

SEPTEMBER 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 proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.

**This is an open bulletin; External applicants are welcome to apply for this bulletin.**

**CLOSING DATE: 02 OCTOBER 2020**

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## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	STAKEHOLDER RELATIONS SPECIALIST (FIXED TERM CONTRACT - 12 MONTHS) (RETRACTION)
PAY GRADE:	C3
REFERENCE NUMBER:	NICDCDC0820/001-01

**To maintain and support the implementation of the stakeholder relations management strategy on social media. As well as to administer stakeholder relations management processes and procedures by becoming an advocate for public health and NICD Social Media spaces, engaging in dialogues and answering questions where appropriate.**

### Key Job Responsibilities

■Ensure that stakeholder engagement for the NICD social media platforms is developed and maintained ■Manage Social Media public health campaigns ■Monitoring of social media and dispelling of rumours in real time ■Develop creative and research-informed messages for different stakeholder groups ■Monitor identified stakeholder's activities, inform management of developments and support the development of responses where required ■Develop Multimedia Content for Social Media ■Identify and categorise new stakeholders, updating the stakeholders engagement plan where required ■Support in-country and international partnership activities before and during disease outbreaks ■Helping ensure the NICD is represented at important forums and events and has access to key role-players and stakeholders in its operating environment and interacting appropriately with senior leaders of business, government, labour and civil society ■Identify threats and opportunities in user generated content surrounding the health behavior, report to appropriate management ■Monitor effective benchmarks for measuring the impact of Social Media programs ■Advanced planning and project management that will ensure delivery of high quality stakeholder engagement, research and analysis within the agreed time frames, Develop creative and research-informed messages for different stakeholder groups ■Coordinate and manage all activities around organisational social media platforms ■Provide support to the Senior Communications Manager in the production of governmental and community responses, research, risk analysis and production of reports ■Coordinate and manage all activities (campaigns and social media projects) driving the stakeholder relations agenda ■Monitor, listen and respond to users in a "Social" way while cultivating positive health behavior change.

### Minimum Requirements and Key Competencies

■3 year Diploma/Degree in Marketing/ Communication/Public Relations ■4 years' experience in Customer Care ■Experience in social media communication (essential ) ■Experience in advising and informing leadership on key emerging issues ■Significant and proven networking and relationship building experience ■Project Management experience ■Report writing ■Significant working knowledge on working with the national and local Government environment ■Knowledge of core business and processes ■Significant working knowledge on working with the community and local authority ■Presentation skills ■Negotiation skills ■Verbal and written Communication skills ■Event Management skills.

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: OFFICER (CLIENT LIASON AND MARKETING)  
**(FIXED TERM CONTRACT -12 MONTHS)**  
PAY GRADE: C3  
REFERENCE NUMBER: NICDCDC0920/002-01

**To provide a support and linkage function between the NICD and customers on social media to ensure effective service delivery.**

#### Key Job Responsibilities

- Liaises and communicates daily with stakeholders on social media in order to increase engagement and portray a positive image of the NICD
- Contributes to the development of a marketing strategy for implementation within the organisation in order to contribute to increase in engagement and strengthen brand image
- Maintains client relations on social media and improves engagement in order to ensure that the needs of the client/stakeholders are met
- Provides advice and support for client/stakeholder service implementation in order to ensure effective service delivery
- Gathers, analyses and disseminates information to NICD stakeholders on social media
- Conduct ongoing research (as needed) to identify audience needs / desires / satisfaction
- Continually survey the social media landscape to identify new platforms / research and analyse trends / opportunities to grow reach / opportunities to connect / convert core target audience.

#### Minimum Requirements and Key Competencies

- 3 year Diploma/Degree in Marketing/ Communication/Public Relations or related qualification
- 2 years' experience in customer relations (essential)
- Experience in social media communication
- Experience in advising and informing leadership on key emerging issues
- Significant and proven networking and relationship building experience
- Project Management experience
- Report writing
- Knowledge of core business and processes
- Significant working knowledge on working with the community and local authority
- Presentation skills
- Negotiation skills
- Verbal and written Communication skills
- Event Management skills
- Customer relations
- Computer skills – MS Office package
- Valid driver's license.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: INFORMATION MANAGER  
**(FIXED TERM CONTRACT -12 MONTHS)**  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0920/002-02

**To collaboratively translate requirements for design, development and maintenance of health data that meet strategic and operational reporting requirements of surveillance data for the NICD, and to conduct and manage activities relating to reporting of national health surveillance data**

