

JULY 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: 21 JULY 2023

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BUSINESS UNIT: NICD
DISCIPLINE: **CENTRE FOR ENTERIC DISEASES**
LOCATION: SANDRINGHAM
POSITION: **CENTRE HEAD: RE-ADVERTISEMENT**
PAYGRADE: **PHP FOR PATHOLOGIST /MSP FOR MEDICAL SCIENTIST**
REFERENCE NUMBER: NICD-RE-ADD-0323/001-02

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.

A Centre Head is 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.

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 Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: NATIONAL CANCER REGISTRY
LOCATION: SANDRINGHAM
POSITION: SENIOR EPIDEMIOLOGIST
PAYGRADE: D2
REFERENCE NUMBER: NICD0723/001-06

To provide epidemiological expertise for all surveillance and research activities undertaken by the National Cancer Registry with specific reference to pathology and population-based cancer registration including supervision of epidemiologists and medical scientists. To play a key role in linking the NHLS and NICD to ensure that available data can be utilized effectively for epidemiological applications with specific reference to cancer surveillance and research.

Key Job Responsibilities:

■ Provide epidemiological expertise for all surveillance and research activities of the National Cancer Registry with specific reference to pathology and population-based cancer registration and provide close liaison with all role players including the NHLS corporate data warehouse, private sector laboratories, NICD and cancer surveillance teams at population-based registry sentinel sites ■ Play a leading role in the development of cancer surveillance systems for population and pathology based cancer registration and analysis of cancer data generated from the NCR ■ Strengthen electronic systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to cancer surveillance and research ■ Train the appropriate audiences on cancer surveillance in order to enhance the general awareness of cancer surveillance and transfer skills ■ Provide formal supervision and training of post graduate students (Masters and PhD) for cancer surveillance and epidemiology, and contribute to teaching activities within the NCR ■ Lead the writing and submission of scientific papers and presentations to relevant scientific meetings on cancer surveillance and research projects ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant peer-reviewed scientific journals ■ Write grant proposals and secure funding for public health surveillance and research projects relating to cancer ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum Requirements and Key Competencies

■ PhD ■ MSc in Public Health/ Epidemiology and /or MPH Field. Epidemiology or relevant equivalent / MMed Public Health ■ Valid driver's license Code E/EB ■ 5 years experience with data analysis ■ Proven track record in public health research as indicated by the record of publications and or presentations at scientific meetings ■ 2 years experience in applied cancer epidemiology or cancer surveillance (Advantageous) ■ Management and administration experience ■ Research experience ■ Skilled in epidemiology and application of epidemiology skills to public health surveillance ■ Knowledge of and insight into data analysis and scientific writing ■ Knowledge of statistical analysis packages (Stata/ SAS/R) ■ General management and administration ■ Knowledge of and insight into the South African public sector referral system (Desirable) ■ Computer literacy ■ Communication skills (verbal and written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Research skills ■ Leadership skills General management and administrative skills ■ Planning and organising skills ■ Thinking on one's feet ■ Assertiveness ■ Flexibility/ Adaptability ■ Ability to produce statistics ■ Report writing skills ■ Diplomatic skills ■ Teaching /Training (Desirable)

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GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV and STI
LOCATION: SANDRINGHAM
POSITION: BIOINFORMATICS SCIENTIST
(FIXED TERM CONTRACT: 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC-RE-ADD-0622/001-02

To analyse NGS HIV drug resistance data and apply molecular epidemiology and bioinformatics techniques to describe and characterize HIV Drug Resistance in a study population.

Key Job Responsibilities

■Analyze and report data, in particular, related to bioinformatics analysis of HIV drug resistance and mutational analysis ■Perform basic and advanced analysis and interpretation on data produced from Next-Generation Sequencing systems ■QC (phylogenetic analysis) ■Develop appropriate tools and pipelines and improve existing tools in order to optimize and enhance the provision of HIV drug resistance surveillance services ■Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■Contribute to the formal teaching and assessment of post-graduates to ensure that their knowledge and understanding of bioinformatics is met ■Responsible for overseeing and monitoring software tools and data resources ■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 ■One (1) year experience in HIV Bioinformatics or related relevant field ■Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g., Python, Java, Perl) ■Must have experience in using statistical programs such as STATA, R, relevant sequence analysis tools/best practices, and working in a Linux/UNIX environment ■Knowledge of PCR and its related techniques ■Strong demonstrated ability to deliver high quality work with attention to detail and the ability to meet strict deadlines ■Project leadership ■Peer-reviewed articles or conference outputs an advantage ■ Good Laboratory Practice and Quality Assurance experience beneficial • Research methodology ■Scientific writing and presentation skills ■Data management, analysis, and interpretation skills.

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST: **FIXED TERM CONTRACT: 12 MONTHS**
PAY GRADE: D1
REFERENCE NUMBER: NICDGF0723/001-01

Provide epidemiology expertise for surveillance activities undertaken by the Centre for HIV and STI with a focus on Paediatric HIV Surveillance.

