

MAY 2022

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: 13 MAY 2022

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BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: SOFTWARE DEVELOPMENT LEAD
PAY GRADE: D2
REFERENCE NUMBER: NICD0522/001-01

To manage a team of Developers. To support existing software systems/solutions and successfully deliver new/enhanced software systems/solutions. To be accountable for the technical delivery of software projects and ensure consistent processes and toolsets for best practice development.

Key Job Responsibilities

- Guide team development efforts towards successful project delivery
- Provide technical leadership to teammates through coaching and mentorship
- Establish and maintain coding standards, naming conventions and best practices
- Maintain high standards of software quality within the team by establishing best practice and good habits
- Identify and encourage areas for growth and improvement within the team
- Collaborate with other software developers and analysts to plan, design, develop, test, and maintain web- and desktop-based business applications built on Microsoft technologies
- Assist in the collection and documentation of user's requirements, development of user stories, estimates and work plans
- Prepare reports, manuals and other documentation on the status, operation and maintenance of software
- Design, develop, and unit test applications in accordance with established standards
- Participate in peer-reviews of solution designs and related code
- Package and support deployment of releases
- Work with teammates in the migration of legacy applications to current Microsoft technologies
- Develop, refine, and tune integrations between applications
- Analyze and resolve technical and application problems
- Assess opportunities for application and process improvement and prepare documentation of rationale to share with team members and other affected parties
- Adhere to high-quality development principles while delivering solutions on-time and on-budget
- Provide third-level support to business users
- Research and evaluate a variety of software products.

Minimum requirements and key competencies

- **BSc (Computer Science or Information Technology)**
- Project Management qualification (desirable)
- Five (5) years' experience as a Software Developer
- Microsoft .NET 3.5+ development using C#
- Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF
- Experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS
- Experience with database development including relational database design, SQL and ORM technologies
- 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 developing customizations for Microsoft SharePoint
- Knowledge in 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

BUSINESS UNIT: NICD
DISCIPLINE: NATIONAL CANCER REGISTRY
LOCATION: SANDRINGHAM
POSITION: HEAD OF DEPARTMENT
PAY GRADE: D4
REFERENCE NUMBER: NICD0522/001-02

To provide an effective and efficient service for smooth operations of the National Cancer Registry in contributing to the surveillance system and research for cancer in South Africa.

Key Job Responsibilities

■Contribute as a member of the senior management team responsible for the strategic planning of the NCR and conducts operational planning of the NCR to ensure the achievement of all required performance objectives and alignment of the NCR to the changing needs of customers and stakeholders ■Liaison with government departments, other NHLS units/divisions, Universities, medical research and international agencies, the private health sector and NGO's with respect to cancer surveillance and epidemiological and outcomes research ■Engage in teaching, training and research activities of the NCR to ensure the obligations and objectives of NCR are met and provide inputs to decrease the burden of cancer ■Develop and manages staff to ensure compliance with organisational objectives and policies and to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■Responsible for the development and management of an operational budget to ensure the most effective utilisation of financial resources and maintenance of costs within budget ■Oversee the quality system in accordance with accreditation requirements to ensure delivery of quality results ■Promote Research and Development in order to improve the scope, quality, cost effectiveness and turnaround times of the NCR within limited financial and human resources ■Ensure the production of annual and other technical reports to support policy and cancer control programme interventions ■Oversee the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment ■Source funding for research and other projects nationally and internationally to ensure availability of resources for effective operation of the units.

Minimum requirements and key competencies

■MBChB with specialisation in Public health/ Oncology/ Pathology/Epidemiology ■Registration with the HPCSA ■Five (5) years post registration experience ■Experience in cancer surveillance and/or cancer research is desirable ■Research record as evidenced by publications in recognised scientific press ■Financial and general management skills ■Information management skills ■Leadership and networking skills

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

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION FOR PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: MPUMALANGA
POSITION: FIELD EPIDEMIOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICD0222/002-01

The Provincial Epidemiology Team (PET) of the National Institute for Communicable Diseases (NICD) provides for the epidemiological needs of the Provincial Departments of Health in South Africa. This service focuses on utilising epidemiological methods and expertise to support provinces in meeting their responsibilities of preventing and controlling the spread of infectious diseases, in line with the International Health Regulations (IHR). The PET has been set up to provide on-site support to the all the Provincial Departments of Health and ensure that expertise available within the NICD is made available, in a timely manner, at provincial, district and local levels of health. The main purpose of this post is to:

- 1. Ensure that the NICD's core epidemiology services of surveillance, outbreak response, specialist microbiology and public health research are available to the Provincial Departments of health in a timely manner, in order to inform public health action of a consistently high quality**
- 2. Provide a flexible expert epidemiological resource that can be deployed rapidly if required to address emerging public health threats in South Africa.**
- 3. Ensure that outputs from NICD's activities within its specialist Centres are effectively managed and delivered to support the needs of the provinces.**

Key Job Responsibilities

The provincial epidemiologist in the Division of Public Health Response and Surveillance will focus on the following functional areas, Public Health Surveillance:

Strengthen surveillance systems within the province, with a specific focus on Notifiable Medical Conditions (NMC) ■Synthesise and analyse surveillance information at provincial, district and local levels ■Produce routine and ad-hoc reports to identify high risk groups and inform on required public health interventions as well as quarterly surveillance bulletin for the province ■Disseminate surveillance reports to the Provincial Department of Health, health professionals and other stake holders at appropriate intervals ■Present these reports at appropriate forums (Communicable Disease Control (CDC) /Expanded Programme on Immunisation (EPI) / Antimicrobial Resistance (AMR) stewardship committees), such as monthly, quarterly and annual meetings ■Provide expert technical advice and assistance to relevant stakeholders in the provinces on the design, maintenance, analysis and interpretation of surveillance databases ■ Analyse existing datasets for the production of project reports and manuscripts for publication.

Outbreak response:

Provide epidemiological support and expertise for the investigation of outbreaks ■Act as liaison between Provincial Department of Health and NICD in outbreak investigations and implementation of public health responses ■Provide epidemiology support to the province on the control of communicable diseases and utilise data to inform on programme performance ■Collaborate in outbreak report writing.

Epidemiological support and priority programmes:

Assist the provincial health departments in operationalising the set 90-90-90 strategy for HIV/TB in line with the national strategic plan ■Facilitate access to laboratory-based data generated within the NICD to the provinces and districts in a timely manner, to enable rapid implementation of appropriate public health interventions, support patient tracing and treatment initiation.

Minimum Requirements and Key Competencies

■ Master's In Public Health (MPH) or MSc Epidemiology or Biostatistics ■ Code 8 driver's license and own transport ■ Field experience in infectious disease epidemiology surveillance and/or research experience ■ Experience with data analysis, public health research and report writing ■ Experience in working in the Public Health sector ■ Knowledge of epidemiology and statistical methods ■ Experience in working in the Public Health sector ■ Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD ■ Knowledge of statistical software package for epidemiology analysis, MS Access, Excel, STATA or SAS ■ Leadership and management skills ■ A good understanding of the health systems in South Africa ■ Excellent interpersonal and communication skills (verbal, written and presentation) ■ Problem solving skills ■ Prior knowledge of electronic registers (Tier.net, EDRWeb/ETR.Net).

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV and STI's
LOCATION: SANDRINGHAM
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: NICD0322-001-02

To contribute in the management of the pathology laboratory or major sub-component, thereof, within the framework of HIV and STI surveillance. To ensure that the surveillance output is delivered in accordance with the principles of good laboratory practice and to provide a professional consultative service to policy makers and clinicians. To develop appropriate research programmes and contribute to training health professionals

Key Job Responsibilities

Service

■Responsible for management of centre reference laboratories (STI) and supervision of laboratory staff in collaboration with the laboratory manager ■Contribute to the strategy of the centre as a member of the centre management team ■Responsible for implementation of short and longer term laboratory surveillance and research projects ■Provide expert advice to resolve clinical and diagnostic queries in a professional and timely manner ■Contribute in the design, development and maintenance of quality system ■Comply with the principle of good laboratory practice, full SANAS accreditation requirements and relevant legislation ■Contribute to the overall management of the laboratory including budgets.

Teaching and Training

■Contributes towards teaching and training of Registrars, Scientists, Technologists and Technicians ■Contributes towards teaching and training of undergraduate students in accordance with University requirements ■Contribute to the departmental CPD programmes.

Research and surveillance

■Responsible to design, implement and report on relevant surveillance programmes at a national and international level in collaboration with centre epidemiologists ■Conduct research in order to contribute to the publications and towards translation of policy and service.

