

OCTOBER 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: 29 OCTOBER 2021

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	1-5

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: SENIOR EPIDEMIOLOGIST
PAY GRADE: D2
REFERENCE NUMBER: NICD1021/002-01

To build field epidemiology capacity for South Africa by assisting with the academic and technical components of the South African Field Epidemiology Training programme.

Key Job Responsibilities

■ Take part in recruitment and selection of trainees and field supervisors ■ Develop grants proposals for continued financial support of the programme ■ Represent the programme in meetings and conferences ■ Advocate the programme to different stakeholders ■ Prepare periodic FETP evaluation and progress reports of residents core activities of learning and competencies ■ Develop curriculum and training materials ■ Participate in teaching and evaluating courses ■ Participate in administration of examination at the University of Pretoria and Wits University for SAFETP ■ Coordinate examinations and assessment processes of field related core competencies ■ Liaise with other administrative staff, academic colleagues ■ Develop and teach appropriate short courses on basic and applied epidemiology ■ Ensure that the field placements and rotations are prepared in time ■ Ensures completion of student evaluation ■ Provide technical assistance to field sites ■ Liaise with the site supervisor to identify placement sites based on an agreed selection criteria ■ Identify and train field supervisors ■ Identify appropriate projects with site supervisor for resident's core competencies ■ Conduct site field supervision in outbreak investigation ■ Supervise residents for data analysis ■ Review of protocols, reports, manuscripts, and presentations prepared by residents ■ Publish research with students or other collaborations ■ Assist residents to acquire the required competencies while in the field and to collaborate in this endeavor with the SAFETP staff, resident advisors and Field supervisor ■ Assist residents in the design, implementation, analysis and writing of studies and field reports ■ Assist residents in preparation of presentations for local and international scientific conferences ■ Provide supervision of short course participants' projects during the short course training ■ Design/review and implementation of curriculum for field placement ■ Develop, review and implement guidelines for field supervision of residents by site supervisors ■ Prepare the timetable and field rotation schedules ■ Liaise with partner institutions, other institutions, external agencies, government departments in regard to field placements of residents ■ Coordinate all field work related activities and to ensure the quality and completion of field placements ■ Coordinate and run short courses for interest groups

Minimum requirements and Key Competency

■ MSc /MPH Field Epidemiology or related qualification ■ Valid driver's license [Code E / EB] ■ 3-5 years field experience in outbreaks ■ 3-5 years' experience with laboratory data analysis ■ Management and administrative experience ■ Research experience ■ Skilled in field epidemiology and application of epidemiological skills in public health ■ Experience in developing training curricula and training modules ■ Knowledge of and insight into NHLS and NICD laboratory practice ■ Ability to produce statistics ■ Leadership skills ■ Report writing skills ■ Computer Literacy ■ Planning and organising skills ■ Diplomatic skills ■ Flexibility / Adaptability ■ Assertiveness ■ Thinking on one's feet ■ General management and administrative skills ■ Ability to work under pressure ■ Communication skills (verbal & written) ■ Attention to detail ■ Research skills.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: SEQUENCING CORE FACILITY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – 12 MONTHS)
PAY GRADE: MSI
REFERENCE NUMBER: NICDCDC1021/002-01

To provide technical and scientific support to the Sequencing core facility and ensure that the facility constantly provides a high quality and efficient service.

Key Job Responsibilities

- Apply quality assurance processes and standard operating procedures in order to ensure that the Sequencing core facility is constantly able to provide a high quality, cost effective and efficient service
- Manage and process high sample volumes in a sequencing laboratory environment
- Participate in research and development to assess the appropriateness of Next Generation Sequencing (NGS) applications improving on existing protocols and optimizing new applications
- Perform a total Data Quality Management on the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results
- Monitor and manage sequencing requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service
- Monitor equipment calibration and maintenance to ensure the reliable results and implementing safety procedures in order to ensure safe working environment and compliance with all regulations.

Minimum Requirements and Key Competencies

- MSc / MTech in Molecular Biology, PhD advantageous
- 3 years' molecular biology experience
- Experience in genetic sequencing including operating sequencing instruments will be an advantage
- Project leader on at least 1 project protocol
- Publish peer reviewed articles
- Training and co-supervision of post graduate students, staff, interns scientist, technologists and students including involvement in the development of training programs or other tools
- Previous experience in a research laboratory is essential
- Working knowledge of principles of good laboratory practice
- Working knowledge of Accreditation principles
- Ability to work under pressure with minimal supervision
- Ability to optimize processes to achieve maximum efficiencies
- Basic understanding of finance
- Attention to detail
- Informal or small group teaching
- Analytical skill
- Time management skills
- Computer literacy
- Report writing skills
- Planning and organizing
- Interpersonal skills
- Management and administrative skills
- Research funding appropriate skills.

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

