MARCH 2023

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: 14 March 2023

NATIONAL HEALTH LABORATORY SERVICE

TABLE OF CONTENT

BUSINESS UNIT:	NICD
DISCIPLINE:	**CENTRE FOR TUBERCULOSIS** & **CENTRE FOR ENTERIC DISEASES**
LOCATION:	SANDRINGHAM
POSITION:	**CENTRE HEADS X2**
PAYGRADE:	**PHP FOR PATHOLOGIST /MSP FOR MEDICAL SCIENTIST**
REFERENCE NUMBER:	NICD0323/001-02

The Centre for Tuberculosis (CTB) was established in 2012. It was formerly known as the National TB Reference laboratory which was incorporated into the CTB with broader functions. In line with the mandate of the NICD, the CTB conducts laboratory-based public health surveillance of TB in South Africa. It continues to serve as a National TB reference laboratory (NTBRL) and was endorsed by the World Health Organization (WHO) as a supranational reference laboratory in 2016. Global TB policies and guidelines are initiated through WHO and their formulation has included representation from the CTB which assisted in developing these strategic documents.

The Centre for Enteric Diseases (CED) focuses on the surveillance of pathogens associated with diarrhoea and enteric fevers, and actively assists with the investigation and response to enteric disease outbreaks (including food- and water-borne disease outbreaks). The CED also provides specialised reference laboratory testing for enteric bacteria and viruses, including potential causes of food- and water-borne outbreaks. The centre staff provide policy advice, scientific and technical support to the government, and the necessary expertise for strengthening outbreak preparedness and response to public health emergencies in line with International Health Regulations (IHR). The CED, in addition, contributes to the training of medical professionals, including medical scientists, medical technologists, epidemiologists, public health workers, nurses and registrars.
Two Centre Heads are required to provide administrative and scientific leadership, management and strategic direction for the Centres 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.

Key Job Responsibilities:

■Provide administrative and scientific leadership for the Centre 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 the Centre's area of focus ■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 ■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 ■Perform afterhours or call duties as rostered ■Be a brand ambassador for the NICD ■Be a brand ambassador for the NICD.

Minimum Requirements and Key Competencies

■Minimum Medical Qualification –Mmed/FC-Path or PHD Medical Scientist ■ HPCSA registered for independent practice as pathologist or Biomedical scientist in applicable discipline (Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology■ Ten (10) years communicable diseases/public health experience/epidemiology/ infectious diseases , of which 5 years must have been spent on Managerial/ administrative experience ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD. ■Additional research degree desirable. ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level). ■Academic curriculum development at local level. ■ Acting as examiner for CMSA. ■Evidence of consultation on complex clinical queries locally / regionally. ■Nationally: Invited for participation in committees, symposia, congresses, working groups. ■ National conference presentations ■ PI in research projects at local level. ■PI on national grant ■Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

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

CLOSING DATE: 22 March 2023

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HIV AND STI
LOCATION:	SANDRINGHAM
POSITION:	PATHOLOGIST
PAY GRADE:	PHI
REFERENCE NUMBER:	NICD0323/001-03

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 utilization of laboratory services to optimize 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 ■Provide expert advice to all internal and external customers in order to resolve clinical, reference diagnostic and infection 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 undergraduate and postgraduate teaching.

Surveillance and Research

■Seek external funding for surveillance and research ■Responsible for designing, implementing and reporting 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 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 virology, 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 virology, microbiology or clinical pathology (Independent practice category) ■At least three years' experience as pathologist consultant; at least one year of laboratory management experience ■Successfully supervised undergraduate and 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 ■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 virology/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

CLOSING DATE: 22 March 2023

NATIONAL HEALTH LABORATORY SERVICE

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION:	MPUMALANGA
POSITION:	PROFESSIONAL NURSE – SURVEILLANCE OFFICER
	RE-ADVERTISEMENT
PAYGRADE:	C3
REFERENCE NUMBER:	NICD0123/001-01

The Notifiable Medical Conditions (NMC) surveillance system and GERMS-SA, laboratory-based surveillance programme on pathogens of public health importance, are looking for a professional nurse to act as a surveillance officer in Mpumalanga Province.

This job plays a key role in strengthening, coordinating, and training health practitioners in both private and public sectors to report NMCs via the online NMC application. They will also be responsible for undertaking the surveillance work for GERMS-SA in Nelspruit.

