NATIONAL HEALTH LABORATORY SERVICE

VACANCY

MARCH 2026

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, driver's 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.
13. **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 7 APRIL 2026**

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	1-16

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	HEAD OF SECTION
PAYGRADE:	D4
REFERENCE NUMBER:	NICD0326/001-05

To provide leadership and strategic direction for the Epidemiology Section of the Division for Public Surveillance and Response in line with NICD's role and responsibilities, and to facilitate close working relationships and cohesion between the Department of Health, other stakeholders, and with other sections within the Division, The Surveillance Data Warehouse and the Centres.

Key Job Responsibilities:

■ Be responsible for developing of the overall surveillance strategy of the Division's surveillance platform, ensuring that the attributes of the platform are able to deliver on its objectives set in agreement with the various NICD centre's for the diseases under surveillance ■Ensure that co-ordinated quality assurance processes are in place throughout the Epidemiology Section of the Division■ To maintain an Epidemiology team to provide high quality teaching and training which is responsive to national and international requirements on NICD and other training programmes. As part of the management team within the NICD, the Senior Epidemiologist will be required to provide additional support for the other activities of the Division as well as other NICD needs. ■Ensure that the NICD supports the Provincial Departments of Health in their infectious Disease Epidemiology needs ■Contribute to the development of the overall surveillance strategy for the Division ■Be actively involved in the writing and submission of scientific papers, reports, grant writing■ Participate in relevant internal, Provincial, National and International meetings to facilitate the objectives of the Division ■Advocate the Division's epidemiological services to different stakeholders ■Strengthen the relationship between NHLS, NICD and DoH by being the liaison for all three institutions ■Collaborate with the NICD Units and Surveillance Data Warehouse to provide National and Provincial DoH with support in large/severe outbreak investigations and response in the field. This would include close liaison with all role players including NHLS, Directorate of the Provincial DoH and the Communicable Diseases Units and outbreak response teams in the province■ Strengthen systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to surveillance and outbreak response■ Play a lead role in the development of laboratory-based early warning systems for outbreaks and analysis of communicable disease data generated from Surveillance Data Warehouse ■ Ensure the Epidemiology Section of the Division is compliant with NICD/NHLS HR policies and directives.

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

Minimum Requirements and Key Competencies

■ MMED / Master's degree in Epidemiology(or public health) ■ PHD in Epidemiology/Public Health or equivalent desirable ■ Code 8 valid Driver's License ■ Minimum 6 years post qualification experience in infectious disease epidemiology surveillance within a public setting ■ At least 4 years' experience as a leader in a public Health setting ■ Expert Knowledge of epidemiology and statistical methods ■ Expert Knowledge of and insight into laboratory practice, and interpretation of laboratory tests with specific reference to NICD and NHLS ■ Knowledge of statistical software package for epidemiological analysis, MS Access, Excel, STATA, R or SAS ■ Proven leadership and management skills ■ Excellent analytical skills, with the ability to process scientific and medical data ■ Expertise in manipulating and analysing data ■ Ability to identify data issues, present problems, and implement solutions ■ Capability of communicating technical concepts clearly, concisely and understandably ■ Good Leadership, organisational and time management skills, with the ability to multitask ■ Strong interpersonal communication and presentation skills ■ Ability to effectively collaborative across cross functional teams ■ Good Understanding of the health system in SA

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR ENTERIC DISEASES and CENTRE FOR HIV and STIs
LOCATION:	SANDRINGHAM
POSITION:	CENTRE HEADS *2 (AMENDMENT AND READVERTISEMENT)
PAYGRADE:	E1
REFERENCE NUMBER:	NICD0126/001-17

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 ■Ensure that coordinated quality assurance processes are in place throughout the Centre ■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 Outbreak Response Unit/ Emergency Operations Centre/NMC ■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 .