### Key Job Responsibilities

■Contribute to the surveillance data management strategy and ensure that the surveillance data management strategy is aligned with the broader NICD surveillance vision and to the NDOH health information management strategy ■Coordinate the collection and reporting of surveillance data and act as the custodian of reports and dashboards ■Perform preliminary data exploration and curation, compile proof of concept reports and convey requirements for development ■Conduct testing, data validation and acceptance testing on developed reports ■Contribute to the development of data marts for the self-service environment ■Support surveillance data management requirements for NDOH and NICD specialist centres ■Maintain surveillance data reporting tools and processes ■Prepare and provide datasets required for epidemiological analyses ■Compile reports, graphs, tables for presentation ■Develop and implement standards and guidance for use of data and the protection of confidential information including development and maintenance of standard operating procedures for Reporting■Initiate and participate in projects related to surveillance data and the data systems thereof ■Collaborate in the design and implementation of new data management applications and provide support to existing applications ■Sustainable integration of spatial and non-spatial data ■Train and develop the NDOH/partner organisation and NICD users/ data analysts to systematically identify, collect, analyse, review, share and retain important epidemiological and surveillance data ■Establish and maintain links with relevant internal and external stakeholders (providing for Service Level Agreement with the Department of Health) ■Input into requirements for systems for long-term archiving of data and protecting the integrity of data ■Maintain quality and strict confidentiality of information collected ■Provide other tasks and contribute to organizational management as required.

### Minimum requirements and Key Competencies

■3-year Degree in computer science/information systems/health data management/ epidemiology/health sciences ■Understanding of Geographic information System (GIS) ■Experience working with database systems, SQL, MS access, MS excel, .Net architecture, Microstrategy and/or other relevant data management software packages ■6 years' experience with data management ■6 years' experience in analysing scientific datasets ■Report writing experience ■Knowledge of and insight into laboratory reporting practice with specific reference to the NHLS and NICD ■Knowledge of development of data driven health dashboards ■Basic understanding of the health systems in South Africa ■Scientific publications in peer reviewed journals ■Self-driven with good organisational skills ■Excellent communication skills (verbal, written and presentation) ■Exceptional relationship building skills ■Strong time management and judgement skills ■Strong leadership and decision making skills ■Outstanding ability to pay attention to detail ■Good innovative and adaptability abilities.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: SENIOR DATABASE ADMINISTRATOR  
**(FIXED TERM CONTRACT -12 MONTHS)**  
PAY GRADE: C4  
REFERENCE NUMBER: NICDCDC0920/002-03

**Perform, oversee and quality assure all aspects of database administration, including installation, configuration, support, maintenance, upgrade and performance of critical SQL Server RDBMS systems to ensure availability, continuity and consistent performance of our enterprise applications, in line with business needs. Instrumental in the development of strategies and planning for architecture, information security, capacity, storage management and disaster recovery.**

#### Key Job Responsibilities

- Owns the strategic direction for the database topography
- Installation, administration and maintenance of SQL Server Clusters and Instances
- Architect and define disaster planning/mitigation/recovery, capacity and scalability planning, and storage management including High Availability and AlwaysOn Failover Cluster Instances
- Provide direction and oversight for architecture and design elements of the full SQL environment, including the Enterprise Data Warehouse
- Proactively monitor and timely maintain the database systems to ensure secure services with minimum downtime and optimum performance. Evaluate / develop and / or use tools to automate the maintenance, monitoring and alert notification of database server
- Perform SQL Server database administration functions, including maintenance of multiple environments (development, testing, and production), patching, troubleshooting, object maintenance (e.g. partition, table, index, users/roles) creation/maintenance, space management, SSIS & SSRS deployments, and security management
- Identify required database changes and patches and implement them in line with the system requirements, ensuring that all databases are on the latest applicable changes
- Support on-going projects to ensure that development effort meets standards, including access and change control related procedures
- Automate monitoring with monitoring tools
- Develop, test, implement, document and adhere to standard operating procedures to ensure that the required standards and objectives are met, and ensure adherence within the DBA team
- Interact with the Infrastructure team to ensure the high availability and optimum performance of associated hardware resources allocated to the databases
- Identify and provide meaningful trend analysis and the key measurables that should be monitored to enable informed decision-making regarding resource management
- Draw up, manage and participate in a standby rotation for after hours support and maintenance
- Formulate and document database standards and best practices, including all aspects of information security, create guiding documentation, make tuning recommendations and report monthly on the Information Security dashboard
- Train and mentor DBAs and Trainee DBAs.

### Minimum requirements and Key Competencies

- Relevant 3-year IT qualification (BSc (Computer Science), Bcom (Information Systems) or 3 Year National Diploma in Information Systems)
- MS SQL Certification would be an advantage
- 4-6 years' experience in MS SQL database design and implementation, performance tuning and optimization, administration and support including security components on multiple versions of SQL Server (2012 and later)
- Expert. Level experience proficiency in administration and maintenance of standalone and clustered SQL Server instances
- Experience with SQL Server environments including High-Availability, Replication, Disaster Recovery, and Cluster Environment
- Reporting Service (SSRS), Integration Services (SSIS) and Analysis Services (SSAS), in development, testing, staging and production environments
- Experience with SQL Server and other Microsoft technology stacks, and able to support Enterprise-level SQL Servers and Databases
- Experience with Enterprise monitoring tools, Microsoft Systems Center Operations Manager (SCOM) preferably
- Good written and verbal communication skills, be able to interact with other teams and coordinate complex efforts
- Team player with a "get-it-done" personality, self-managed and able to juggle multiple tasks to meet deadlines and provide qualitative deliverables with minimal supervision
- Expert level knowledge of developing and supporting complex Data Warehouses
- Strong technical documentation skills.

