

AUGUST 2024

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, drivers license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional advert. 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.
4. Candidates' credentials will be subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests, or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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.

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: 20 AUGUST 2024

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: MSI
REFERENCE NUMBER: NICD0824/001-01

Key Job Responsibilities

■ Co-manage research and development within The Centre for Vaccines and Immunology ■ Training and co-supervision of staff, intern scientists, technologists and students including involvement in the development and delivery of training programs and /or other tools ■ Conducts tests and/or procedures independently, interprets and authorizes results. ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff. ■ Maintenance and administration carried out according to internal and external requirements. ■ Participation in Quality Management. ■ Maintenance logs are accurate, up to date, accessible and retrievable. ■ Solves standard / routine technical problems independently (e.g. controls not working); reports persistent problems. ■ Perform equipment maintenance. ■ Perform root cause analysis. ■ Interprets results of internal quality assessment tests. ■ Ensure compliance with SOP's and non-conformances raised. ■ Verify results/techniques of others in addition to processing own work. ■ Active participation in maintaining SANAS accreditation. ■ Development and validation of new diagnostic methodology or significant modifications to existing scientific applications/procedures.

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science in relevant field ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA (Virology / Microbiology desirable) ■ Peer reviewed journal manuscript/s or book chapters as first author or co-authored publications ■ Supervision of undergraduate and postgraduate students – BSc Hons, MMed, MSc ■ Producing standard and complex reports ■ Co-managing project finances and successful funding of own research ■ Competency evaluations ■ Present at national (2 presentations) and international (1 presentation) presentations ■ knowledge and experience in amplification and sequencing techniques ■ knowledge of bioinformatics is desirable

Enquiries may be directed to Kgaogelo Mkwanazi @ 011386 6090, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE ASSOCIATED INFECTIONS, ANTIMICROBIAL
RESISTANCE AND MYCOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: MSP
REFERENCE NUMBER: NICD0824/001-02

To contribute to the management of the diagnostic service, conducting and communicating research and developing and providing training for healthcare associated infections, antimicrobial resistance and mycology.

Key Job Responsibilities

■ Contribute to the management of diagnostic services for resistant bacterial pathogens, fungal pathogens and pathogens causing healthcare-associated infections by overseeing daily operations of the laboratory/ies; recommending specialized test/ procedure to be used, interpretation, authorization and communication of the results. ■ Uses expertise and specialized knowledge to advise medical professionals on appropriate testing and interpretation of results. ■ Apply expertise in variety of laboratory tests including molecular detection techniques and sequencing, and other testing including culturing of bacteria and fungi. ■ Contribute to the management of the quality system including the implementation of appropriate quality assurance procedures, audit the quality control (QC) results, preventative and corrective actions ■ Contribute to management of SANAS accreditation requirements and support maintenance and expansion of accreditation schedule. ■ Perform independent and collaborative research producing complex and scientific reports and responsible for overall management of multiple research projects, interpretation, techniques, and procedures. ■ Develop and implement proposals/ protocols/ new technologies/ new approaches ■ Publish peer-reviewed articles and participate in scientific forums such as conferences ■ Involved in development of research grant funding applications and the management of such grants ■ Training and formal supervision of staff and students at all levels.

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science or relevant field/ PhD preferred ■ Registration with HPCSA (Microbiology) required ■ ≥ 5 years' experience as scientist; at least 1 year laboratory management experience ■ In depth knowledge of bacterial, fungal diseases, antimicrobial resistance and healthcare-associated infections required ■ Experience with implementation of ISO15189 required ■ Demonstrate track record of scientific writing and scientific communication at conferences (≥10 and at least 2 first or last author research focused ■ ≥10 conferences proceeding (at least ≥2 international) ■ Successfully supervise /co-supervise BSc Hons, MSc, MMED, PhD (successful graduation of at least 3 postgraduates and at least 2 currently under supervision/co supervision ■ Excellent communication skills (verbal and written) recommended ■ Good interpersonal skills recommended ■ Analytical thinking with attention to detail is recommended ■ Ability to work within a multidisciplinary team and independently recommended ■ Problem solving skills recommended ■ Ability to work under pressure and dealing with high work volumes while keeping abreast with academic literature recommended.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: FINANCE MANAGER – GRANTS (FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE: D2
REFERENCE NUMBER: NICD0824/001-01

