

**MARCH 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.

***NB: The NHLS/ NICD is an equal opportunity employer thus the filling of posts will be guided by the NHLS/NICD Employment Equity Targets. Suitably qualified candidates from all designated groups are encouraged to apply.***

**CLOSING DATE: 09 APRIL 2021**

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BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: HEAD: INFORMATION TECHNOLOGY (AMENDMENT)  
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, epidemiological surveillance intelligence, data warehousing and core company values.**

#### Key Job Responsibilities

##### **Strategy and Planning (Architecture and Support)**

■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 (Epidemiological Surveillance)**

■ Provide leadership in the development and implementation of surveillance intelligence to provide real time surveillance analytics; Lead initiatives for the rapid development and solutions in support of outbreaks and surveillance activities ■ High- level conceptual and technical expertise and understanding of data warehousing ■ Identify data quality problems and assist in database and development standards ■ 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.

**Minimum requirements and Key Competencies**

■ Honours degree in the field of Information Technology ■ Masters/Qualification in Biological/ Medical Scientist, Health Informatics or Epidemiology (Desirable) ■ 15 year overall experience in IT, 8 of which must be managing and/ or directing technological operations ■ Experience in IT development, business intelligence, data warehousing essential; strategic technology planning, execution and policy development. Experience in the health environment preferable.

**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**

■Extensive and comprehensive working knowledge of business intelligence and data warehouse environments ■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.

***Suitably qualified candidates from all designated groups are encouraged to apply.***

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

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 and/or PhD in Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology ■ HPCSA registration ■ Management and Leadership experience ■ Ten (10) years Senior Management experience preferably in a public health institution ■ Communicable diseases/public health experience/epidemiology/ infectious diseases ■ Public health surveillance experience ■ 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.

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BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS,  
ANTIMICROBIAL RESISTANCE AND MYCOSES  
LOCATION: SANDRINGHAM  
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)  
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.

#### 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.

***Suitably qualified candidates from all designated groups are encouraged to apply.***

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BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES  
(LABORATORY FOR ANTIMALARIAL RESISTANCE MONITORING AND  
MALARIA OPERATIONAL RESEARCH)  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST (READVERTISEMENT)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICD0121/001-04

**To conduct research and to provide scientific support for other researchers in order to fulfil the research mandate of the centre.**

#### Key Job Responsibilities

■ Perform ethical and relevant research (basic and applied) that will provide new information on malaria which promotes the NHLS' goal of becoming a world-class research organisation and South Africa's malaria elimination agenda ■ Apply specialised knowledge in order to diagnose malaria and provide interpretation of results and consultation so that appropriate malaria treatment or malaria control methods can be implemented ■ Contribute to the teaching of students (from the NHLS or academic institutes), health professionals and technical staff in research skills in order to develop research capacity ■ Evaluate and implement appropriate tests, to improve existing laboratory tests and expand the test repertoire in order to enhance the provision of malaria pathology services ■ Train students, health professionals and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective malaria diagnostic services ■ Write scientific reports and papers for submission to scientific, peer reviewed journals and congresses in order to disseminate new research findings ■ Maintain project documentation, in order to create a scientific audit trail ■ Contribute to translation of research to enhance the diagnostic platform and policy ■ Maintain total quality management of the laboratory to ensure accurate and reliable results of both diagnostic and research analyses.

#### Minimum Requirements and Key Competencies

■ BSc Hons ■ MSc in Biochemistry/Genetics/Medical Science (desirable) ■ HPCSA registration as a Medical Scientist ( Microbiology or Molecular) desirable ■ At least one peer-reviewed published article ■ Involvement in development or validation or of either one new diagnostic methodology or modifications to existing applications/ procedures ■ Active participation in maintaining SANAS accreditation desirable ■ Presentation at local conferences/research days or forums ■ Computer Literacy ■ Communication skills (written & verbal) ■ Administrative skills ■ Troubleshooting skills ■ Time management Interpersonal skills ■ Attention to detail.

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

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV and STIs  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST  
PAY GRADE: PRINCIPAL (MSP)  
REFERENCE NUMBER: NICD0321-002-01

**The successful candidate will optimise, manage and lead the laboratory working group for HIV vaccine (prevention and therapeutic) and prevention research e.g. antibody-mediated protection, in collaboration with the HIV diagnostic endpoint laboratory, Cell Biology and the epidemiology team, within the Centre for HIV and STIs. This is a key and challenging post offering great career potential for the right person. There are established major regional and international collaborations that are essential to manage.**

#### Key Job Responsibilities

■ Overall supervision and responsibility of the Centre's HIV vaccine research laboratory to ensure compliance with the mandate of the National Institute for Communicable Diseases (NICD) ■ Establish processes to ensure optimal research befitting a national reference laboratory and to understand the characteristics of HIV vaccine and prevention research that will lead to public health interventions ■ Improve the design and functioning of the HIV vaccine research/prevention laboratory for the Centre with an appropriate spectrum of laboratory tests for assessing and carrying out appropriate research into virological research ■ Institute, design and manage HIV virological research programmes to assess impact on infections and disease ■ Provide expert virological advice and guidance for the Centre in the area of HIV vaccine/prevention research ■ Provide expert virological advice to internal (NICD and NHLS) and external (Department of Health, Centers for Disease Control and Prevention [CDC], WHO, etc.) stakeholders ■ Design, supervise, manage and analyse data from research projects within the Centre ■ Lead a team of scientists to develop a research agenda related to HIV prevention research and publish and present virological research findings within the NHLS and at scientific congresses ■ Provide teaching and training to registrars, scientists in the Centre and at NICD in order to increase capacity in the Institute ■ Be a member of expert committees related to advising and guiding the Department of Health and other professionals on issues related to above.

