

JULY 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 filling 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: 14 August 2026

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST SENIOR (READVERTISEMMENT)(AMENDMENT)
PAY GRADE: MSI
REFERENCE NUMBER: NICD0326/001-02

To support surveillance and outbreak response and promote research and development in the Centre and maintain first world laboratory medicine and practice refined and specific procedures to achieve a final diagnosis for clinical application in relation to respiratory and meningitis pathogens.

Key Job Responsibilities

■ Perform and co-manage laboratory testing, research and development with a Principal Medical Scientist or Pathologist ■ Publish peer-reviewed articles ■ 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 ■ Present at national and/or international conferences /research days/ forums ■ Involved in successful funding of own research or managing project budgets ■ Conduct tests and/or procedures independently, interpret and authorize results ■ Provide input into scientific changes, enhancements to SOPs ■ Participation in development and validation of new tests/workflows ■ Produce standard and complex reports, including reporting stakeholders such as the Department of Health (DOH) and World Health Organization (WHO) ■ Maintenance and administration carried out according to internal and external requirements ■ Participation in Quality Management which includes identification and resolution of quality related problems and active participation in maintaining SANAS accreditation ■ Manage and lead laboratory activities related to surveillance, outbreaks and genomic surveillance for respiratory and meningitis pathogens of public health importance

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science or relevant field/ PhD ■ Registration with HPCSA as a medical biological scientist (**Microbiology/Molecular Biology**) ■ At least 3 years' experience working as a medical scientist ■ Project/technical leader on at least one project ■ Experience co-managing project finances ■ Experience with the development and validation of laboratory methods ■ At least three peer reviewed journal manuscript/s or book chapters as first author or at least five co-authored publications ■ Experience with supervision of postgraduate students or leading training initiatives ■ Knowledge of sequence analysis tools and interpretation of results ■ Communication skills ■ Customer care ■ Interpersonal skills ■ Analytical skills ■ Problem solving skills ■ Attention to detail ■ Ability to work under pressure and dealing with high work volumes while keeping abreast with academic literature ■ Computer Literacy skills ■ Attention to detail ■ Able to work flexible hours (including public holidays and weekends) as needed.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	HEAD – INFORMATION TECHNOLOGY
PAY GRADE:	D4
REFERENCE NUMBER:	NICD0726/001-01

To align technology vision with business strategy of both the NICD and NIOH by integrating company processes with the appropriate technologies. To be responsible for all aspects of developing and implementing technology initiatives within the organization/institute. To provide direction in all technology-related issues in support of information operations and core company values.

Key Job Responsibilities

Strategy and Planning:

■ Participate as a member of the senior management team in governance processes of the organization's architecture, telecommunications, networks, programming, media, and desktops ■ Lead strategic technological planning to achieve business goals by prioritizing technology initiatives and coordinating the evaluation, deployment, and management of current and future technologies ■ Collaborate with the appropriate departments to develop and maintain a technology plan that supports organizational needs ■ Develop and communicate business/technology alignment plans to executive team, staff, partners, customers, and stakeholders ■ Direct development and execution of an enterprise-wide disaster recovery and business continuity plan ■ Lead the integration of data systems across NICD to improve effectiveness, quality and health impact and institute POPIA compliant data governance .

Acquisition and deployment

Assess and communicate risks associated with technology-related investments and purchases ■ Develop business case justifications and cost/benefit analyses for technology spending and initiatives ■ Define requirements for new technology implementations and communicate them to key business stakeholders ■ Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale , implementing, and operating new network systems, equipment, software, and other technologies ■ Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems

Operational Management

Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations ■ Analyze and improve upon technology standards across the organization to maintain a technological and competitive edge ■ Enhance the robustness of the data warehouse information workflows and delivery of user friendly impactful data visualizations and automated reporting for surveillance and business needs ■ Act as primary liaison for the company's technology

via regular written and in person communications with the organization's executive, department heads, end users and external stakeholders ■ stakeholders ■ Creatively and independently provide resolution to technical problems in a cost-effective manner ■ Develop, track, and control the technical services annual operating and capital budgets for purchasing, staffing, and operations ■ Supervise recruitment, development, retention, and organization of all technical staff in accordance with corporate budgetary objectives and personnel policies ■ Ensure continuous delivery of technical services through oversight of service level agreements with end users and monitoring of systems, programs, and equipment performance ■ Ensure equipment, software operations and licensing adheres to applicable laws and regulations and regulations and cybersecurity is robust ■ Where necessary, oversee and develop patenting of intellectual property, inventions, and business processes ■ Manage all SLA's with service providers ■ Ensure provision of Help Desk service and support.