Key Job Responsibilities

■ Supervises, directs and reviews the work and deliverables of the grants accountants and grant administrators to ensure compliance and effective deliverable (including, but not limited to, cash reconciliations, grants account statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc). ■ Oversee the proper reporting and communication channels are maintained with both the Grants Accountants and Grants Administrators and Stakeholders to ensure compliance and standardization of processes ■ Develop implements and monitor recommendations to improve accounting processes and procedures and address any deviances ■ To manage the compilation of all general ledger reconciliations and liaise with, corporate finance and relevant departments on resolution of reconciling items and reports to the AAR Manager ■ Oversee proper documentation, filing and record maintenance of set of detailed records related to financial transactions ■ To manage the Oracle projects module transactions and reconciliations to the grants management cost centre ■ To oversee all miscellaneous transactions and journals being entered in the Projects Module and General Ledger and the day-to-day accounting activities required to maintain the general ledger ■ Produces grants/grantor financial reports and develop and oversee grants accounting SOP's, reporting procedures and deliverables and adherence to set timelines (including- weekly, monthly, quarterly and annual closing activities) ■ Manage of payments and claiming of due and outstanding funds and ensure efficient cash management (including placement/movement of funds from various trusts) and maintenance of monthly differed income and resolve any discrepancies ■ Liaise with corporate finance to ensure the correct transactions are passed between the various bank accounts ■ Plans and oversee audits processes, workflow and reviews as per NHLS, AAR and grantor requirements and perform duties and other corrective measures to ensure unqualified audit outcome ■ Be responsible for maintaining and updating NHLS RT and other internally managed funders books, reconcile it to the NHLS accounts and prepare the relevant financial reports for the NHLS RT board or other relevant bodies ■ To maintain the grants debtors aging in accordance with NHLS KPI, identify receipt and apply funds on an ongoing basis ■ Resolves complex accounting issues or assists other management and staff in resolving financial issues ■ Produces quarterly and annual financial statements and ad hoc financial reports ■ Performs any other duties as assigned or required.

Minimum Requirements and Key Competency

■ National Diploma in Financial Management /Accounting (NQF Level 6) ■ Eight (8) years' experience in Finance environment related to grants/funding of which Five (5) years should be in supervisory/management role ■ Experience in the health industry and grant finance environment (Highly advantageous) ■ Knowledge of relevant acts and Treasury Regulations i.e. ■ PFMA, PPPFA, BBBEE, GRAP, etc. ■ Knowledge of writing policy and procedures ■ Knowledge of financial reporting and Management ■ Knowledge of Budgeting ■ Analytical skills ■ Time Management skills ■ Attention to detail ■ Communication Skills ■ Management Skills ■ Computer Literacy Skills ■ Interpersonal Skills ■ Valid Driver's License.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: LABORATORY TECHNICIAN X 2 (**FIXED TERM CONTRACT: 12 MONTHS**)
PAY GRADE: LT2
REFERENCE NUMBER: NICDCDC0824/001-02

Conducts a variety of diagnostic and environmental testing of human and sewage specimens to aid in the production of accurate laboratory test results.

Key Responsibilities

Laboratory Safety Compliance:

■ Daily checks to ensure that the outstanding test lists are cleared ■ Troubleshoot laboratory equipment and use quality control to evaluate the effectiveness thereof ■ Ensure compliance with health and safety measures at all times-each day/month/year ■ Make recommendations to seniors with regards to preventative maintenance.

Laboratory Process (Produced laboratory work and /or Laboratory Reports)

■ Receive, sort and prioritize patient samples according to laboratory SOP ■ Daily analysis of patient samples and according to laboratory SOP for suitability relevant to the diagnostic, reference and surveillance functions of the Centre ■ Ensures that reliable and accurate results are generated ■ Daily adherence to set turnaround time for each tests onsite ■ Daily filing and storage of specimens, be responsible for the long-term storage of samples and maintain an electronic inventory ■ Checks abnormal results according to laboratory SOP and reports results according to SOP ■ Prepare reagents and media for specialized testing ■ Daily documentation of data in own area of work ■ Enter test results on LIS, complete technical records to ensure that results are reported timeously to stakeholders ■ Be involved with cell culture preparation as necessary to facilitate virus isolation testing for human and environmental samples.