Minimum Requirements and Key Competencies

■ Minimum Medical Qualification–MMed (Virology/Microbiology)/FC-Path(Virology/Microbiology)/ PhD in (Virology/Microbiology) ■ Masters in Medical Science/ Masters in Epidemiology and HPCSA registered as a specialist in Clinical Microbiology/Virology/Infectious Diseases or Medical Scientist Clinical Microbiology/Virology/Infectious Diseases ■Epidemiology expertise desirable ■ 10 to 15 years Management experience preferably in a public health institution ■8 to10 years communicable diseases/public health experience/epidemiology/ infectious diseases experience■ Managerial/ administrative experience (> 10 years) ■Management and Leadership skills ■Financial management (> 5 years)■ Public health surveillance experience (> 5 years) ■ Laboratory experience (>3 years) ■ Writing successful grant applications and performing research(> 5 years) ■ Teaching and training experience (> 5 years) ■ Knowledge of Microbiology, Virology, Immunology, Molecular Biology ■ Knowledge of statistics ■ Knowledge of statistical software packages desirable ■ Knowledge of quality management ■ Public health knowledge ■ Financial management ■ Communication and interpersonal skills ■Training skills ■ Team-building skills ■Time management skills ■ Planning skills ■ Project Management skills ■ Research methodology ■ Communication skills ■ Computer Literacy ■ Analytical skills.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR TUBERCULOSIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL TECHNOLOGIST (READVERTISEMENT)
PAY GRADE:	MT3
REFERENCE NUMBER:	NICD0126/001-04

Conducts, manages 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

Operational efficiency of laboratory

■ Formulate, co-ordinate and execute emergency response plan ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff ■ Review SOP's annually with the view of ensuring appropriateness. Ensure document control is current ■ Identify errors and conduct root cause analysis■ Conduct trend analysis, develop, implement and monitor improvement plan ■Resolve and complete Non-Conformances within prescribed time-frames and ensure that documentation is current ■ Monitor and ensure efficient stock usage ■ Review results of lot-to-lot verification and signs them off■ Assess and organize the workload to optimize efficiency and quality of patient care. ■ Deputise in th absence of the lab manager,

QMS

■ Implement appropriate quality assurance procedures, reviews the IQC results and takes the appropriate action ■ Establish and perform preventive measures for failures in quality control and equipment. ■ Weekly and Monthly QC reviews trend analysis and review of QC■ Trend analysis and review of non-conformances and corrective actions ■

Processing of samples/Assessment/Interpretation of results

Perform bacteriological investigations i.e. TB-NAAT, Microscopy, culture, identification of bacteria and sensitivity testing. ■ Enter and review results in comparison with international standards & best practice ■ Effective response to customer queries regarding tests performed■ Communicate results to clients as and when required.

Teaching, Training & Dev of Laboratory staff

■ Develop and implement a training programme ■ Review and analyse training competency of laboratory staff ■ Conduct operation research and development to improve procedures■ Conduct Training of students e.g. technicians, technologists, scientists and registrars.

Minimum requirements and key competencies

■National Diploma in Biomedical Technology or Bachelor of Health Science- Laboratory Science: Biomedical Technology ■ HPCSA registration as a Medical Technologist in Microbiology or Clinical pathology (independent practice) ■ 7 years' experience in a microbiology lab post qualification■ Preparation of different sample types for examination ■ Perform sampling and analysis on various specimen types■ Experience in processing samples for TB within the last 3 years will be advantageous ■Knowledge on the use of specified 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 ■Ability to identify problems and troubleshoot ■Ability to work independently and collaboratively ■Communication skills (Verbal, written and presentation) and Computer Literacy ■Time management and evaluation skills.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	IT SUPPORT ENGINEER (RE-ADVERTISEMENT)
PAYGRADE:	C1
REFERENCE NUMBER:	NICD0126/001-15

To provide a single point of contact for end users to receive support and maintenance within the organization's desktop computing environment. This includes receiving, prioritizing, documenting and actively resolving end user help requests as well as installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance. To troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required.

