NATIONAL HEALTH LABORATORY SERVICE

JANUARY 2021

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: 29 JANUARY 2021

NATIONAL HEALTH LABORATORY SERVICE

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NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTER FOR TUBERCULOSIS
LOCATION:	SANDRINGHAM
POSITION:	CENTRE HEAD (RE-ADVERTISEMENT)
PAY GRADE:	E1
REFERENCE NUMBER:	NICDC0920/001-02

To provide administrative and scientific leadership, management and strategic direction for the Centre in line with NICD's role and responsibilities. To facilitate close working relationships and cohesion between the Department of Health, various sections within the Centre and other NICD centres and the Division of Public Health Surveillance and Response.

Key Job Responsibilities

■Provide administrative and scientific leadership for the Centre for TB in line with NICD's strategic role and responsibilities ■Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant to TB ■Establish strategic goals for the Centre through a consultative process with creation/regular review of the Centre's annual and 5-year strategic plans ■Ensure that operational objectives are met according to agreed project timelines as per the strategic plan and annual performance plan ■Facilitate closer working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and NDOH priorities ■Be responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial governance ■ Ensure the Centre is compliant with NICD/NHLS policies and directives ■Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■Ensure that all sections contribute to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports ■Create/maintain a cross-Centre team to co-ordinate a high quality teaching and training programme responsive to national and international requirements ■Ensure that co-ordinated quality assurance processes are in place throughout the Centre ■Undertake section lead responsibilities for one Centre section according to experience/skills, where applicable ■Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NICD annual report ■Co-ordinate the Centre's interaction with media in line with NICD/NHLS policies ■Ensure that the Centre is responsive to outbreaks of Public Health Significance and to support the functions of the Emergency Operations Centre ■Ensure that the Centre is at cutting edge of latest developments and to encourage innovative initiatives ■Promote transformation and development in the Centre Management of all staff to ensure the centre is operated both efficiently and effectively ■Be a brand ambassador for the NICD.

Minimum requirements & key competencies

■MBChB ■HPCSA registered specialist (MMed) or PhD in Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology ■Qualification in Management and Leadership ■Ten (10) years Senior Management experience preferably in a public health institution ■Eight (8) years communicable diseases/public health experience/epidemiology/ infectious diseases ■ Five (5) years Public health surveillance experience ■Three (3) years Laboratory experience ■Evidence of writing successful grant applications and performing research ■Good publication track record ■ Five (5) years teaching and training experience ■Knowledge of statistics ■Knowledge of quality management ■Communicable diseases knowledge.

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

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION:	SANDRINGHAM
POSITION:	PATHOLOGIST
PAY GRADE:	PHP
REFERENCE NUMBER:	NICD0121/001-01

To contribute to the management of a Centre reference laboratory within the framework of a quality system. To ensure that the reference diagnostic and surveillance/ research output is delivered in accordance with the principles of good laboratory practice and to provide a professional consultative service to clinicians and other centre stakeholders. To promote appropriate and cost effective utilisation of laboratory services so as to facilitate optimization of patient management and the public health objectives of the centre. To contribute to training and research outputs.

Key Job Responsibilities

Service

■Responsible for management of a centre reference laboratory and supervision of laboratory staff in collaboration with the laboratory manager ■Active involvement within the NHLS/ University/ Department of Health/ professional bodies/ global health agencies promoting discipline- and/or organisational- strategic objectives at an international, regional, national level ■Support or coordinate national and regional proficiency testing schemes in microbiology ■Responsible for the final reference diagnostic report sent out to the clinicians. Interact and consult with clinicians, infection control practitioners, hospital managers and other stakeholders to ensure that requested special investigations and proposed reference diagnostic tests are appropriate ■Provide expert advice to all internal and external customers in order to resolve clinical, reference diagnostic and infection outbreak-related queries and concerns in a professional and timely manner and responds to complaints about any aspect of the pathology service output in a professional and timely manner to promote sound customer relations ■Lead the quality assurance team in the centre to comply with SANAS requirements and ensure continuous quality improvement ■Comply with the principles of good laboratory practice, full SANAS accreditation requirements and relevant legislation ■Introduce or improve diagnostic and interpretation techniques/ procedures and validate new instruments/ tests for national programmes.

