

**DECEMBER 2020**

## GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources) by email 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. 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 the 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 of 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: 18 DECEMBER 2020**

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**BUSINESS UNIT:** NICD  
**DISCIPLINE:** MANAGEMENT AND ADMINISTRATION  
**LOCATION:** SANDRINGHAM  
**POSITION:** HEAD: INFORMATION TECHNOLOGY  
**PAY GRADE:** D4  
**REFERENCE NUMBER:** NICD1220/001-01

**The Head of IT's role is to align technology vision with business strategy by integrating NICD processes with the appropriate technologies. The Head of IT is also responsible for all aspects of developing and implementing technology initiatives within the Institute. This individual maintains existing enterprise systems, while providing direction in all technology related issues in support of information operations, surveillance systems and core company values.**

**Key Job Responsibilities:**

**Strategy and Planning**

- Member of the senior management team in governance processes of the organisation's architecture, security strategies, telecommunications, networks, programming, media and desktops
- Lead strategic technological planning to achieve business goals by prioritising technology initiatives and coordinating the evaluation, deployment and management of current and future technologies
- Lead strategic security planning to achieve business goals by prioritising defence initiatives and coordinating the evaluation, deployment and management of current and future security technologies using a risk-based assessment methodology
- Collaborate with the appropriate departments to develop and maintain a technology plan that supports organisational needs
- Develop and communicate business/technology alignment plans to execute team, staff, partners, customers and stakeholders
- Direct development and execution of an enterprise-wide disaster recovery and business continuity plan
- Develop, implement, maintain and oversee enforcement of policies, procedures and associated plans for system security administration and user system access based on industry-standard best practices.

**Acquisition and Deployment**

- Access and communicate risks associated with technology-related investments and purchases
- Develop business case justification and cost/benefit analyses for technology spending and initiatives
- Define requirements for new technology implementations and communicate them to key business stakeholders
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalise on economies of scale
- Define and communicate corporate procedures, policies and standards for the organisation for acquiring, implement and operating new network systems, equipment, software and other technologies
- Approve prioritise and control projects and the project portfolio as they relate to the selection, acquisition, development and installation of major information systems.

#### **Operational Management**

■Lead initiatives for the rapid development and solutions in support of outbreaks and surveillance activities ■Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations ■Analyse and improve upon technology standards across the organisation to maintain a technological and competitive edge ■Manage the administration of all computer security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software ■Act as primary liaison for the company's technology vision via regular written and in person communication with the organisations executives, department heads, end users and external stakeholders ■Creatively and independently provide resolution to technical problems in a cost-effective manner ■Develop, track and control the technical services annual operating and capital budgets for purchasing, staffing and operations ■Lead recruitment, development, retention and organisation of all technical staff in accordance with corporate budgetary objectives and personal policies ■Ensure continuous delivery of technical services through oversight of service level agreements with end users and monitoring systems, programs and equipment performance ■Ensure equipment, software operations and licencing adheres to applicable laws and regulations Innovate, oversee and develop patenting of intellectual property, inventions and business processes ■Manage all SLA's with service providers ■Ensure provision of Help Desk service and support.

#### **Leadership and Management**

■Lead and manage the IT Team ■Ensure IT Team development and training ■Performance management and manage talent of the IT Team.

#### **Key Competency Requirements:**

■Master's degree in the field of Information Technology ■Qualification in Biological/ Medical Scientist, Health Informatics or Epidemiology (Desirable) ■15 years' experience in IT ■ 8 years' experience managing and/ or directing technological operations ■Experience in strategic technology planning, execution and policy development.

#### **Leadership**

■Lead and manage the IT Team ■Pursues excellence in all aspects of business ■Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change ■Builds expert knowledge in our industry and conveys knowledge to others.

#### **Team work**

■Evokes creative and innovative thinking from team members while helping them to bring their ideas and career plans to fruition ■Helps determine new, creative ways to employ teams on projects and distribute responsibilities ■Works across practice to share lessons learned and best practices.

#### **Client Management**

■Anticipates internal clients' needs and proposes alternative business solutions ■Continually seeks and capitalizes upon opportunities to increase internal client satisfaction and deepen client relationships. Network with Provincial and National Stakeholders

#### **Job related knowledge**

■Excellent knowledge of technology environments, including telecommunications, networks, programing, media and desktops ■Solid understanding of computer systems characteristics, features and integration capabilities ■Extensive knowledge of data processing, hardware platforms, enterprise software applications and outsources systems Technical experience with systems networking, databases, Web development, and user support ■Exposure to business theory, business processes, management, budgeting, and business office operations ■Excellent understanding of project management principles ■Proven experience in planning, organization, and development ■Understanding of

the organization's goals and objectives ■ Demonstrated ability to apply technology solutions to business problems ■ In-depth knowledge of applicable laws and regulations as they relate to technology issues.