Leadership and management

Lead and manage the IT Team ■ Ensure IT, Surveillance Data Warehouse Team development and training ■ Performance manage and manage talent of the IT Team, Surveillance Data Warehouse Team.

Minimum requirements and key competencies

■ Master's Degree in computer science or business administration ■ 8 years' experience managing and/or directing technological operations ■ 10+ years' experience in IT of which preferably at least 2 years with data analytics or data warehouse experience ■ Pursues excellence in all aspects of business ■ Builds expert knowledge in our industry and conveys knowledge to others ■ Works across practice to share lessons learned and best practices ■ Experience in strategic technology planning, execution, and policy development ■ Challenges others to develop as leaders while clarifying roles and responsibilities ■ Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change. ■ Builds expert knowledge in our industry and conveys knowledge to others ■ Evokes creative and innovative thinking from team members while helping them to bring their ideas and career plans to fruition ■ Helps to determine new, creative ways to employ teams on projects and distribute responsibilities ■ Anticipates internal clients' needs and proposes alternative business solutions. ■ Continually seeks and capitalizes upon opportunities to increase internal client satisfaction and deepen client relationships ■ Excellent knowledge of technology environments, including telecommunications, networks, programming, media, and desktops ■ Technical experience with systems networking, databases, Web development, and user support ■ Exposure to business theory, business processes, management, budgeting, and business office operations ■ Solid understanding of computer systems characteristics, features and integration capabilities ■ Extensive knowledge of data processing and analytics platforms knowledge ■ Understanding of the organization's goals and objectives ■ Demonstrated ability to apply technologies solutions to business problems ■ Excellent understanding of project management principles ■ Proven experience in planning, organization, and development ■ In-depth knowledge of applicable laws and regulations as they relate to technology issues. ■ Effectively communicates relevant IT-related information to superiors and peers in other practices ■ Handles difficult personnel situations directly, using appropriate discretion, HR advice, and respect for the individual. ■ Ensures that appropriate network managers are monitoring, analyzing and evaluating performance and working on resolution of identified degradation trends and problem areas (Performance Management). ■ Ensures that support for around-the-clock information transfer, storage, and processing is timely, efficient and meets the service levels required ■ Proven leadership ability ■ Superior analytical, evaluative, and problem-solving abilities ■ Exceptional service orientation ■ Ability to motivate in a team-oriented, collaborative environment ■ Report writing skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: INFORMATION MANAGER (FIXED TERM CONTRACT ENDING 31 MAY 2027)
(RE-ADVERTISEMENT)
GRADE: D1
REFERENCE NUMBER: NICDCDC0526/001-01

To manage the extraction, storage, collection, analysis and reporting of data. To design, develop and maintain information system projects to meet the strategic reporting requirements of surveillance data for the NICD.

Key Job Responsibilities

■ Manage extraction, storage, collection, analysis, probabilistic linkages, and reporting of data for the NICD CTB ■ Source and collect various spatial data sets and coordination of data quality and flow ■ Integrate spatial and non-spatial data with maintenance options for future development ■ Develop and implement standards and guidance for use and acquisition of database tools and the protection of confidential information ■ Design and implement new applications and provide support and maintenance of existing applications ■ Modify existing database management systems to integrate into an NICD surveillance information system ■ Train and develop the NICD users/ data analysts to systematically identify, collect, analyse, review, share and retain important epidemiological and surveillance data ■ Analyze the data needs of all the Centres of the NICD and provide the required data extraction and analysis tools ■ Establish and maintain links with relevant internal and external stakeholders ■ Initiate and participate in scientific / operational research projects pertaining to epidemiologic research related to surveillance data surveillance data systems ■ Develop and continuously update systems for long-term archiving of data, protecting the integrity of data for future applications and audits ■ Collaborate with NICD Centres and senior management on developing and extracting database information, in line with the strategic planning of the NICD ■ Oversee the IT supervisory functions, including evaluating new advances in IT, which can benefit the NICD core functions ■ Develop web accessibility to relevant database systems ■ Prepare statistical and narrative reports ■ Perform daily back up of databases and ensure that data can be easily retrieved ■ Automation of daily tasks to ensure optimal performance of data storage environments ■ Maintain quality and strict confidentiality of information collected ■ Manage staff in the information centre and ensure skills transfer ■ Compile and automate reports, graphs, tables, spread sheets for data distribution ■ Provide other tasks and contribute to organizational management as required ■ Working with data sharing partners nationally and internationally ■ Develop an application programming interface (API) to allow electronic data exchange (EDI) between data systems