Teaching and Training

■Teach and train pathology staff (Registrars, Scientists, Technologists, Technicians) and other healthcare workers ■Contribute towards teaching and training of undergraduate and postgraduate students in accordance with university and NICD requirements ■Contribute to the departmental CPD-accredited programmes.

Research and surveillance

■Seek external funding for surveillance and research ■Responsible to design, implement and report on relevant surveillance programmes at a national and international level in collaboration with centre epidemiologists ■Conduct infection outbreak investigations in collaboration with centre epidemiologists and advise on appropriate reference laboratory investigations ■Conduct research in order to contribute to publications and other technical/scientific outputs and towards translation of policy and service ■Collaborate with other departments/ organisations at a national and international level.

NATIONAL HEALTH LABORATORY SERVICE

Minimum requirements and Key Competencies

■MBChB and MMed/ FCPath in microbiology or clinical pathology ■PhD in microbiology or related field (desirable) ■Post-graduate qualification in epidemiology or infection control (desirable) ■Registration with the HPCSA as a pathologist in microbiology or clinical pathology (Independent practice category) ■At least 5 years' experience as pathologist consultant; at least 1 year of laboratory management experience ■Laboratory safety procedures ■Working knowledge in Medical conditions, in particular clinical pathological correlation ■Principles of analytical methodology ■Laboratory quality assurance processes ■Method validation including statistical calculations ■Principles of applied research methodology (At least 10 Peer Reviewed Publications over last 3 years, at least 4 as first/senior author) ■Practical laboratory techniques where relevant ■Computer literacy ■Communication skills ■Presentation skills ■Analytical and diagnosing ■Problem Solving ■Conducting research (experience as a PI on a National Grant and PI in research projects at local level) ■Experience as a member of national committees or working groups.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	SEQUENCING CORE FACILITY
LOCATION:	SANDRINGHAM
POSITION:	BIOINFORMATICS SCIENTIST X2
PAY GRADE:	D1
REFERENCE NUMBER:	NICD0121/001-02

To promote, build expertise and provide high-level bioinformatics solutions to all NICD users involve in both surveillance and research activities.

Key Job Responsibilities

■Engage with NICD users and assist with next-generation sequencing (NGS) data analysis ■Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems (e.g. Illumina, PacBio or Ion torrent platforms) as well as develop, improve, modify, and operate data analysis pipelines ■Conduct and initiate research in the area of NGS data analysis ■Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■Participate in training employees or staff with bioinformatics skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■Perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■Monitor and manage bioinformatics requests or projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■Develop and implement costing model for Bioinformatics solutions ■Maintain hardware and software infrastructure ■Establish strong collaborative links with experts in the area of bioinformatics.

Minimum requirements & key competencies

■MSc in Bioinformatics or related relevant field/PhD desirable ■Five (5) years' experience with Next-generation sequencing data analysis ■Experience with the relevant sequence analysis tools / best practices ■Background, or experience in molecular biology or microbiology Experience with working in a Linux/UNIX environment ■Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■TCP/IP knowledge will be an added advantage ■Project Management knowledge ■Have proven ability in formulating and/or implementing high-level bioinformatics solutions ■Project management, financial management and costing skills ■Innovation and problem-solving skills ■Ability to write successful grant applications and reports to funders and to publish findings in scientific journals ■Ability to work with others including international collaborators and to manage junior staff and students.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	ADMINISTRATION AND MANAGEMENT
LOCATION:	SANDRINGHAM
POSITION:	ANALYST DEVELOPER
PAY GRADE:	C5
REFERENCE NUMBER:	NICD0121/001-07

Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes business processes.