Key Job Responsibilities

■Play a key role in surveillance activities (notifiable medical condition (NMC) surveillance system (24hrs) and GERMS-SA (16hrs) at facility and district levels) ■Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of NMC data to the public and private sector ■Maintain close liaison with all relevant NMC personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and disease specific programmes at district, sub-district and facility levels to enhance reporting of notifiable diseases and feedback thereof ■Strengthen the lab surveillance system within the provinces and facilitating linkages between private and public laboratories and health facilities ■Develop NMC surveillance related training materials together with the Notifiable Diseases Manager ■Routinely train health staff in private, public and NG sectors on the legislation aspects of NMC regulations and the process of notification ■Support and track performance of NMCSS process ■Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies ■Act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the NMC surveillance system ■Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the NMC surveillance system are adequately disseminated to all relevant users ■Provide support in the implementation of such SOPs by provincial DoH at district and facility level and to laboratories and the private health sector ■Trouble shoot and provide guidance to various stakeholders on the implementation and use of the NMC surveillance system ■In close collaboration with the NMC surveillance manager, ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks ■Follow up GERMS-SA surveillance cases by close liaison with clinicians and laboratory personnel ■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 ■Collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol when necessary ■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.

NATIONAL HEALTH LABORATORY SERVICE

Minimum requirements and Key Competencies

■Four year degree / diploma in nursing ■Registration with SANC as a professional nurse ■Five (5) years relevant experience ■Good clinical practice certificate (GCP) ■Driver's License (manual car) ■HIV counseling and testing ■Experience in project management would be advantageous ■Experience in training diverse audiences essential ■Presentation Skills■Knowledge of Notifiable Medical Conditions Legislation ■Professional ethics essential ■Computer literacy in databases and word processing ■Good Communication skills (verbal & written) ■Ability to work under pressure ■Interpersonal skills ■Time management ■Attention to detail ■Planning and organising skills ■Project management skills

■The successful candidate will be expected to travel*.*

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:	SEQUENCING CORE FACILITY
LOCATION:	SANDRINGHAM
POSITION:	BIOINFORMATICS SCIENTIST
PAY GRADE:	D1
REFERENCE NUMBER:	NICD0323/001-05

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 and 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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING, ZOONOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST
	(FIXED TERM CONTRACT: 6 MONTHS: renewal possible)
PAY GRADE:	MSE
REFERENCE NUMBER:	NICDCDC0323/001-01

This position is for a scientist in the Laboratory Antimalarial Resistance Monitoring and Malaria Operational Research 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 and vectors in terms of species identification and resistance status ■Molecular epidemiological characterization of resistant parasites and vectors ■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

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION:	GAUTENG AND NORTH WEST
POSITION:	PROFESSIONAL NURSE – SURVEILLANCE OFFICER
	(FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE:	C3
REFERENCE NUMBER:	NICDCDC0323/001-02

The Notifiable Medical Conditions (NMC) surveillance system and GERMS-SA, laboratory-based surveillance programme on pathogens of public health importance, are looking for a professional nurse to act as a surveillance officer in Mpumalanga Province.

This job plays a key role in strengthening, coordinating, and training health practitioners in both private and public sectors to report NMCs via the online NMC application. They will also be responsible for undertaking the surveillance work for GERMS-SA in Nelspruit.

Key Job Responsibilities

■Play a key role in surveillance activities (notifiable medical condition (NMC) surveillance system (24hrs) and GERMS-SA (16hrs) at facility and district levels) ■Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of NMC data to the public and private sector ■Maintain close liaison with all relevant NMC personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and disease specific programmes at district, sub-district and facility levels to enhance reporting of notifiable diseases and feedback thereof ■Strengthen the lab surveillance system within the provinces and facilitating linkages between private and public laboratories and health facilities ■Develop NMC surveillance related training materials together with the Notifiable Diseases Manager ■Routinely train health staff in private, public and NG sectors on the legislation aspects of NMC regulations and the process of notification ■Support and track performance of NMCSS process ■Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies ■Act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the NMC surveillance system ■Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the NMC surveillance system are adequately disseminated to all relevant users ■Provide support in the implementation of such SOPs by provincial DoH at district and facility level and to laboratories and the private health sector ■Trouble shoot and provide guidance to various stakeholders on the implementation and use of the NMC surveillance system ■In close collaboration with the NMC surveillance manager, ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks ■Follow up GERMS-SA surveillance cases by close liaison with clinicians and laboratory personnel ■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 ■Collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol when necessary ■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.

