbiology/Virology/Clinical Pathology/Infectious Diseases) or (MSc Epidemiology and Biostatistics with PhD) ■Registration with HPCSA as a Medical Specialist Communicable Diseases /Infectious Diseases or Epidemiology / Public Health (> 10 years)■Managerial / administrative experience (> 10 years) ■Financial management (> 5 years)■Experience in data management (> 5 years) ■Public health surveillance (> 5 years) ■Laboratory experience (> 5 years) ■Research track record (> 5 years) ■Teaching and training experience (> 5 years) ■Experience in statistics ■Infectious Diseases or Epidemiology / Public Health ■Public Health ■Microbiology, immunology and /or molecular biology ■Statistics and statistical software packages ■Research methodology ■Quality management ■Financial management ■Strategic and management skills ■Training and planning skills ■Project management skills ■Report writing ■Leadership and management skills ■ Analytical skills ■Interpersonal skills ■Communication skills ■Computer literacy ■Time management skills ■Able to work under pressure and independently.

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