

SEPTEMBER 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: 9 October 2026

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DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: MANAGER TECHNICAL (READVERTISEMENT)
PAY GRADE: D3
REFERENCE NUMBER: NICD0425/001-01

To oversee the operation, maintenance, upgrading, (re)certification and development of high and maximum containment (BSL3 and BSL4) laboratory facilities and infrastructure at the National Institute for Communicable Diseases (NICD), and the greater National Health Laboratory Services (NHLS) institutions, in South Africa in accordance to current local and international Biosafety and Biosecurity regulations and practices

Key Job Responsibilities

■ Participate with senior management at the NICD / NHLS institutions to oversee all aspects of biosafety and biosecurity, particularly with respect to high and maximum containment facilities ■ Participate in the development of biosafety and biosecurity guidelines and regulations for NHLS institutions in South Africa ■ Lead the biocontainment engineering team to provide advice and direction in the design, budgeting, construction, upgrading and maintenance of high and maximum containment facilities and infrastructure at NICD ■ Develop containment principles, facility design, practices and procedures to prevent occupational infections in the workplace or the release of the organisms to the environment ■ Manage the development of the NICD Division of Biosafety and Biosecurity to be a recognized resource for professional expertise in biosafety and biosecurity to ensure that the facilities provide locally sustainable engineering solutions to meet biosafety and biosecurity requirements ■ Formulate and manage Capital Expenditure budgets for infrastructural and biocontainment system upgrade projects including mobile laboratory infrastructure for outbreak response ■ Manage the department's operational budget to ensure effective functioning, maintenance, certification and development of high and maximum containment facilities ■ Participate in biosafety committees and meetings, assisting in the development and updating of institutional biosafety manuals, training programmes and emergency response plans, including procedures for shipping and receipt of biological and hazardous materials ■ Conduct periodic reviews of facility design, modifications and work practices to improve biosafety in line with evolving national and international biosafety and biosecurity requirements ■ Manage the developing and implementation of commissioning plans, daily check lists, inspection and maintenance programmes, and annual shutdown and certification procedures for biocontainment facilities ■ Act as a competent independent advisor to senior management designated to provide advice and guidance on BioRisk Management matters and shall possess the delegated authority to stop work in the event that it is considered necessary to do so ■ Champion the implementation of the NICD Engineering Maintenance Policy for the management and provision of engineering and building maintenance and lead the development of the implementation strategy for the Policy through the required deliverables ■ participate in NICD / NHLS training initiatives as a trainer in the field of biosafety and biosecurity ■ Manage the provision of engineering support for field deployment of mobile biocontainment laboratory infrastructure in support of NICD / NHLS institutional commitments (e.g. during disease outbreaks) locally, regionally and globally by participating in the development of improved biosafety and biosecurity practices and procedures in field/disease outbreak settings ■ Keep up to date with relevant, current and emerging methods and technologies to ensure personal growth and development.

Minimum Requirements and Key Competencies

■ Bachelor's Degree in Mechanical or Industrial Engineering (NQF Level 7)) ■ Holder of locally and internationally recognized training and certification in biosafety and biosecurity and related fields ■ Seven (7) years post qualification experience of biosafety technical and managerial requirements for high biocontainment microbiological and biomedical laboratories, five (5) years' experience should be in supervising/ managing the technical operation of high biocontainment facilities ■ Experience in managing high and maximum biocontainment facility operations including the following:

Planning and active participation in the BSL3 and BSL4 facility commissioning and and/or (re)certification activities; Ensuring operational safety and repair of facilities, plant and equipment; Managing certification/ and validation of the BSL3 and BSL4 facility's systems; Management of maintenance activities (preventative & corrective schedules); Managing contractor's on site, and ensuring service quality is in accordance with international biosafety guidelines; Maintaining and updating of the facility-specific Operations and Maintenance manuals; Maintenance and updating of existing asset register(s); Regular reports to Senior Management on status of facilities; Managing facility biosafety and biosecurity systems; Preparing a maintenance budget for the facility's and planning for acquisition of new equipment; Development and maintaining of daily inspection systems of all containment parameters of the facilities to ensure safe working conditions; ■ OSHA ■ International biosafety and security guidelines and regulations (desirable) ■ Effluent and solid waste disinfection and sterilization systems ■ HVAC control ■ Financial planning and budgeting ■ Strategic planning ■ Management Skills ■ Strong communication skills ■ Writing and reporting ■ Computer literate in Computer-Aided Maintenance Management (CMMS) software (e.g. Maintenance Pro 4.0); drawing software (,e.g. TurboCAD, AutoCAD); Building Management Systems (e.g. Andover Continuum), Microsoft Office suite ■ Persuading and influencing Planning and Organising ■ Analytical skills ■ Ability to adapt to different working environments ■ Meeting deadlines / Working in a high-pressurised environment ■ Interpersonal skills ■ Creativity ■ Supervision of staff ■ Deciding and initiating action Willing and able to travel nationally and internationally. Attend and participate in national, regional and international courses and workshops in order to remain up to date with biosafety and biosecurity practices.

Enquiries may be directed to Mammei Hlehlisi - Galo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: SENIOR EPIDEMIOLOGIST (**FIXED TERM CONTRACT UNTIL 31 AUGUST 2027**)
PAY GRADE: D2
REFERENCE NUMBER: NICDCDC0926-01-01

Lead and conduct epidemiological studies to investigate the occurrence, distribution, and determinants of diseases, injuries, and other health conditions in populations.

Key Job Responsibilities

■Design and implement surveillance systems to monitor disease trends, identify outbreaks, and evaluate the effectiveness of public health interventions ■Responsible for infectious diseases modelling for the Centre ■Assist to establish strategic goals for the Epidemiology Section of the CRDM 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 ■Interpret and communicate epidemiological findings to relevant stakeholders, including healthcare professionals and policymakers. ■Collaborate with multidisciplinary teams to develop and implement evidence-based strategies for disease prevention, control, and health promotion ■Stay updated with the latest research, methodologies, and advancements in the field of epidemiology to ensure best practices are implemented in research and analysis ■Contribute to the development of research proposals, grant applications, and scientific publications ■Collaborate with local and international organization's and agencies to share knowledge, expertise, and best practices in epidemiology ■Initiate, develop and implement epidemiologic studies and surveillance programmes relevant to the CRDM activities, including study design, data collection, data entry, data management, data cleaning, data analysis and report writing ■Analyse large datasets using statistical software to identify trends, patterns, and risk factors associated with diseases and health conditions ■Assist with co-ordination of epidemiological investigations of diseases outbreaks and provide additional logistical support to the Department of Health epidemiological investigation of disease outbreaks as required ■Supervision and management of field staff for surveillance programmes and epidemiological studies ■Create and produce reports and contribute significantly to existing NICD publication such as communiqués and bulletin as well as produce scientific papers on relevant subjects ■Provide additional support for the other activities of the CRDM as well as other NICD requirements ■Participate in relevant internal, Provincial, National and International meetings and conferences, to facilitate the objectives of the CRDM ■Develop and implement laboratory-based early warning systems for outbreaks and analysis of communicable disease data generated from CDW ■Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■Ensure that coordinated quality assurance processes are in place throughout the Epidemiology Section of the CRDM ■Train, develop and manage epidemiology staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■Training and supervision of students -MSc/MPH/FETP/PhD.

Minimum requirements & key competencies

■PhD in Epidemiology/Public Health or equivalent■ Code 8 valid Driver's License ■6 years post qualification experience in infectious disease epidemiology surveillance within a public setting■ 4 years' experience as a leader in a public Health setting or database development ■ Experience in infectious disease/mathematical modelling ■Peer reviewed publications >5 first author publications■ Expert Knowledge of epidemiology, statistical methods and database development■ 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.

Enquiries may be directed to Mammei Hlehlisi - Galo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: FIELD EPIDEMIOLOGIST (FIXED TERM CONTRACT UNTIL 31 MARCH 2027)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0926/001-02

To provide epidemiology expertise and support for the activities of the Centre for Emerging Zoonotic and Parasitic Diseases (CEZPD), with specific reference to for surveillance activities, outbreak response and research of emerging zoonotic and parasitic diseases of interest to the CEZPD and of public health importance in South Africa and the region.