#### Minimum Requirements and Key Competencies

■ PhD ■ Registration with HPCSA as a Medical Scientist (Virology) will be advantageous ■ Five (5) years' post-PhD experience in virology, including laboratory bench skills and experience with research essential ■ Three (3) years managerial experience in the laboratory environment or related medical field will be an advantage ■ Knowledge of research methodologies with an established publication record ■ Knowledge of scientific grant applications and attracting grants essential ■ Rating with a national or international organisation will be an advantage ■ Knowledge of data management ■ The ability to conduct scientific research ■ Good communication (verbal and written) and interpersonal skills ■ Good presentation skills ■ Computer literacy ■ Management skills ■ Planning and organising skills ■ Analytical skills ■ Basic financial management skills.

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## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTER FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	BIOINFORMATICS SCIENTIST (FIXED TERM CONTRACT - 12 MONTHS) (READVERTISEMENT)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0920/001-04

**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 users within the Fleming Fund network (including at NICD, within the African continent and at Denmark Technical University) ■ Co-ordinate shipments of samples from other African countries to the NICD ■ Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems 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 and perform custom analysis as requested ■ Participate in training staff/students/collaborators with bioinformatics skills and build confidence amongst African collaborators to analyze their own data ■ Monitor and manage bioinformatics requests/projects to ensure objectives of the Fleming Fund are achieved ■ Establish strong collaborative links with experts within the consortium in the area of bioinformatics.

### Minimum requirements & key competencies

■ MSc In Bioinformatics or related relevant field ■ PhD desirable ■ Two (2) 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) ■ TIC/IP knowledge will be an added advantage ■ Project management knowledge ■ Have proven ability to formulating and/or implementing high; level bioinformatics solutions ■ Ability to work with others including international and collaborators ■ Project management, financial and costing skills ■ Innovation and problems 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 Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: GAUTENG  
(HELEN JOSEPH/ RAHIMA MOOSA MOTHER – CHILD HOSPITAL)  
POSITION: OFFICER – SURVEILLANCE (FIXED TERM CONTRACT -12 MONTHS)  
PAY GRADE: C2  
REFERENCE NUMBER: NICDCDC0321/002-01

**To collect clinical data and samples from respiratory patients at various designated clinical and hospital sites as well as home-visits for surveillance and operational research under programmes that fall within GERMS-SA hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance, in the face of the COVID19 pandemic.**

#### Key Job Responsibilities

■Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■Complete case report forms by interview and/or record review and submit timeously ■Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol. Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■Produce weekly stats reports. File surveillance and research records on-site after data collection, according to the relevant protocol ■Actively participate in and contribute to surveillance-related activities ■Must be willing to travel between the various sites and do patient home visits ■Assist to obtain permission and ethics approval for surveillance and research activities in the region ■Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.

#### Minimum Requirements and Key Competencies

■Three or Four Year Diploma in Nursing ■Three years' clinical work, post-qualification ■Two (2) years in clinical research would be advantageous ■SANC registration ■Registered as a Professional Nurse / Registered nurse or registered as a staff Nurse with at least two years' experience in oropharyngeal / nasopharyngeal specimen taking and venipuncture ■Computer Literacy: Microsoft Office skills (word, excel and PowerPoint) ■Valid driver's license (manual) ■Knowledge of infection prevention and control procedures. HIV counselling and testing certificate will be advantageous ■Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■Enthusiastic and keen to learn ■Own car would be preferable ■Good clinical practice certificate (GCP) preferable ■Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times ■Ability to work under pressure and adhere to deadlines ■Strong managerial and organizational abilities with attention to detail ■Self-motivated, able to work independently and as part of a multidisciplinary team.

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

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) ■ 3-4 years' experience as a Software Developer ■ 3+ years Microsoft .NET 3.5+ development using C# ■ 3+ years Microsoft .NET technologies including: WCF, WPF, WF, LINQ and EF ■ 3+ years' experience with web and mobile development technologies including ASP .NET, MVC3, JavaScript, AJAX and CSS ■ 3+ experience with database development including relational database design, SQL and ORM technologies ■ 3+ 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](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV and STIs  
LOCATION: NICD  
POSITION: LABORATORY TECHNICIAN (FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: LT1  
REFERENCE NUMBER: NICDCDC0321-002-02

**To perform a variety of diagnostic analyses for HIV rapid test kit post market surveillance in support of the national HIV Point of Care Programme**

**Key Job Responsibilities**

■Manage sample collection and suitability for analysis ■Ensure equipment is maintained according to the defined SOP ■Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements ■Ensure that quality services are supplied to customers by monitoring work and equipment to obtain maximized outcome ■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 ■Undertake troubleshooting where necessary ■Maintain records and documentation of tests results and patient information ■Operating, monitor and calibrate analytic equipment according to relevant standards ■Adhere to quality assurance policies and procedures to ensure accuracy of laboratory results.

**Minimum requirements & key competencies**

■Grade 12 (Maths and Science advantageous) ■HPCSA registration as Medical Technician in Virology ■One (1) years' experience in a laboratory environment ■Health and safety regulations ■Knowledge of technical appliances ■knowledge of quality control procedures ■Troubleshooting skills ■Attention to detail ■Use of laboratory equipment ■Analytical skills ■Communication skills ■Interpersonal skills ■Computer literacy (Excel/Word) ■Record keeping and filing skills.

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