Key Job Responsibilities:

■Field incoming requests to the Service Desk via both telephone and e-mail to ensure courteous, timely and effective resolution of end user issues.■Evaluate documented resolutions and analyze trends for ways to prevent future problems Alert management to emerging trends in incidents■Assist in software releases and roll-outs according to Change Management best practices■Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications■Perform remote and onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair■Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels. Perform upgrades different types of software and hardware■Resolve incidents with printers, copiers and scanners■Assist users with mobile computing devices including mobile phones■Administer and resolve issues with associated end-user workstation networking software products■Collaborate with Infrastructure Engineers to ensure efficient operation of the company's desktop computing environment■Answer to and perform moves, adds and changes (MAC) requests as they are submitted■Ensure that physical desktop connections (i.e. RJ-45 Ethernet jacks, RJ-11 telephone modem jacks, connectors between PCs and servers, etc.) are in proper working order■Prepare tests and applications for monitoring desktop performance, then provide performance statistics and reports■Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations■Create, maintain and publish relevant support documentation in order to assist all staff/students in the quick resolution of their incidents and service requests and enable users to become more self-sufficient■Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, network cards, and other components and equipment■Accurately document instances of desktop equipment or component failure, repair, installation, and removal

Minimum Requirements and Key Competencies

■ 3-year diploma or a degree in IT ■ ITIL Foundation certification ■ MCSA Certification (desirable) ■ CompTIA A+■ 3 years' Work experience in an IT environment■ 2 years in Desktop Hardware and software support in a customer service environment ■1-year mobile device support experience■ Knowledge of desktop hardware and software applications ■ Basic Knowledge of Mobile Operating Systems ■ Knowledge of Desktop Operating Systems ■ Knowledge of multi-functional printers■ Excellent knowledge of PC and desktop hardware ■ Excellent knowledge of PC internal components■ Hands-on hardware troubleshooting experience with printers and related equipment ■ Extensive equipment support experience with printers and related equipment ■ Working technical Knowledge of current protocols, operating systems and standards including active directory and DNS■ Basic knowledge of mobile operating systems ■Ability to conduct research into PC issues and products as required■ Effective interpersonal skills and relationship building skills■ Strong written and oral communication skills■ Ability to present ideas in user friendly language ■ Understanding organisations goals and objectives ■ Analytical and problem solving abilities, with keen attention to detail■ Self-motivated and directed, with the ability to effective prioritise and execute tasks in a high pressure environment■ Strong customer-service orientation.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	NATIONAL CANCER REGISTRY
LOCATION:	SANDRINGHAM
POSITION:	DATA MANAGER (AMENDMENT AND READVERTISEMENT)
PAY GRADE:	D1
REFERENCE NUMBER:	NICD0126/001-11

To coordinate, manage and maintain surveillance and research study databases to ensure accurate data for analysis

Key Job Responsibilities

■Manage, maintain and update surveillance and research study databases within designated NICD Centres ■ Manage and develop data staff members so that they acquire skills required for optimal performance ■Compile and automate standard & adhoc reports, graphs, tables and spread sheets for data distribution ■ Perform daily back up and security for databases and ensure that data can be easily retrieved ■ Perform data audits as and when required ■ Develop data collection tool to ensure effective capturing of information /data ■ Ensure all fields on data collection forms match those the database ■ Oversee the technical aspects of electronic data collection tools ■ Develop and maintain pipelines for the automated coding of cancer reports. ■ Link cancer reports to external data sources using probabilistic record linkage and machine learning techniques. Maintain quality and strict confidentiality of information collected ■ Contribute to the recruitment and selection process of new data staff members ■ Develop new databases for projects as required ■ Contribute to the development and implementation of standard operating procedures for use and acquisition of database tools and the protection of confidential information ■ Oversee the development and maintenance of a filing system for all studies ■ Oversight of onboarding new labs ■ Coordination of NCR app with IT specialist ■ Ensure all cancer reports are coded according to current global standards (ICD-O-3), monitor developments in classification systems, and coordinate implementation of updates (ICD-O-4, ICD-11) as required. Set up and run data cleaning programmes for logical data checking which will then generate error reports or queries requiring validation (i.e. ensure all dates correlate admin date, collect date, outcome date, dob, etc; ensure all sex related questions tie together – no men with cervical cancer; ensure death questions match outcome of death; and other outliers of numbers, observations, etc)■ Liaise with surveillance sites and laboratory staff with respect to data queries and manage the flow of queries in order to improve the quality of data provide clean, good quality datasets available for quarterly analysis ■ Ability to drawdown required datasets for analysis ■Participate in epidemiologic research related to surveillance data.