Key Job Responsibilities

■ Provide epidemiologic support for activities of the CEZPD with specific reference to surveillance, research (including protocol development, grant application and management), outbreak investigations and pandemic response for diseases of interest for the Centre ■ 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 ■ Develop and deliver training of diverse audiences on diseases of interest to the Centre with a focus on surveillance and epidemiology ■ Contribute to the strengthening of processes associated with surveillance of diseases of interest to the Centre, with a focus on data collection, data flows and analyses. ■ 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 disease trends, research, methods and technologies to ensure personal growth and development, ■ Contribute to 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) ■ 0 -3 years' experience in applied epidemiology, public health and communicable diseases post MSc/MPH qualification (essential) ■ Experience with data analysis and database development for diverse datasets (including large datasets) (essential) ■ Demonstrated competency in Microsoft Excel, R Studio and Stata (essential), additional database and statistical software experience recommended ■ Knowledge of notifiable medical conditions surveillance system and district health information system (DHIS) (essential) ■ Knowledge of epidemiology and surveillance of zoonotic and parasitic diseases beneficial ■ Experience with outbreak investigations essential ■ Experience in protocol development, grant applications and grant funding management recommended ■ Demonstrated competency at teaching and training at different levels ■ General management and administration skills desirable ■ Demonstrated good communication skills (verbal & written). ■ Ability to work under pressure and demonstrate flexibility and adaptability ■ Willingness to undertake national and international work-related travel ■ Good interpersonal skills to support working with diverse teams ■ Good time management, planning and organizational skills ■ Attention to detail required ■ Valid driver's license (code E/EB) recommended

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING, ZOO NOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: ASSISTANT- RESEARCH (FIXED TERM CONTRACT ENDING 28
FEBRUARY 2027)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0926/001-03

Key Job Responsibilities

■ Assist the collection, processing and the morphological identification of mosquito specimens (with a focus on *Aedes* species) to meet the project needs ■ Collect/assist with the collection of other entomological indicators meeting the surveillance or research needs of the project and department. ■ Facilitate the receiving and courier of specimens from study sites. ■ Assist in the planning of field trips for mosquito collections at different sites in South Africa ■ Assist with maintain stock and inventories for laboratory and field study consumables ■ Complete laboratory quality assurance related documentation such as equipment verification forms, equipment log sheets and data collection forms ■ Effective team-working with other staff ■ Attendance at any necessary programme related meetings to review performance with the study team ■ Assist in maintaining research records after for all aspects related to the field collection, processing and identification of mosquitoes in accordance with the study protocol ■ Actively participate in and contribute to research activities, e.g. special research studies nested within the entomological surveillance programme ■ Perform task assigned by the line manager, related to entomological surveillance, laboratory analysis and research programme.

Minimum requirements & key competencies

■ Grade 12 ■ 6-month experience in supporting research projects ■ Hold a valid driver's license ■ Contribution to published scientific research and reports recommended ■ Basic knowledge of field collection of mosquitoes required ■ Good communications skills ■ Good interpersonal skills ■ Attentive to detail ■ Basic numeric skills recommended ■ Experience in use of MS excel or other database software recommended ■ Willing to travel often in support of field research.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: GRANT ACCOUNTANT (FIXED TERM CONTRACT ENDING 31
OCTOBER 2027)
PAY GRADE: C4
REFERENCE NUMBER: NICDCDC0926/001-04

Key Job Responsibilities

Develop and review budgets in order to comply with the Grantor's and stakeholder requirements ■ Ensure the loaded budget is correct, and expenditure of grantee is within approved budget to avoid over-expenditure ■ Review and supervise the opening and closing of cost centers to ensure correct fund allocation and project closure based on the agreement ■ Monitor, verify and analyze monthly financial reports produced by Grants Administrators to ensure accuracy and compile the relevant reports to the Grantor based on the contract requirements ■ Manage the query log and facilitate meetings with Principal Investigators (PIs) and relevant stakeholders to ensure timeous resolution of all queries ■ Liaise with auditors (internal and external) and ensure timely response to audit queries to avoid qualifications ■ Ensure adherence to all required accounting standards including PFMA and GAAP ■ Ensure accurate debtors balances and timeous receipting of funds from Grantor in accordance with the required standards and procedures to avoid NHLS cash flow problems ■ Oversee orientation, training and development of staff to ensure they are able to achieve their performance objectives ■ File all documents in order to comply with archiving requirements and perform any other reasonable ad hoc tasks.