Maintenance and Operation of Equipment

■ Perform equipment maintenance as per schedule ■ Compliance and application of SOP's ■ Ensure sufficient stock is available as per guidelines ■ Performance of quality checks ■ Troubleshooting of lab equipment (root cause analysis should inform preventative maintenance). ■

Quality Assurance

■ Be involved with quality control (IQC and EQA) as per lab SOP ■ Identify out of range IQC and report deviations to supervisor ■ Identify results that are outside expected findings and ensure that appropriate action is taken timeously, according to lab SOP ■ Monitor that log sheets are completed and appropriately filed and carry out corrective actions where applicable.

Teaching, Training, Research and Development of Laboratory

■ Evidence of CPD and/ or training presentations
■ Participate in teaching and training of laboratory personnel and healthcare colleagues in laboratory skills and health science.

Minimum requirements and key competencies

■ Grade 12/NQF 4 ■ SMLTSA Certificate ■ Registered with HPCSA in **Virology, Microbiology or Clinical Pathology** as a Medical Technician ■ 4 years post-qualification experience ■ Knowledge of technical appliances ■ Knowledge of quality control procedures ■ Trouble shooting skills
■ Attention to detail ■ Basic knowledge of Microsoft Word and Excel essential ■ Use of laboratory equipment ■ Analytical skills ■ Communication skills (verbal, written & presentation) ■ Interpersonal skills ■ Computer literacy ■ Record keeping and filing skills ■ Ability to demonstrate the use of laboratory equipment ■ Time management and organisational skills.

Enquiries may be directed to Palesa Nong @ 011 386 6425, e-mail application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST X2 (**FIXED TERM CONTRACT – 12 MONTHS**)
PAY GRADE: LEVEL 2
REFERENCE NUMBER: NICDCCD0824/001-04

Conduct and monitor a variety of diagnostic analyses of specimens to provide accurate laboratory test results to aid in and confirm clinical and environmental diagnosis in support of the Global Polio Eradication Initiative.

Key Job Responsibilities

Operational efficiency of laboratory

■ Conduct a range of virology-related diagnostic and environmental tests, including cell culture, virus isolation, microscopy and PCR as part of routine testing in accordance with SOPs, monitoring quality at all times ■ Manage data required for the efficient functioning of the lab in order to meet project, surveillance and clinical requirements ■ Ensures that quality services are supplied to customers by monitoring work, stock, staff and equipment ■ Maintain safety standards in accordance with OHSA ■ Undertake to troubleshoot where necessary ■ Verification and validation of equipment and/or test methods for routine implementation ■ Interpret laboratory findings and completes technical reports ■ Maintain records and documentation of test results and patient information ■ Operate various analytical equipment for medical virology tests ■ Efficient stock control on bench ■ Liaise with healthcare Clinicians, Registrars and Pathologists. ■ Database entry and management for accurate distribution to stakeholders ■ Attend to and close off customer complaints.

QMS

■ Monitors, calibrates and maintains devices according to relevant standards ■ Perform preventive equipment maintenance as per set 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 IQC/EQA up to review and distribution of results.

Assessments of results/Interpretation of results

■ Verify and report results (interpret where applicable), manually and electronically and ensure that results are delivered timeously ■ Perform Data Checks as per SOP.

Teaching, Training & Dev of Laboratory staff

■ Training, coaching and provide technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants
■ Be involved in 2 X CPD presentation per annum/training presentation.

Minimum requirements and key competencies

■ National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Sciences: Biomedical Technology ■ Registration with HPCSA in Clin Path, Microbiology/Virology ■ Minimum 4 year experience post qualification experience ■ Perform sampling and analysis of human and environmental samples ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ 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 and presentation) ■ Computer Literacy ■ Time management and evaluation Skills ■ Able to accommodate overtime requirements in order to deliver timeous and accurate results.

Enquiries may be directed to Kgaogelo Mkwazi @ 011386 6090, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST X2 (FIXED TERM CONTRACT – 12 MONTHS)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCCD0824/001-05

Key Job Responsibilities

■ Conducts tests and/or procedures independently, interprets and authorizes results ■ Teaching and training of staff, intern scientists, technologists and students. ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff. ■ Maintenance and administration carried out according to internal and external requirements. ■ Participation in Quality Management. ■ Maintenance logs are accurate, up to date, accessible and retrievable. ■ Solves standard / routine technical problems independently (e.g. controls not working); reports persistent problems. ■ Perform equipment maintenance. ■ Perform root cause analysis. ■ Interprets results of internal quality assessment tests. ■ Ensure compliance with SOP's and non-conformances raised. ■ Verify results/techniques of others in addition to processing own work. ■ Active participation in maintaining SANAS accreditation. ■ Development and validation of new diagnostic methodology or significant modifications to existing scientific applications/procedures where applicable. ■ Be involved with safety requirements to ensure maintenance of safety standards.