Minimum requirements and Key Competencies

■ National Diploma in Information Technology or Epidemiology (NQF 6) or MSc/MPH in Epidemiology/Biostatistics/Informatics ■ 6 years' experience in data management ■ Experience in ICD-O-3 coding. Experience in database development using MS Access or SQL ■ Knowledge of and/or experience with either STATA software or R software will be an advantage ■ Knowledge of epidemiology information ■Data management and administrative experience ■ Communication skills (verbal and written) ■ Report writing skills ■ Ability to deal with or handle confidential information ■ Attention to detail ■ Management skills ■ Problem solving skills ■ Accuracy skills ■ Analytical skills ■ Interpersonal skills.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING ZOONOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST ENTRY (FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2026)
PAY GRADE:	MSE
REFERENCE NUMBER:	NICDCDC0326/001-01

To conduct research relevant to the pathology discipline, as well as to teach and train students conduct diagnostic test development and to assist in troubleshooting related to diagnostic testing for emerging zoonotic viral diseases.

Key Job Responsibilities

■ Conduct laboratory testing and research under supervision and within a multidisciplinary team, under supervision of Senior Medical Scientists/Pathologists/Laboratory Manager ■ On the bench training for laboratory staff e.g. Intern Scientists, Medical Technologists and Technicians ■ Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Record administration in accordance with current policies/procedures and SOPs ■ Engage in troubleshooting and ensure that error logs/corrective action reports are completed according to set requirements ■ Ensure that maintenance logs are accurate, up to date and accessible for retrieval ■ Participate in quality management activities ■ Co-supervise small research projects. Conducts tests and procedures independently ■ Perform equipment maintenance.

Minimum Requirements and Key Competencies

■ BSc Honors degree or equivalent or MSc in Medical Science or relevant field ■ Registered with HPCSA (virology) ■ 0 – 3 years' experience post-internship ■ Knowledge of pox, rabies, viral hemorrhagic fevers and other emerging zoonotic viral diseases of public health importance in South Africa highly recommended ■ Experience with cell culture, virus isolation, different serological assays highly recommended ■ Knowledge of laboratory biosafety and biosecurity highly recommended ■ Experience in working in biocontainment laboratories highly recommended ■ At least 1 scientific research abstracts ■ Involvement in the development & validation of either 1 new diagnostic methodology or significant modifications to existing applications/procedures ■ Knowledge of laboratory instruments ■ Knowledge of writing grant proposals & publications ■ Preparation and presentation of lectures ■ Exam compilation ■ Quality control in the laboratory practices ■ Knowledge of good laboratory practices ■ Knowledge of method validation and research methodologies ■ Active participation in maintaining SANAS accreditation ■ Presentation at local conferences / research forums ■ Willing to work in biocontainment laboratories

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	OFFICE ADMINISTRATOR (FIXED TERM CONTRACT UNTIL SEPTEMBER 2026)
PAY GRADE:	B5
REFERENCE NUMBER:	NICDCDC0326/001-02

To provide general services administration support to the business to facilitate communication between departments and create an audit trail