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BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: IT BUSINESS ANALYST  
**(FIXED TERM CONTRACT- 12 MONTHS)**  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0920/002-04

**The Business Analyst's role is to elicit, analyze, specify, and validate the business needs of stakeholders, be they customers or end users. The Business Analyst will also be proactive to look for new technologies to optimize business processes. The Business Analyst will play a pivotal role in ensuring IT's understanding of business requirements.**

### Key Job Responsibilities

■Leads business and process requirements workshops to identify and gather business requirements; business rules; business processes, data validation rules; data migration requirements; functional and non-functional requirements for both current and future business processes as well as assisting with the creation of business cases ■Define and elicit business, functional and process requirements to formulate appropriate solutions ■Capture and effectively document requirements and user stories ■Analyse and define data requirements into a data specification ■Conduct training on implemented business requirements to end-users ■Facilitate discussions around business value amid competing priorities ■Participate in user workshops and team design reviews ■Facilitate JAD sessions and workshops ■Review test plans and cases to evaluate system functionality ■Assist in User Acceptance testing ■Prepare and present solution presentations to business ■Modelling business processes and advise on process optimisation ■Requirements management and communication ■Facilitate process evaluation workshops with stakeholders when implementing new, or when improving existing processes. Ensuring that any new/updated processes are evaluated from a business perspective and that common business logic is considered in process design. Capturing and updating all business process maps in the correct methodology and using organizational standards

### Minimum requirements and Key Competencies

■Bachelor Degree in Computer Science, Information systems, Business Administration ■Certification in Business Analysis ■Certification in Six Sigma or Lean ■5 years business analysis experience ■Have current, relevant experience in the use of business analysis frameworks, techniques and methodologies ■Have current, relevant experience in the use of process analysis frameworks, techniques and methodologies ■Facilitation and Elicitation ■Above average general computer literacy (Word, Excel, PowerPoint, Visio, Project) ■Scoping, sizing and planning all business aspects of a solution and the associated project effort and dependencies ■Defining and tailoring the business/process analysis approach at delivery life cycle level ■Can effectively evaluate risk and articulate using technical and business language ■ Able to produce detail-level Business requirement documentation ■Able to align business strategy to functional deliverables ■Experience of Waterfall and Agile Business Analysis methodologies ■Must have been involved in the delivery of formal projects implementing business process change ■Experience in applying process modelling standards such as, BPMN, EPC ■Has played an active or lead role in preparing requirement documents ■Experienced in assessing business benefits, costs and risks on multiple types of Projects including strategic, compliance and tactical ■Familiar with agile software development practices ■Knowledge of IT applications and infrastructure ■Knowledgeable in business specific processes and can manage customer expectation ■Familiar with risk management processes and tools ■Knowledge of and experience in applying formal business process modelling or business analysis methodologies.

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BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC AND PARASITIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST (FIXED TERM CONTRACT – 6 MONTHS)  
PAY GRADE: MT1  
REFERENCE NUMBER: NICDCDC0920/002-05

**To maintain and operate a malaria slide bank to support African countries moving toward malaria elimination, in the Parasitology Reference Laboratory. To assist with other surveillance, diagnostic and project functions of the laboratory.**

### Key Job Responsibilities

■Manage sample collection and suitability for analysis and prepare reagents and media where applicable ■Undergo microscopist training and certification in order to accurately identify and quantitate malaria parasites ■Maintain an inventory database with stock information, and keep all records and documents up-to-date ■Coordinate slide transactions, including database updates and logistic arrangements in keeping with IATA dangerous good shipping requirement ■Coordinate the slide bank parasitology external quality assessment programme to help teach and upgrade the quality of laboratories moving toward malaria elimination ■Ensure that quality services are supplied to customers by monitoring work, staff 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 ■Undertakes to troubleshoot where necessary ■Keep abreast with research in order to make informed decision on existing lab test and technique ■Interprets laboratory findings and completes technical reports ■Maintains records and documentation of test results and patient information ■Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards ■Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results ■Assist with training as needed ■Liaise with healthcare Clinicians, Registrars and Pathologists ■Consults on the interpretation of results by phoning out critical and abnormal results.

### Minimum requirements and Key Competencies

■National Diploma in Biomedical Technology ■Laboratory job experience and HPCSA registration (Microbiology/Molecular biology) ■Working knowledge of microbiology techniques especially staining and microscopy ■Working knowledge of laboratory equipment ■Knowledge of accreditation/quality standards and biosafety principles/procedures ■Willingness and ability to travel to malaria areas within and out of South Africa ■Computer skills (general and specialised) ■Good communication and interpersonal skills ■Good organizational and analytical skills ■Writing skills ■Problem solving skills ■Team orientated.

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