NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	INFORMATION MANAGER
	(FIXED TERM CONTRACT :12 MONTHS) (RE-ADVERTISEMENT)
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