Key Job Responsibilities

■ Receive queries and ensure that they are resolved timeously ■Work as part of a team based and to facilitate sound administration on assigned projects ■Comply with reasonable request from the line manager■ Assist with travel arrangements for the CRDM ■Facilitate proper reporting-management and report writing ■Responsible for ensuring that all new staff in the Centre will be received and inducted into the Centre and provided with the resources required to fulfil their position (e.g. computer, office space, pin codes and pass cards)■Keep and maintain efficient administrative support to the Centre to ensure maximum efficiency and smooth running of the Centre including review and approval of office/laboratory supply acquisitions ■Handle general incoming and outgoing correspondence, (telephone, email, fax etc.) including taking any necessary action and maintaining accurate records ■Develop and maintain relationships with key stakeholders within NICD NHLS, the study sites, and other relevant organizations in order to improve administrative processes, communications and information flows ■Responsible for organizing local and international meetings and workshops from conception through to completion, including liaison with international coordinators/ budget holders, suppliers and venue; also including liaison with participants and organizing travel and accommodation ■Perform routine administrative (minute taking, filling, faxing, follow up on outstanding issues etc.) duties for the Centre to ensure that the Centre operates smoothly■ Receive and distribute courier parcels to ensure that the courier deliveries are efficiently distributed within the division ■Prepare operational reports and schedules, formatting and compiling monthly/ project reports to ensure efficiency and to collate documents and make sure they get handed in on time.

Minimum requirements and key competencies

■Grade 12 ■ 2 -3years of Experience in office administration ■Experience in a medical environment ■General office administration procedures ■MS Office, including Outlook ■Ability to work independently as well as in a team ■Communication skills ■Planning and organizing skills ■Interpersonal skills ■Attention to detail ■Computer literacy (MS Office) ■ Ability to work in a pressurized environment ■Time management.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST ENTRY (FIXED TERM CONTRACT UNTIL AUGUST 2026)
PAY GRADE:	MSE
REFERENCE NUMBER:	NICDCDC0326/001-03

To conduct laboratory testing and research relevant to the pathology discipline, in accordance with the strategic objectives of the Centre

Key Job Responsibilities

■ Conduct laboratory testing and research under supervision and within a multidisciplinary team, under supervision of Senior Medical Scientists/Pathologists/Laboratory Manager ■ On the bench training for laboratory staff e.g. Intern Scientists, Medical Technologists and Technicians ■ Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Record administration in accordance with current policies/procedures and SOPs ■ Engage in troubleshooting and ensure that error logs/corrective action reports are completed according to set requirements ■ Participate in quality management activities.

Minimum Requirements and Key Competencies

■ 4-yr BSc Honours degree or equivalent or MSc in Medical Science or relevant field ■ Registered with HPCSA as a Medical Biological Scientist **Microbiology** ■ Experience and competency in a molecular laboratory (DNA/RNA extraction and PCR) ■ Experience with next-generation sequencing would be an advantage ■ Involvement in the validation/verification of new/improved laboratory methods ■ Experience in how to operate laboratory instruments ■ Contribution to SOPs and validation/verification reports ■ Contribution towards research projects ■ Active participation in quality management activities and maintaining SANAS accreditation ■ Presentation and scientific writing skills ■ Good interpersonal skills ■ Troubleshooting skills ■ Attention to detail and able to work systematically with strict GLP adherence ■ Data analysis and interpretation skills ■ Computer Literacy skills ■ Able to work under pressure and process high volumes of samples, adhering to turnaround times for testing and reporting ■ Able to accommodate overtime work (weekends/public holidays/after hours) as needed and during outbreaks.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	INFORMATION TECHNOLOGY
LOCATION:	SANDRINGHAM
POSITION:	ANALYST DEVELOPER (FIXED TERM CONTRACT – UNTIL 28 FEBRUARY 2027)
PAY GRADE:	C5
REFERENCE NUMBER:	NICDCDC0326/001-04

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 business processes.