NATIONAL HEALTH LABORATORY SERVICE

Minimum requirements and Key Competencies

■Four year degree / diploma in nursing ■Registration with SANC as a professional nurse ■Minimum of 5 years relevant experience ■Good clinical practice certificate (GCP) ■Driver's License (manual car) ■HIV counseling and testing ■ Experience in project management would be advantageous ■Experience in training diverse audiences essential ■Presentation Skills■Knowledge of Notifiable Medical Conditions Legislation ■Professional ethics essential ■Computer literacy in databases and word processing ■Good Communication skills (verbal & written) ■Ability to work under pressure ■Interpersonal skills ■Time management ■Attention to detail ■Planning and organising skills ■Project management skills ■The successful candidate will be expected to travel.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING ZOONOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	GRANT ADMINISTRATOR (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE:	B5
REFERENCE NUMBER:	NICDCDC0323/001-03

To administer the grants according to the agreements/ conditions of the grant, and that monies are invoiced and collected and reports are submitted timeously in order to adhere to all regulations and stakeholder requirements and NHLS policies

Key Job Responsibilities

■Ensure that budgets are loaded and expenditure of the grantee is within approved budget to ensure accurate grant management and reporting ■Follow up and manage grants awarded and distribute funds received to ensure funds are spent within budget in accordance with NHLS and donor requirements ■Open and close cost centres and to ensure correct fund allocation and project closure based on the agreement ■Compile, analyse and monitor monthly financial reports for each cost centre, distribute to donors and relevant PI's both internally and externally and monitor spending on grants project ■Resolve all queries within agreed timeframes and liaise with stakeholders as required ensuring alignment with project agreement ■Oversee the administration of acquiring assets from ordering to delivery to ensure that research is undertaken within budget and in accordance with stakeholder requirements ■Perform monthly reconciliations and proper analysis required for accurate reporting to stakeholders ■Prepare for the audit (internal and external) and assist auditors during the audit period to ensure compliance with requirements ■Ensure adherence to all required accounting standards including PFMA and GAAP ■Liaise with the shared Accounts Payable and Accounts Receivable Team to have an overview of payments and invoicing across the Organization ■Liaise with the shared Account Payable Account Receivable Team to have an overview of payments and invoicing across the Organization ■Review and approve expenses and raise invoices for donors and allocate funds received accordingly.

NATIONAL HEALTH LABORATORY SERVICE

Minimum requirements & key competencyies

■Diploma in Finance or bookkeeping (essential) ■Financial degree (desirable) ■Experience with Financial management principles; grant management principles; project management principles (essential) ■Knowledge of Financial management principles; grant management principles; project management principles (essential) ■Administration skills ■Computer literacy ■Attention to detail ■Analytical skills ■Interpersonal skills ■Written and verbal communication skills ■Time management skills ■Budgeting skills.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR TUBERCULOSIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL TECHNOLOGIST (FIXED TERM CONTRACT: UP UNITL 30 SEP 2023) (NO OVERTIME OR SHIFT ALLOWANCE) (RE-ADVERTISEMENT)
PAY GRADE:	MT1
REFERENCE NUMBER:	NICDCDC (RE-ADD) 0123/001-01

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibilities

■Manage sample collection and suitability for analysis ■Monitors and controls outstanding work to ensure compliance with TAT ■Monitors stock levels in area of responsibility ■Performs validations/ verifications of new tests ■Ensure that equipment is maintained according to defined SOP and prepare reagents and media where applicable ■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, staff and equipment to obtain maximized outcomes ■maintain safety standards in accordance with OHSA ■Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■Verify, report and authorise results (interpret where applicable) and ensure that results are delivered timeously ■Undertakes to troubleshoot where necessary with evidence of corrective action / root cause and preventative action ■Keep abreast with research in order to make informed decision on existing lab test and technique ■Involved with training and development of peers, medical professionals to ensure the delivery of high lab service standard ■Reviews and deems staff competent which is under his/her supervision ■Interprets laboratory findings and completes technical reports. Maintains records and documentation of test results and patient information ■Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards ■Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results. Coaches and provides technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants ■Liaise with healthcare Clinicians, Registrars and Pathologists ■Consults on the interpretation of results by phoning out critical and abnormal results ■Involved in the writing and review of SOPs'.

Minimum requirements and key competencies

■National Diploma in Medical Technology or Biomedical Technology or BSC in laboratory scientists ■HPCSA registration as a Medical Technologist in Microbiology ■One year experience as a Biomedical/ Medical Technologist (Experience in TB diagnostics will be advantageous) ■Perform sampling and analysis of blood, tissue and body fluid ■Preparation of samples for examination ■Knowledge for the usage of specialised instrumentation ■Knowledge of infection control and sterilization protocols ■Accurate interpretation of results ■Establish and monitor programmes that ensure data accuracy ■Accuracy and organisational skills ■Attention to detail strive for an error free standard ■Ability to identify problems and troubleshoot ■Ability to work independently and collaboratively ■Communication Skills (Verbal, written & presentation) ■Computer Literacy ■Time management and evaluation 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:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	MITCHELLE'S PLAIN CLINIC (WESTERN CAPE)
POSITION:	OFFICER: SURVEILLANCE
	(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE:	C2
REFERENCE NUMBER:	NICDCDC0323/001-04

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 influenza-like illness, 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, sputum samples 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 ■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 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:	ANALYST DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE:	C5
REFERENCE NUMBER:	NICDCDC0323/001-05

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' surveillance processes.