Minimum requirements and Key Competencies

■Medical degree plus FCPATH or MMed in microbiology, clinical pathology or virology (essential) ■Registration with the HPCSA as a Pathologist in microbiology, clinical pathology or virology (Independent practice category) ■Experience as pathologist consultant ■Successfully supervised undergraduate and/or postgraduate students (BSc-Hons, MSc, MMed, PhD) ■Evidence of peer recognition such as invitations to national conferences/ working groups and to review manuscripts for journals ■Active as a co-investigator/collaborator on research projects ■Familiar with 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 ■Familiar with the principles of applied research methodology with evidence of peer reviewed publications in clinical microbiology ■Practical laboratory techniques where relevant ■Computer literacy ■Communication skills ■Presentation skills ■Analytical and diagnosing ■Problem solving.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHI
REFERENCE NUMBER: NICD1021/001-06

To contribute to the management of Centre reference laboratories 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 centre reference laboratories and supervision of laboratory staff in collaboration with the laboratory managers
- Contribute to the strategy of the centre as a member of the centre management team
- Responsible for implementation of short and longer term laboratory surveillance and research projects
- Support and/or coordinate national stock culture collections
- 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
- Provide input into changes and improvement to SOPs
- Contribute to the adherence and compliance to quality systems 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
- Validate new instruments/tests for laboratory or national programmes.

Teaching and Training

- Teach and train pathology staff (Registrars, Scientists, Technologists, Technicians) and other healthcare workers
- Work with the team to coordinate teaching modules
- Contribute to the departmental CPD-accredited programmes
- Be involved in under graduate and post graduate teaching.

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 and represent the NICD on national and international working groups/ committees.

Minimum requirements and Key Competencies

- Medical degree plus FCPATH or MMed in microbiology or clinical pathology (essential) ■ MSc or PhD in clinical microbiology or a 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 three (3) years' experience as pathologist consultant; at least one (1) year of laboratory management experience ■ Successfully supervised undergraduate and post graduate students (BSc-Hons, MSc, MMed, PhD)
- Evidence of peer recognition such as invitations to national conferences/ working groups and to review manuscripts for journals. ■ An active NRF rating would be an advantage ■ Active as a co-investigator/collaborator on research projects ■ Familiar with 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 ■ Familiar with the principles of applied research methodology with evidence of at least 3-5 peer reviewed publications in clinical microbiology over last 3 years (average 1-2 per year) ■ Practical laboratory techniques where relevant ■ Computer literacy ■ Communication skills ■ Presentation skills ■ Analytical and diagnosing ■ Problem solving.

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: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: GAUTENG: HELLEN JOSEPH HOSPITAL AND RAHIMA MOOSA HOSPITAL
POSITION: RESEARCH ASSISTANT (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0522/001-01

To assist with the execution of hospital-based/ clinic based surveillance for respiratory infections and associated special studies, which forms part of the research and surveillance activities of the NICD,s Centre.

Key Job Responsibilities

■Assist the research team with the identification of patient's meeting the surveillance or research study case definition ■Collect/ Assist the Surveillance Officer with collection of clinical data from patients meeting the surveillance or research study case definitions ■Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance or research projects ■Obtain/ assist the Surveillance Officer to obtain informed consent from case patients or their next of kin ■Receive and courier specimens ■Trace results of routine investigations such as imaging and laboratory test ■Assist in preparation of presentations, reporting writing and other projects related topics ■Assist with maintaining stocks and inventories of surveillance documents ■Complete surveillance related documentation such as logs and case investigation forms ■Prepare patient and site study files (including photocopying)■Help with the induction and training of new staff to the project■Effective team-working with other key surveillance, search and hospital-based staff ■Attendance at any necessary programme related meetings to review performance with the study team ■Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■File surveillance and research records on-site after data collection, according to the relevant protocol ■Actively participate in and contribute to surveillance and research-related activities, e.g. special research studies nested within the surveillance programme ■Perform tasks assigned by the line manager, related to respiratory illness surveillance and research programmes ■Performance of other study related duties, such a photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■Follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■Provide administrative support in all surveillance activities.

Minimum requirements and key competencies

■Grade 12 ■Six (6) months' work experience in research ■ Basic knowledge of surveillance ■Communication skills ■Interpersonal skills ■Accuracy skills ■Attention to detail ■Basic Numeracy skills ■Listening skills ■Customer care. ■Computer skills (word and excel)

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email application to Recruiter1@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: GAUTENG: HELLEN JOSEPH HOSPITAL AND RAHIMA MOOSA AND CHILD HOSPITAL
POSITION: SURVEILLANCE OFFICER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0522/001-02

To collect quality clinical data and samples from patients at designated sites for the relevant surveillance projects as per protocol. The surveillance officer will be involved in clinic, community and hospital based surveillance and research for programmes/ projects that link with and fall under the GERMS-SA surveillance and syndromic surveillance programme. This includes syndromic pneumonia, diarrhoeal and acute febrile illness surveillance at certain sites.

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 may be required to 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 (3) years' clinical work, post-qualification
- Two (2) years in clinical research would be advantageous
- SANC registration
- Registered as a Professional Nurse / Registered nurse
- 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
- 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, email application to Recruiter1@nicd.ac.za