Key job responsibilities

■ 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 ■ Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■ Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements ■ Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ 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 ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Provides code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Perform other duties within scope as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum requirements & key competencies

■ NQF Level 6 (Information Technology/Computer Science/Software Development/Software Engineering) ■ Minimum 3 years' experience as a Software Developer ■ 3+ years' experience with Microsoft .NET Core/.NET 5+ development using C# ■ Microsoft technologies including: ASP.NET Core, Entity Framework Core, and LINQ, modern web and mobile development frameworks and technologies including: Front-end: JavaScript (ES6+) - **Critical** ■ TypeScript, ReactJS, Angular, or Blazor ■ Backend: RESTful APIs, ASP.NET Core Web API, Styling: CSS3, SASS/SCSS, and responsive design frameworks (e.g., Bootstrap, Tailwind) ■ Database development including relational database design (SQL Server or PostgreSQL), SQL, and ORM tools like EF Core ■ UI/UX design and rapid prototyping ■ Experience with version control and CI/CD tools (e.g., Git, GitHub/GitLab, Azure DevOps, or Jenkins) - **Critical** ■ Experience leading and managing software development projects in structured or Agile environments ■ Proficient in software modelling using UML and/or modern design tools (e.g., Lucidchart, Draw.io)
■ Experience developing and integrating solutions with Microsoft 365 and SharePoint Online (Power Platform experience advantageous)
■ Strong understanding of the Software Development Life Cycle (SDLC) ■ Experience with unit testing and automated testing frameworks (e.g., xUnit, NUnit, Selenium, Playwright) ■ Familiarity with Agile methodologies (Scrum/Kanban) and DevOps practices - **Critical** ■ Experience with asynchronous programming, parallelism, and concurrency in modern .NET ■ Strong skills in debugging, performance tuning, and application optimization ■ Deep understanding of Object-Oriented Programming (OOP), Service-Oriented Architecture (SOA), and microservices.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMNET AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	OFFICE ADMINISTRATOR (FIXED TERM CONTRACT UNTIL FEBRUARY 2027)
PAY GRADE:	B5
REFERENCE NUMBER:	NICDCDC0326/001-05

To provide general services administration support to the business to facilitate communication between departments and create an audit trail

Key Job Responsibilities

■ Receive queries and ensure that they are resolved timeously ■Work as part of a team based and to facilitate sound administration on assigned projects ■Comply with reasonable request from the line manager■ Assist with travel arrangements for the Centre ■Facilitate proper reporting-management and report writing ■Responsible for ensuring that all new staff in the Centre will be received and inducted into the Centre provided with the resources required to fulfil their position (e.g. computer, office space, pin codes and pass cards)■Keep and maintain efficient administrative support to the Centre to ensure maximum efficiency and smooth running of the Centre including review and approval of office/laboratory supply acquisitions ■Handle general incoming and outgoing correspondence, (telephone, email, fax etc.) including taking any necessary action and maintaining accurate records ■Develop and maintain relationships with key stakeholders within NICD NHLS, the study sites, and other relevant organizations in order to improve administrative processes, communications and information flows ■Responsible for organizing local and international meetings and workshops from conception through to completion, including liaison with international coordinators/ budget holders, suppliers and venue; also including liaison with participants and organizing travel and accommodation ■Perform routine administrative (minute taking, filling, faxing, follow up on outstanding issues etc.) duties for the Centre to ensure that the Centre operates smoothly■ Receive and distribute courier parcels to ensure that the courier deliveries are efficiently distributed within the division ■Prepare operational reports and schedules, formatting and compiling monthly/ project reports to ensure efficiency and to collate documents and make sure they get handed in on time.

Minimum requirements and key competencies

■Grade 12 ■ 2 -3years of Experience in office administration ■Experience in a medical environment ■General office administration procedures ■MS Office, including Outlook ■Ability to work independently as well as in a team ■Communication skills ■Planning and organizing skills ■Interpersonal skills ■Attention to detail ■Computer literacy (MS Office) ■ Ability to work in a pressurized environment ■Time management.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	CLEANER: HOUSEKEEPER (FIXED TERM CONTRACT UNTIL FEBRUARY 2027)
PAY GRADE:	A1
REFERENCE NUMBER:	NICDCDC0326/001-06

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition.