Key Job Responsibilities

■Follow and use proper project management principles on all projects ■Participate in projects to understand new target systems' processes and provisioning needs and implement solutions ■Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements ■Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■Develop and debug complex system components in line with technical specifications for quality implementation purposes ■Determine and evaluate performance measures of the system to ensure optimal utilization ■Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■Provides code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■Troubleshoot and support issues identified ■Ensure all change management and compliance procedures are being followed ■Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth ■Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum Requirements and Key Competencies

■Three year Degree (Computer Science/ Software Development/Software Engineering) ■Project Management qualification (desirable) ■Three (3) years' experience as a Software Developer ■Three (3) years Microsoft .NET 3.5+ development using C# ■Three (3) years Microsoft .NET technologies including: WCF, WPF,WF, LINQ and EF ■Three (3)years' experience with web and mobile development technologies including ASP .NET, MVC3, JavaScript, AJAX and CSS ■Three (3) years' experience with database development including relational database design, SQL and ORM technologies ■Three (3) years' experience with user interface design and prototyping ■Experience with source control management systems and continuous integration / deployment environments ■Experience in leading and managing the delivery of system/ software development projects in a structured environment ■Experience in the usage of UML ■Experience configuring and development customizations for Microsoft SharePoint ■SDLC ■Automated testing ■Software development approaches and methodologies including Agile and Waterfall ■Multi-threading and concurrency ■Debugging, performance profiling and optimization ■Comprehensive understanding of object-oriented and service-oriented application development techniques and theories.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING ZOONOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST
	(FIXED TERM CONTRACT 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	MSE
REFERENCE NUMBER:	NICDCDC0820/001-04

To conduct research and surveillance activities relevant to malaria and provide scientific support to other researchers by applying specialised knowledge in order to generate and interpret data.

Key Job Responsibilities

■Molecular characterisation of malaria parasites in terms of species identification and antimalarial drug resistance status ■Molecular epidemiological characterization of drug resistance parasites ■Molecular determination of sub-patent malaria infections and gametocyte carriage ■Database management of laboratory data ■Analyse, interpret and trouble-shoot laboratory data ■Present and report laboratory data ■ Assist with activities relating to achieving the country's malaria elimination goals ■Assist with activities associated with quality assurance and SANAS accreditation ■Present at journal clubs, academic day and research forums.

Minimum Requirements and Key Competencies

■BSc Honours in Medical Science or relevant field ■HPCSA registration as a Medical Scientist desirable ■Knowledge of appropriate molecular technologies ■Experience with excel and statistical packages ■Knowledge of research ethics ■Good scientific writing and communication skills ■Good Laboratory Practice ■ Attention to detail ■Computer Literacy ■Present at local conferences/research days/forums ■Good time management skills ■Good interpersonal skills.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION FOR PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	EPIDEMIOLOGIST (FIXED TERM CONTRACT :6 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC1021/001-02

Key Job Responsibilities

■Provide support for all activities of the outbreak unit with specific reference to epidemiological support including outbreak detection response in the field and close liaison with all role players including the NHLS, NICD, NDOH outbreak response teams in all the provinces and districts ■Play a lead role in the development of laboratory-based early warning systems for COVID19 resurgence, other outbreaks and analysis of communicable disease data fenerated from the NICD data warehouse ■Strengthen systems for accessing and analyzing NHLS and private laboratory/NMC data foe epidemiological applications with specific reference to surveillance and outbreak response ■Train the appropriate audiences on outbreak responses in order to enhance the general awareness and transfer skills ■Generate reports, interpret data and provide analyses to ensure that accurate data is available for trend analysis and management decisions ■Respond timeously to adhoc requests from stakeholders ■Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■Comply with any reasonable and lawful instruction issued by the manager.