Minimum requirements & key competencies

Degree in financial management or Accounting e.g. BCom Accounting or equivalent ■ Five (5) years' Experience in grant management, financial management, budgeting and reporting ■ 3 years' Knowledge of IFRS, PFMA and GAAP legislation ■ 5 Years Knowledge of financial reporting ■ 3 years Knowledge of grant management ■ 2 years Knowledge of accounting practices for foreign exchange ■ 1 year knowledge of medical research industry ■ Attention to detail ■ Analytical thinking ■ Ability to work in a team ■ Communication skills (written and verbal) at all levels ■ Supervisory skills ■ Interpersonal skills ■ Time management skills ■ Computer literacy (Advanced MS Office, Oracle).

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

BUSINESS UNIT: NICD
 DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
 LOCATION: SANDRINGHAM
 POSITION: FIELD EPIDEMIOLOGIST (FIXED TERM CONTRACT UNTIL 31 JANUARY 2027)
 PAY GRADE: D1
 REFERENCE NUMBER: NICDCDC0926/001-03

To provide epidemiological expertise and support with regards to training and service activities undertaken by the South Africa Field Epidemiology Training Programme (SAFETP), including the strengthening of public health surveillance systems, the investigation and response to public health emergencies, the analysis and use of data for public health decision making, as well as the scientific communication of data to stakeholders, with specific reference to supporting the Frontline, Intermediate and Advanced Field Epidemiology Training Programme (FETP) tiers of the unit. The incumbent will be based at SAFETP and will work under supervision and mentorship from the director of the SAFETP programme

Key Job Responsibilities

- Provide epidemiological expertise and support to all activities of the SAFETP, with specific reference to providing academic and field epidemiological support to Frontline, Intermediate and Advanced FETP training across South Africa. ■ Collaborate with field mentors/supervisors and SAFETP secretariat staff to provide mentorship, coaching, and supervision for the trainees during their field training to ensure acquisition of key field epidemiology skills and competencies. ■ Provide technical assistance to trainees to identify public health problems and conduct surveys to generate data that will guide public health decisions to solving such problems. ■ Provide technical assistance to trainees in developing research protocols and compiling reports for FETP core learning activities. ■ Collaborate with mentors to assist trainees to develop adequate and timely field investigations in response to acute public health problems such as disease epidemics/outbreaks, clusters of disease cases, and case investigation. ■ Provide technical assistance to trainees in preparing scientific presentations for local, national and international level dissemination of key findings and recommendations from their field projects. ■ Assist with the development and teaching of in-class field epidemiology trainings.
- Participate in disease surveillance, outbreak investigation and response activities at the national and subnational levels together with the trainees as a means to demonstrate best practices. ■ Orientate supervisors and mentors/supervisors of trainees about the expectations for their roles in relation to the FETP. ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development. ■ Perform appropriate research, disseminate findings to relevant stakeholders and publish in relevant scientific journals. ■ Contribute to relevant training and service activities of the Division of Public Health, Surveillance and Response ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements & key competencies

- Master Degree in Public Health or MSc Epidemiology and Biostatistics or other relevant qualification ■ 0-3 years post qualification experience in field and disease outbreaks ■ Knowledge and understanding of the functionality of surveillance systems at national and subnational levels of the health system in South Africa. ■ Knowledge and experience with FETP programme structure, coursework, and core learning activities. ■ Strong scientific writing, publication and presentations skills including presentations at national and international scientific conference. ■ Experience verifying, analyzing and presenting data. ■ Experience training and mentoring public health professionals. ■ Proficiency in the use of the following software: Microsoft Word, Excel, PowerPoint. ■ Proficiency in the use of the following statistical packages: Stata and R ■ General management and administration ■ Attention to detail ■ Communication skills (verbal & written) ■ Self-motivated and ability to work under pressure ■ Interpersonal skills ■ Flexibility / Adaptability ■ Diplomatic skills ■ Analytical Skills ■ Report writing skills ■ Teaching / Training ■ Time management ■ Research skills.

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