#### **Communication**

■ Raises the company's visibility through involvement in local industry organizations ■ Confronts issues openly and quickly ■ Effectively communicates relevant IT related information to superiors and peers in other practices ■ Tactfully communicates sensitive information ■ Handles difficult personnel situations directly, using appropriate discretion, HR advise and respect for the individual ■ Serves as key participants in team meetings.

#### **Management**

■ Serves as focal point for all inter-Office IT-related matters company-wide ■ Ensures that appropriate network managers are monitoring, analyzing and evaluation performance and working on resolution of identifies degradation trends and problem areas ■ Ensures that support for around-the-clock information transfer, storage and processing is timely, efficient and meets the service levels required ■ Assist with IT staffing and budgeting projections on a company-wide basis ■ Serve as a focal point for all inter-office IT related matters company-wide.

#### **Job related skills**

■ Proven leadership ability ■ Ability to set and manage priorities judiciously ■ Excellent written and oral communication skills ■ Excellent interpersonal skills ■ Strong tactical skills ■ Ability to articulate ideas to both technical and non-technical addressees ■ Exceptionally self-motivated and directed ■ Keen attention to detail ■ Superior analytical, evaluative and problem solving abilities ■ Exceptional service orientation ■ Ability to motivate in a team-oriented, collaborative environment ■ Communication skills (Verbal and written) ■ Report writing skills ■ Ability to deal with or handle confidential information ■ Attention to detail ■ Management skills ■ Problem solving skills ■ Accuracy skills ■ Analytical skills ■ Interpersonal skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581 e-mail application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: NATIONAL CANCER REGISTRY  
LOCATION: SANDRINGHAM  
POSITION: CLERK SPECIALIST (AMENDMENT & RE-ADVERTISEMENT)  
PAY GRADE: C1  
REFERENCE NUMBER: NICD1020/001-01

**Code Cancer reports according to international coding protocol.**

**Key Job Responsibilities:**

■Receive test results; categorise and code according to International Classification of Diseases for Oncology (ICD -0) ■Analyse data and identify challenging pathological reports to the supervisor ■Assist with any other registry work as and when required ■Implement sound housekeeping procedures to keep track of surveillance related materials.

**Key Competency Requirements:**

■Diploma or degree in a Health-related field ■Knowledge of cancer terminology ■Interpersonal and communication skills ■Computer skills ■Ability to work independently ■Ability to maintain confidentiality ■Self-motivated ■Time management ■Previous use and understanding of ICD classification system desirable ■Fluency in Afrikaans desirable.

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

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	DATA MANAGER (FIXED TERM CONTRACT – 11 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC1220/001-01

**A Data Manager is needed to assist with COVID data management, to coordinate, manage and maintain surveillance and research study databases to ensure accurate data for analysis.**

### Key Job Responsibilities

- Manage, maintain and update surveillance and research study databases
- Manage and develop data staff members so that they acquire skills required for optimal performance
- Compile and automate standard and adhoc reports, graphs, tables and spread sheets for data distribution
- Perform daily back up and security for databases and ensure that data can be easily retrieved
- Perform data audits as and when required
- Develop data collection tool to ensure effective capturing of information /data
- Ensure all fields on data collection forms match those the database
- Oversee the technical aspects of electronic data collection tools
- Maintain quality and strict confidentiality of information collected
- Develop new databases for projects as required
- Contribute to the development and implementation of standard operating procedures for use and acquisition of database tools and the protection of confidential information
- Oversee the development and maintenance of a filing system for all studies
- Set up and run data cleaning programmes for logical data checking which will then generate error reports or queries requiring validation
- Liaise with surveillance sites and laboratory staff with respect to data queries and manage the flow of queries in order to improve the quality of data
- Provide clean, good quality datasets available for quarterly analysis
- Ability to drawdown required datasets for analysis
- Participate in epidemiologic research related to surveillance data.

### Minimum requirements & key competencies

- Degree / Diploma in Information Technology / Epidemiology or other relevant qualifications
- 3 years' experience in data management
- Experience in database development using MS Access or SQL
- Knowledge of epidemiology information
- Proficiency in statistical packages
- Computer literacy
- Communication skills (verbal and written)
- Report writing skills
- Ability to deal with or handle confidential information
- Attention to detail
- Management skills
- Problem solving skills
- Accuracy skills
- Analytical skills
- Interpersonal skills.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)