Minimum requirements and key competencies

■ BSc Honours in Medical Science in relevant field ■ Registered with HPCSA (Virology / Microbiology / Clinical Pathology) ■ Assist with producing standard and complex reports ■ Involvement in the development and validation of either 1 new diagnostic methodology or significant modifications to existing applications or procedures ■ Co-managing project finances desirable ■ Competency evaluations ■ Presentation skills ■ knowledge and experience in amplification and sequencing techniques ■ knowledge of bioinformatics desirable.

Enquiries may be directed to Palesa Nong @ 011 386 6425, e-mail application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – 12 MONTHS)
PAY GRADE: MSI
REFERENCE NUMBER: NICDCCD0824/001-06

Key Job Responsibilities

■ Training and co-supervision of staff, intern scientists, technologists and students including involvement in the development and delivery of training programs and /or other tools ■ Conducts tests and/or procedures independently, interprets and authorizes results. ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff. ■ Maintenance and administration carried out according to internal and external requirements. ■ Participation in Quality Management. ■ Maintenance logs are accurate, up to date, accessible and retrievable. ■ Solves standard and complex routine technical problems independently ■ Perform equipment maintenance. ■ Perform root cause analysis. ■ Interprets results of internal and external quality assessment tests. ■ Ensure compliance with SOP's and non-conformances raised. ■ Verify results/techniques of others in addition to processing own work. ■ Active participation in maintaining SANAS accreditation. ■ Development and validation of new diagnostic methodology or significant modifications to existing scientific applications/procedures.

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science in relevant field ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA (Virology / Microbiology desirable) ■ Peer reviewed journal manuscript/s or book chapters as first author or co-authored publications desirable ■ Supervision of undergraduate and postgraduate students desirable – BSc Hons, MMed, MSc ■ Producing standard and complex reports ■ Co-managing project finances where applicable ■ Competency evaluations ■ Presentation at national or international forums desirable ■ Knowledge and experience in amplification and sequencing techniques ■ Knowledge of bioinformatics is desirable

Enquiries may be directed to Kgaogelo Mkwanazi @ 011386 6090, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC & PARASITIC DISEASES,
SPECIAL VIRAL PATHOGENS LABORATORY (CEZPD)
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (**FIXED TERM CONTRACT – 12 MONTHS**)
PAYGRADE: MSI
REFERENCE NUMBER: NICDCDC0824/001-07

This position will contribute to research for the development of immunoreagents, in particular monoclonal antibodies, for Ebola virus. These antibodies may be useful for the development of immunoassays for the laboratory diagnosis of Ebola virus disease. The medical scientist will use recombinant DNA technology, protein expression in different expression systems, cell and viral culture methods in support of the goals of this research.

Key Job Responsibilities

■ Co-manage research and development with a medical scientist or pathologist ■ Contribute to management of grant funding and grant reporting ■ Design workflows and experiments and conduct tests and/or procedures independently, interprets results and troubleshooting as required ■ Publish peer-reviewed articles, producing standard and complex reports. ■ Presents at national and/or international conferences/research days/forums, as required ■ Contribute to management of grant funding ■ Conducts tests and/or procedures independently, interprets results and troubleshooting as required.

Minimum Requirements and Key Competency

■ MSc or equivalent in Medical Science or relevant field/PhD ■ Three (3) experience as a scientist ■ Registration with HPCSA in field of virology or molecular biology recommended but not required ■ Project leader on at least 1 project protocol with evidence of co-managing project finances ■ At least 1 peer reviewed journal manuscript/s or book chapters as first author or at least 2 co-authored publications ■ Present at national (2 presentations) and international (1 presentation) presentations ■ Experience with viral culture and cell culture required ■ Experience with recombinant DNA technology including molecular cloning and sequencing methods ■ Experience with recombinant antigen expression in at least one expression system. Knowledge of different protein expression systems recommended. ■ Analytical skills Communication skills ■ Good problem solving skills ■ Attention to detail ■ Ability to work under pressure ■ Willingness to work in high and maximum containment laboratories.