Minimum Requirements and Key Competencies

■MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent ■Three (3) years field experience in outbreaks ■Three (3) years' experience with laboratory data analysis ■Sensitivity and understanding in communication of unpleasant news ■Data management and administrative experience ■Research experience ■Application of epidemiological skills in the field of public health ■Knowledge of and insight into laboratory practice ■General management and administration ■ Knowledge of and insight into NHLS and NICD laboratory practice ■Attention to detail ■Communication skills (verbal & written) ■Self-motivated and ability to work under pressure ■Thinking on one's feet ■Advanced computer skills ■Interpersonal skills ■Flexibility / Adaptability ■Diplomatic skills ■Analytical Skills ■Report writing skills ■Teaching / Training ■Ability to produce statistics ■Time management ■Research skills

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION DEPARMTENT
LOCATION:	SANDRINGHAM
POSITION:	SENIOR ETL DEVELOPER
	(FIXED TERM CONTRACT :12 MONTHS)
	(RE-ADVERTISEMENT)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0920/001-06

To use data warehousing and business intelligence skills to technically assist the corporate data warehouse in delivering value to stakeholders through the optimised processing of data into data marts that will support analytics and BI Reporting.

Key Job Responsibilities

■ Develop and maintain new and existing data marts and ETL processes which enable the acquisition of source system into SDW ■Ensure integrity of data from the source systems into the respective marts in the SDW to ensure accuracy of the reporting from SDW ■develop new functionality in order to support the broader stakeholder business intelligence ■Assist in the development and maintenance of business intelligence back end processes in order to provide the foundation for data transformation and data cleansing ■Assist with data aggregation in order to optimize performance and improve end user experience ■Support the collection, integration and transformation of large volumes of data with data structures ranging from simple to highly complex in order to process the laboratory information ■Utilize methods in the data integration environment that maximise speed flexibility and effectiveness when building, deploying and updating data warehouse objects ■Liaise with users, analysts and support staff in order to maximise the efficiencies of the SDW team■ Collaborate or actively test new development to ensure accuracy of information ■Mentor junior members of the team.

Minimum requirements and Key Competency

■ BSc Degree/ Diploma in Information Systems ■ Post graduation qualification or other courses in data warehousing/ ETL ■Minimum 4 years data warehousing/ ETL experience, Practical Data Warehouse Development Life Cycle and SQL programming Trouble shooting with Informatica ETL design tool, Oracle database/ other mainstream relational database/ data warehouse appliance ■Knowledge of Informatica ■Dimensional Data modelling and design understanding ■ETL development knowledge ■ Knowledge of methodologies underlying data warehouse development ■Knowledge of data warehouse appliances ■Understanding of BI reporting tools ■Well developed communication skill ■ Ability to work under pressure ■Team work ■Assessment and information interpretation skills ■Research/ information collection skills ■Report writing.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

NATIONAL HEALTH LABORATORY SERVICE

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

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	ADMINISTRATION AND MANAGEMENT
LOCATION:	SANDRINGHAM
POSITION:	ANALYST DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	C5
REFERENCE NUMBER:	NICDCDC1120/001-03

Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes business processes.

Key Job Responsibilities

■Follow and use proper project management principles on all projects ■Participate in projects to understand new target systems' processes and provisioning needs and implement solutions ■Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements ■Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■Develop and debug complex system components in line with technical specifications for quality implementation purposes ■Determine and evaluate performance measures of the system to ensure optimal utilization ■Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■Provides code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■Troubleshoot and support issues identified ■Ensure all change management and compliance procedures are being followed ■Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth ■Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum Requirements and Key Competencies