Minimum requirements and key competencies

■ Honors degree in Science or Epidemiology or statistics or information systems ■ Project management certification desirable ■ 5 years' Experience in data management (extraction, analysis and manipulation) ■ Experience with data management software, particularly database development and automated report generation ■ 1 year experience in team supervision desirable ■ Understanding of Geographic Information Systems. ■ Analytical and project management skills ■ Proficient in .NET Architecture, MY SQL, MS SQL, MS Access, MS Excel. ■ Supervisory skills Self-motivated, able to work independently and work as part of a multidisciplinary team ■ Attention to detail ■ Interpersonal and advanced communication skills (verbal and written) ■ Organizational Skills ■ Analytical and project management skills.

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

DISCIPLINE: CENTRE FOR HEALTH CARE-ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOSES (CHARM)
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: MT1 (FIXED TERM CONTRACT UNTIL DECEMBER 2026)

REFERENCE NUMBER: NICD0726-001-02

Conducts and monitors a variety of diagnostic and/or surveillance analyses of patient specimens/isolates to provide accurate laboratory test results to aid and confirm diagnosis and treatment therapies and/or to generate accurate surveillance data”

Key Job Responsibilities

Operational efficiency of the laboratory

- Receive and prepare all samples for analysis and carry out all testing procedures in accordance with relevant SOP's within specified TAT's
- Good knowledge and understanding of antimicrobial resistance
- Good knowledge and understanding of surveillance
- Experience with specialised laboratory equipment e.g. MALDI-ToF, Sensititre, Microscan
- Ensure compliance with health and safety measures at all times day/month/year
- Perform preventative equipment maintenance performed as per set schedule
- Daily compliance – record temperature readings and equipment maintenance in accordance with relevant SOP ensuring documents are accessible and retrievable
- Compliance with in-lab turn around time and upholding the standard each day
- Efficient stock control on bench
- Receive stock on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis.

QMS

- Participation in the external EQA programmes in the centre
- Perform administrative and procurement duties to ensure smooth functioning of the laboratory
- Assist with additional duties, as per organisational requirements such as, but not limited to:- laboratory quality representative, fire warden, health and safety
- Understand the principles of the various analysis performed
- Complete corrective action and troubleshooting logs QC and equipment failures
- Run instrument quality controls IQC and EQA
- Record Non Compliance “NC”
- Print and action overdue and pending list.

Assessment of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP any abnormal results
 - Perform data checks as per SOP
 - Uncertainty of measurement
 - Inter-lab comparisons and validations
 - Identify results that are outside
- Experience using MS word, Excel, LIS and RedCap (desirable)

Teaching, Training & Dev of laboratory staff

- Attend CPD activities
- 1 x CPD presentation per Annum
- Assist with teaching and training offered by the centre.

Minimum requirements and key competencies

■ National Diploma in Medical Technology or Biomedical Technology or BSC in laboratory scientists ■ HPCSA registration in **Microbiology**
■ 0-3 years of experience or higher years - Biomedical Technologist ■ Perform sampling and analysis of blood, tissue and body fluid
■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organizational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Computer literacy ■ Communication Skills (Verbal, written & presentation) ■ Time management and evaluation Skills.

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST (FIXED TERM CONTRACT UNTIL 31 JULY 2027) (AMENDMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0326-001-02

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.

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