Key Job Responsibilities

■ Participate in the design, implementation and management of HIV and surveillance activities, predominantly within the NICD Surveillance Data warehouse for children, adolescents and pregnant women ■ Monitor and report on surveillance activities to ensure the surveillance meets stated objectives ■ Provide epidemiological support in the development of research protocols, research design and supervision, grant proposals and dissemination of results ■ Participate in the writing and submission of scientific papers and presentations to relevant scientific meetings ■ Participate in relevant internal, provincial, national and international meetings ■ Provide supervision and management of junior staff and participate in teaching and training within and outside NICD.

Key Competency Requirements

■ MSc Epidemiology and Biostatistics or MPH (Epidemiology focus) or MMed (Public Health) or MBChB and MPH ■ PhD in Epidemiology/ Public Health will be an added advantage ■ 1- 3 years experience in applied infectious disease epidemiology, surveillance and/or outbreak investigation and response ■ Track record in public health research as indicated by record of publications and or presentations at scientific meetings ■ Valid Driver's license ■ Knowledge of epidemiology and statistical methods ■ Knowledge of pediatric HIV/ eMTCT of HIV/syphilis/ Hepatitis B (Advantageous) ■ Computer literacy and high levels of competence with data management programmes (Excel, Access, SQL, etc.) ■ Knowledge of statistical analysis programmes (Stata, SAS) and or GIS ■ Understanding of the HIV epidemic in South Africa ■ South African driver's license (Code B) ■ Excellent interpersonal and written / verbal communication skills ■ Leadership and management skills ■ Problem-solving skill ■ Time management skills ■ Thorough attention to detail ■ Team-orientated ■ Scientific writing skills.

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BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: WEB CONTENT SPECIALIST (FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: NICDCDC-RE-ADD-0523/001-06

To manage, edit, and site manage content and to ensure integration of messaging onto other online/social media platforms.

Key Job Responsibilities

- Develop and manage content for the organisation's PHB SA web presence using content management software
- Coordinate communication campaigns across departments and centres
- Brand the identity of the organisation on all online platforms for PHBSA
- Work with cross-departmental teams, maintain and develop the master content calendar for all web properties, coordinating activities and housing them in a central point of location
- Copyedit and proofread all web content in order to maintain a high quality of content on electronic channels for PHB SA and other organisational platforms when required
- Manage and engage social media community
- Assure web based information is achieved for future needs and reference
- Track and report metrics on web platforms
- Work with librarian to manage the institutes publication repository
- Provide support for team meetings and operations
- Perform other / ad hoc duties as assigned from time to time.

Minimum Requirements and Key Competencies

- BA Arts English/ Media/Journalim or related
- Experience Web content writing
- Knowledge of content management systems (WordPress)
- Advanced knowledge of HTML
- Web design principles
- Knowledge of communications delivery
- Project Management.

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST (**FIXED TERM CONTRACT: 12 MONTHS**)
PAY GRADE: MT2
REFERENCE NUMBER: NICDCDC0723/001-01

To develop, maintain and operate a malaria slide bank to support African countries moving toward malaria elimination, in the Parasitology Reference Laboratory

Key Job Responsibilities

■ Manage blood sample collection and assess suitability for use ■ Prepare, stain, quality control and label blood films as per standard operating procedures ■ Undergo microscopist training and certification in order to accurately identify and quantitate malaria parasites ■ Prepare reports for the project as required ■ Travel within and out of country to collect and prepare samples for the project ■ Keep abreast with research in order to make suggestions on existing lab procedures.

Operational efficiency of laboratory:

■ Conduct a range of tests, including parasite identification in accordance with SOPs, monitoring quality at all times ■ Manage data and databases required for the efficient functioning of the lab in order to meet project and clinical requirements ■ Prepare reagents where applicable and perform administrative and procurement duties/stock control to ensure smooth running of the lab ■ Maintain records and documentation ■ Ensure that quality services are supplied to customers ■ Maintain safety standards in accordance with OHS Act ■ Undertake to troubleshoot where necessary ■ Verification and validation of equipment and/or test methods as needed ■ Operate various analytical equipment for laboratory tests. ■ Liaise with clinicians, registrars and pathologists. ■ Attend to and close off customer complaints.

QMS:

■ Monitors, calibrates and maintains equipment/devices according to relevant standards/schedule ■ Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■ Log non-conformances, identify corrective and preventive actions and determine root cause ■ Trend analysis of non-conforming events with appropriate corrective and preventive measures ■ Participate in EQA up to review and distribution of results.

Assessment and interpretation of test and PTS results:

■ Verify and report results, manually and electronically and ensure that results are delivered timeously ■ Perform data checks and analyses.

Teaching, Training & Dev of Laboratory staff:

■ Training, coaching and provide technical support to lab technicians, student medical technologists, registrars, pathologists and laboratory assistants.

Minimum requirements & key competencyies

■ National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Sciences: Biomedical Technology ■ HPCSA registration as a Medical Technologist (microbiology or clinical pathology) ■ 4 years of post-qualification experience ■ Willingness and ability to travel ■ Processing of human samples for parasitology testing ■ Malaria sample processing and microscopy experience essential ■ Knowledge and experience of organizing proficiency testing schemes beneficial ■ Accuracy and organisational skills ■ Attention to detail and 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, including MS Excel, experience with online databases beneficial ■ Time management and evaluation skills ■ Able to accommodate project requirements in order to deliver timeous and accurate results.

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