Enquiries may be directed to Kgaogelo Mkwazi @ 011386 6090, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: PROJECT ADMINISTRATOR: **(FIXED TERM
CONTRACT: 12 MONTHS) (AMENDMENT)**
PAY GRADE: C1
REFERENCE NUMBER: NICDCDC0624/001-01

To perform administrative duties to assist with the smooth running and administration of the Centre for Enteric Diseases Virology section.

Key Job Responsibilities

- Provide operational and administrative support to ensure efficient and effective running of the Centre for Enteric Diseases-Virology
- Perform general office duties such as ordering supplies, stock control, fixed asset verification, filing, basic bookkeeping and database maintenance for operational and surveillance activities
- Record financial expenses for budgeting, sourcing quotes and performing procurement activities
- Provide administrative support of all activities and ensuring compliance to relevant stakeholders
- Adhere to prescribed grant department policies and NHLS code of conduct to ensure compliance with all stakeholder and grantor requirements
- Provide administrative support for surveillance study activities (tracking enrolment/case/specimen logs, filing case investigation forms, database entry and/or cleaning, completing staff timesheets)
- Regularly communicate with site staff to ensure that set targets are met
- Liaise with data clerks and site staff to ensure that data queries are being sent and resolved within an agreed upon timeframe
- Plan and organise meetings, workshops and training and facilitate the smooth running of these events
- Prepare handouts or training material for the workshops
- Process subsistence and transport expenses for trainers and participants
- Allocating resources (people, materials) between jobs
- Create a roster or list of duties/activities and schedules
- Plan a logical sequence of events or tasks and setting priorities for utilising resources.

Minimum Requirements and Key Competencies

- Grade 12 is essential
- 1-2 years' administration experience required
- 3-year diploma in project administration and 2-4 years' project administration experience desirable
- Knowledge of project administration processes, company grant processes and database maintenance
- Must be computer literate and have good verbal, written and presentation skills
- Must be able to give information by telephone and make constructive written and verbal criticism.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ASSISTANT TECHNICIAN – BIOSAFETY X2
FIXED TERM CONTRACT: 12 MONTHS (RE- ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0524/001-03

To assist in the operation, maintenance and certification of laboratory facilities and equipment at the NICD, and NHLS institutions in South Africa in accordance to current local and international Biosafety and Biosecurity regulations and practices.

Key Job Responsibilities

■ Assist in the implementation of biosafety and biosecurity practices, guidelines and regulations in NICD laboratory facilities. ■ Assist in planned / routine and breakdown maintenance activities as per protocol on plant equipment and infrastructure to ensure its optimal operation ■ Assist in providing technical advice in the design, construction, upgrading and maintenance of high containment facilities, including budgeting and to ensure that the facilities provide locally sustainable technical solutions for biosafety or biosecurity requirements ■ Participate in the implementation of commissioning plans, daily checklists, inspection and maintenance programmes, and annual shutdown and certification procedures for biocontainment facilities ■ Participate in biosafety committees and implementing their resolutions, assisting in the development and updating of institutional biosafety manuals, and emergency response plans ■ Assist in the provision of engineering support in the setting up of “field” biocontainment laboratory infrastructure (installation of equipment and system operation) in support of NICD institutional commitments (e.g. during disease outbreaks) locally, regionally and globally ■ Assist in the development of improved biosafety and biosecurity practices and procedures in field/disease outbreak settings ■ Participate in NICD/NHLS training initiatives as a trainer in the field of biosafety and biosecurity. ■ Assist in the development of biosafety and biosecurity training programmes (including procedures for handling, shipping and receipt of biological and hazardous materials) ■ Keep up to date with relevant, current and emerging methods and technologies to ensure personal growth and development.

Minimum Requirements and Key Competencies

■ N6 Electrical or Mechanical engineering discipline ■ Holder of locally and/or international recognized training and certifications in biosafety ■ Medical laboratory certification (desirable) ■ Post qualification experience in field of qualification as well as in the maintenance of plant equipment ■ 1 year post qualification experience of biosafety technical and regulatory requirements for high biocontainment microbiological and biomedical laboratory ■ 1 year of post qualification as a trainer in laboratory experience in laboratory related biosafety and biosecurity training initiatives ■ Knowledge of OHSA ■ Attention to detail ■ Computer Literacy ■ Good Communication Skills ■ Analytical skills ■ Supervision of Staff.

Enquiries may be directed to Palesa Nong @ 011 386 6425, e-mail application to Recruiter2@nicd.ac.za