■Three year Degree (Computer Science/ Software Development/Software Engineering) ■Project Management qualification (desirable) ■Three (3) years' experience as a Software Developer ■Three (3) years Microsoft .NET 3.5+ development using C# ■Three (3) years Microsoft .NET technologies including: WCF, WPF,WF, LINQ and EF ■Three (3) years' experience with web and mobile development technologies including ASP .NET, MVC3, JavaScript, AJAX and CSS ■Three (3) years' experience with database development including relational database design, SQL and ORM technologies ■Three (3) years' experience with user interface design and prototyping ■Experience with source control management systems and continuous integration / deployment environments ■Experience in leading and managing the delivery of system/ software development projects in a structured environment ■Experience in the usage of UML ■Experience configuring and development customizations for Microsoft SharePoint ■SDLC ■Automated testing ■Software development approaches and methodologies including Agile and Waterfall ■Multi-threading and concurrency ■Debugging, performance profiling and optimization ■Comprehensive understanding of object-oriented and service-oriented application development techniques and theories.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	ICT INFRASTRUCTURE ENGINEER (SENIOR)
	(FIXED TERM CONTRACT: 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	C5
REFERENCE NUMBER:	NICDCDC1120/001-04

Responsible for the installation, maintenance, management, availability and security of the network, hardware/servers and software in order to provide an effective IT environment to support the activities of the Institute.

Key Job Responsibilities

■Optimise and maintain the LAN, WLAN and WAN and in doing so provide an effective, reliable and secure communications infrastructure that follows industry best practice to underpin the Institutes infrastructure and systems ■Design, install, configure and support all Microsoft servers and Microsoft services including SQL server ■Effectively implement and manage the delivery of ICT Infrastructure projects, based on a broad and detailed knowledge of the current and emerging technologies that will improve the ICT facilities throughout the Institute ■Maintain and monitor the integrity of the Institutes electronically held information by performing regular reviews and testing of the back-up systems, disaster recovery planning and input into the Business Continuity plan where appropriate and; informing the Institute of required changes and enhancements to continually improve the Institutes recovery position ■Advise and inform Senior Management on technical issues as part of the decision making process for technical direction and procurement of new systems ■Be responsible for maintaining the Institutes computer inventory, software inventory and computer audits ■Configure hardware, software and network solutions to meet business need ■Ensure that the network is operational during access hours ■Support 1st and 2nd line support staff and be responsible for resolving failures in hardware and software while ensuring good communication with all staff within the institute so all are aware of the issues and when they will be resolved ■Ensure the preparation and maintenance of documentation, manuals, procedures (SOP) and user notes ■Monitor the use of hardware and software and ensure all software is licensed ■Be responsible for setting up and testing the ICT firewall security systems and ensuring virus checks are implemented ■Assist the ICT Infrastructure and Support Lead as required in managing the ICT staff, including training, coaching and appraisal ■Support and monitor the Helpdesk Management System.

Minimum requirements and Key Competencies

■Three Year Diploma/ or Degree in IT ■IT Certification ■MCSE Certification ■CCNA ■ITIL Foundation Certification ■Six (6) years IT experience ■3 (Three) years Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL server (essential), Hyper-V ■Three (3) years Hands-on/technical background and knowledge of core Network/Cisco technologies like LAN/wLAN/WAN, subnets, firewalls, VLAN's, and VPN using Cisco switches, routers and ASA's ■Troubleshooting and issue resolution ■Three (3) years Project Management experience ■Desktop Hardware and Software Support in a Customer Service Environment ■LAN, WLAN, WAN set up and configuration ■ VLAN, routing and routed protocols ■Cabling standards(UTP and Fibre) ■System monitoring and management (e.g. System Centre, Solar Winds) ■Netflow STATS monitoring and interpretations ■Incident management and IT service management process ■Windows Server 2008/2012, Server network and Hyper-V Virtualisation ■Exchange Server ■DHCP and DNS ■LAN and storage ■Active Directory and Group Policy.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT:	NICD
DISCIPLINE:	NATIONAL CANCER REGISTRY
LOCATION:	SANDRINGHAM
POSITION:	EPIDEMIOLOGIST (FIXED TERM CONTRACT :12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0920/001-05

To provide support for all the existing activities of the NCR with specific reference to population based cancer registration. To play a key role in co-ordination and management of the population based cancer registry within the NCR