Key Job Responsibilities

■To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition ■Responsible for vacuuming carpeted areas and spot cleaning carpets ■To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves■ Sweeping and mopping of floors ■To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges ■To empty waste bins and take waste to designated areas ■To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available ■To set up tables/ chairs and equipment for events as needed ■Follow health and safety regulations and use chemicals as directed■ Report deficiencies or needs to the Co-ordinator.

Minimum requirements and key competencies

Grade 10■Knowledge of health and safety ■Basic understanding of health and safety ■Knowledge of cleaning machinery/ cleaning ■Cleaning of high windows Application of various ■cleaning procedures (e.g. wax) ■Strong interpersonal skills ■Attention to detail ■Communication skills ■Time management ■materials and chemicals

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	EPIDEMIOLOGIST (FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2026) (RE-ADVERTISEMENT) (AMENDMENT)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0226-001-01

To provide expertise and support for all the existing activities of the Centre for Respiratory Diseases and Meningitis (CRDM) with specific reference to epidemiological support for surveillance activities, outbreak response and research studies at CRDM.

Key Job Responsibilities

■Provide epidemiologic support for all activities of the CRDM with specific reference to laboratory-based and syndromic surveillance, research activities, outbreak investigations and pandemic response requiring support ■Play a lead role in the development of investigation forms, standard operating procedures, database development real time data checks, preparing weekly surveillance and research reports and supporting site staff with project activities ■ Assist with CRDM related surveillance and other activities as need ■Train the appropriate audiences on study procedures, databases and reporting ■Strengthen electronic systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to CRDM surveillance and research ■Generate reports, interpret data and provide analyses to ensure that accurate data is available for analysis and preparation of manuscripts ■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 scientific journals ■Comply with any reasonable and lawful instruction issued by the manager..

Minimum requirements & key competencies

■MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent (essential)■Valid driver's license [Code E / EB] ■ 0-3 years' experience in applied epidemiology, public health and communicable diseases post MSc/MPH qualification (essential) ■Experience with data analysis and Database development (essential) ■ Competency in Microsoft Excel, R Studio and Stata essential ■Infectious diseases epidemiology experience essential ■Research experience ■Skilled in epidemiology and application of epidemiological skills ■Understand the research process, field research experience ■General management and administration (desirable)■Knowledge of and insight into NHLS and NICD laboratory practice(desirable) ■Communication skills (verbal & written) ■Ability to work under pressure ■Interpersonal skills ■Time management ■Attention to detail ■Planning and organizing skills ■Thinking on one's feet ■Assertiveness ■Flexibility / Adaptability■ Ability to produce statistics ■Report writing skills ■Diplomatic skills ■Teaching / Training.

APPLICANTS WHO APPLIED IN FEBRUARY BULLETIN DO NEED TO APPLY.

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

NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	BIOINFORMATICS SCIENTIST (RE-ADVERTISEMENT) (FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2026)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0226/001-03

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 and interpretation on data produced from next generation sequencing systems (e.g. Roche 45, Illumina or Ion torrent platforms)as well as develop, improve, modify and operate data analysis ■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/staff with bioinformatic 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 objectives are achieved in terms of turnaround times, cost control, quality and service■ Monitors and manages bioinformatics requests/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 field ■PHD in Bioinformatics (Desirable) ■Five years' (5 yrs) experience with next generation sequencing data analysis■ Three Years (3 Years) Experience with relevant sequence analysis tools/ best practices ■ Background or experience in molecular biology or microbiology ■ Experience with working in a Lunix/Unix environment ■ Strong Bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■TCP/IP knowledge (advantageous) ■ Project Management ■ Have proven ability in formulating and/or implementing high level bioinformatic solutions■ 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

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