Key Job Responsibilities

■Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■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 ■Provide code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■Facilitate Joint Analysis and Design (JAD) sessions, oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth. ■Ability to Analyse large amounts of information to discover trends and patterns ■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 ■Learn and master new technologies and techniques ■Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■Strong documentation skills are necessary to create technical specifications and requirements documents ■Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■Troubleshoot and support issues identified ■Ensure all change management and compliance procedures are being followed ■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 ■Support and monitor Internal and external application System ■Support IT department if required.

Minimum Requirements & Key Competencies

■National Diploma (NQF6) or 3-year BSc Degree in Information Technology, Informatics, Computer Science or another relevant quantitative field. ■Training in Business Intelligence package such as Power BI, Microstrategy and tableau (desirable) ■Three (3) years knowledge of structured query language and use of data query tools ■Three (3)years' BI developer experience essential for BSc or Postgraduate and 8 years for National Diploma ■Knowledge in visualization platforms and/or web platforms and working with graphs etc. ■Demonstrates knowledge of database management systems and SQL is necessary to design and implement database solutions ■Knowledge of data collection, cleaning, pre-processing and analysis ■Business analysis: Understanding of business processes, requirements, and industry standards is necessary to analyse and design software solutions that align with the business needs ■Knowledge in visualization platforms and/or web platforms and working with graphs etc. ■ Strong communication and collaboration skills necessary to work effectively with business stakeholders, project teams, and other developers ■Familiarity with Agile development methodologies, such as Scrum, required to work effectively on software development projects.

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:	DATA ANALYST x2 (FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE:	C4
REFERENCE NUMBER:	NICDCDC0323/001-06

Key Job Responsibilities

■Oversee the development and sustainability of regular reports requested, externally or internally, and the ad hoc extraction of data, in an ethical manner, for researchers in order to support the NHLS research and delivery improvement mandates ■Develop a detailed understanding of the information required by external and internal stakeholders to ensure the delivery of pertinent, accurate information to support healthcare policy decisions ■Perform literature searches in order to supplement specialist knowledge ■Improve the accuracy of data in the CDW by working with IT specialists to resolve any data quality problems that are identified ■Profile data and design and validate reports which support the information requirements of internal and external stakeholders ■Generate, analyse and interpret statistical data in order to provide support to the NHLS.

Minimum Requirements & Key Competencies

■Degree (NQF 7) in Biological Sciences/Public Health/ Epidemiology/ IT/ Computer Science ■Five (5) years working in IT, specifically relational databases, business intelligence, data warehousing and analysis ■Three (3) years knowledge of structured query language and use of data query tools ■Experience in the health sector environment (highly advantageous) ■knowledge of spatial (GIS) reporting (Desirable) ■knowledge of data quality management practices ■Excellent inter-personal and communication skills ■Analytical skills ■Problem Solving skills ■Attention to detail ■Self-motivated ■Ability to work independently ■Time Management skills

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NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	SENIOR ETL DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0323/001-07

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 Competencies

■BSc Degree/ Diploma in Information Systems ■Post graduation qualification or other courses in data warehousing/ ETL ■Four years data warehousing/ ETL experience ■Experience in Practical Data Warehouse Development Life Cycle ■Experience in 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 ■Supervisory and mentoring skills ■ Deadlines oriented ■Customer oriented ■Planning and organising skills

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BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	ADMINISTRATOR (DW/BI) (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE:	C3
REFERENCE NUMBER:	NICDCDC0323/001-08

To monitor and maintain the ETL (integration) environment, with a specific focus on the linkage hub.

Key Job Responsibilities

■Monitor the ETL processes on a daily basis to ensure completeness and accuracy of data loads ■Monitor automated data extracts and distribution of reports ■Troubleshoot and take corrective action (if ETL processes fail) to ensure complete and accurate data loads ■Perform administration of software upgrades, patches and troubleshooting to ensure a stable ETL environment ■Assist with new ETL development and maintain the existing ETL to enhance data loading and transformation ■Test ETL packages to ensure quality of development prior to implementation ■Process data sets through the linking hub ■Monitor and maintain the Informatica Cloud environment.

Minimum Requirements and Key Competencies

■Degree/Diploma in Information Technology / Systems ■Informatica Certification ■Two years datawarehouse/ BI experience ■One year ETL and ETL tool (Informatica and Cloud) experience ■Knowledge of monitoring and troubleshooting ETL processes ■Communication and interpersonal skills ■Problem analysis and troubleshooting ■Interpersonal and ability to work in a team

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