Key Job Responsibilities

■Provide epidemiological support for all activities of the NCR with specific reference to the population based cancer registry ■Play a leading role in the development and maintenance of cancer surveillance systems for population based cancer registration and analysis of cancer data generated from the NCR ■Coordination of the Population Based Cancer Registry surveillance programme. Supervise project sites; implement programme monitoring and evaluation; and manage trouble-shooting ■Employ, supervise, mentor, monitor and report on project field staff and coordinators ■Train the appropriate audiences on cancer surveillance procedures, databases and reporting ■ To provide formal supervision and training of students (under-graduate and post graduate) for cancer surveillance and epidemiology, and contribute to teaching activities within the NCR ■Generate reports, interpret data and provide analyses to ensure that accurate data is available for analysis and preparation of manuscripts ■Prepare the Population Based Cancer Registry annual report ■Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements & key competencies

■MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent (essential) ■PhD or progress towards a PhD (desirable) ■Valid driver's license [Code E / EB] ■Three (3) years field experience in epidemiology ■Three (3) years' experience with data analysis and Database development ■Research experience ■Skilled in epidemiology and application of epidemiological skills ■Understand the research process, field research experience ■General management and administration ■Communication skills (verbal & written) ■Ability to work under pressure ■Interpersonal skills ■Time management ■Attention to detail ■Planning and organizing skills ■Thinking on one's feet ■Assertiveness ■Flexibility / Adaptability■ Ability to produce statistics ■Report writing skills ■Diplomatic skills ■Teaching / Training.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTOMICROBIAL RESISTANCE AND MYCOSES (CHARM)
LOCATION:	SANDRINGHAM
POSITION:	FIELD PROJECT COORDINATOR (FIXED TERM CONTRACT :8 MONTHS)
PAY GRADE:	C3
REFERENCE NUMBER:	NICDCDC0121/001-03

To provide an effective, efficient and quality surveillance project to reach the project targets and timelines in line with business needs while ensuring a high quality of incoming data. To assist in coordinating activities related to the cryptococcal screen and treat programme and other cryptococcal –related activities with focus on clinical training. To provide assistance with cryptococcal-related research activities.

Key Job Responsibilities

■Perform site visits in all provinces (including non-enhanced surveillance sites) to give laboratory feedback to improve laboratory participation in the program ■Perform the required audits /checks e.g. for correctness of data, quality and consistency and generate data queries for the site surveillance staff through paper based case report forms and electronic mobile capture of forms in order to maintain the case report forms and electronic mobile capture of forms in order to maintain the integrity of the program ■Organise and run meetings with subordinates staff to ensure that feedback and training and given regularly, e.g. weekly teleconference etc. ■Generate management reports as required to monitor work and performance status of the services and take corrective action when required ■Ensure that all project documents are kept up to date in line with the approved protocol and field for record and audit purposes ■Assist with the development of standardized clinical materials ■Review and update teaching material in order to keep them up to date and for consistency and accuracy ■Liaise with Department of Health, regional training centers and partners ■Co-ordinate and provide on-site clinic training centers and partners ■Co-ordinate and provide on-site clinic training for health care workers ■Assist with obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permission and ethically ■Participate in stakeholder's meetings ■Update existing NICD SOPs and write new SOPs to ensure that best practice guidelines are maintained.

Minimum Requirements and Key Competencies

■Degree in Health Care/ Allied Health (e.g. pharmaceutical, social work, Nursing, Veterinarian Sciences, etc. ■Registration with the appropriate regulatory board ■Masters in Public Health/Epidemiology or progress towards the said post graduate training is desirable ■Valid Driver's license ■Five (5) years post qualification experience in the relevant field ■Three (3) years research/surveillance experience ■Three (3) years' experience in management or supervision of staff ■Epidemiology/Public Health experience will be an advantage ■Knowledge of surveillance and research methodologies ■Knowledge of good clinical practice ■Computer literacy ■Strong written and verbal communication skills ■Excellent interpersonal skills ■Attention to detail ■Project management skills ■People management skills ■Administrative skills ■Research skills ■Supervision of staff ■Data analysis and study design skills.

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