

MAY 2017

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources) by e-mail or logging on to the NHLS career page [https://careers.nhls.ac.za/\(I-Recruitment\)](https://careers.nhls.ac.za/(I-Recruitment)), quoting the reference number and the job title.
2. Response e-mail addresses of the relevant HR representative are 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.
3. Any credentials of the contract of employment will be subject to security clearance, Competency assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All positions that require an applicant to be registered with a professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
5. These positions are open to all employees of the NHLS including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. Internal applicants must have served 12 months in their current post from date of appointment to the position as a new appointment, promotion or transfer before they may apply for new position.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 19 MAY 2017

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: PROVINCIAL EPIDEMIOLOGIST TEAM MANAGER
PAY GRADE: PAY ZONE D2
REFERENCE NUMBER: NICD0517/001-01

The Provincial Epidemiology Team of the National Institute for Communicable Diseases (NICD) provides for the epidemiology needs of the Provincial Departments of Health in South Africa. This service focuses on utilising epidemiological methods and expertise to support the provinces in meeting their responsibilities of preventing and controlling the spread of infectious diseases in line with International health regulations and contribute to the strengthening of public health capacity in South Africa. The Provincial Epidemiology Team has been set up to provide on-site support to the all the Provincial Departments of Health and ensure that expertise available within the NICD is made available at regional and local levels of health service delivery.

The main purpose of this post is to support and supervise operational activities of the provincial epidemiologists that are posted to the nine provinces of South Africa, in alignment with the broader NICD functions. Specifically, the epidemiologist will develop systems and structures that synchronise and standardise activities of the provincial field epidemiologists and will act as the liaison to ensure efficient communication and data exchange between NICD centres and the provincial health departments via the field epidemiologists.

Key Job Responsibility

■ Coordinate mechanisms to obtain public health data from the various NICD centres in a structured and systematic manner and make it available to provincial epidemiologists for use within their respective provinces ■ Implement innovative ways of ensuring expertise within the NICD centres is available to the provincial and district health departments via the provincial epidemiologists to facilitate timely and focused response to infectious diseases ■ Provide mentorship, guidance and support to the provincial epidemiologists in supporting the implementation and management of the Notifiable Medical Conditions (NMC) surveillance within the 9 provinces of South Africa ■ Provide mentorship, guidance and support to the provincial epidemiologists in supporting outbreak responses by the provincial and district health departments ■ Be an efficient link between the NICD outbreak response unit, the various NICD centres and the provincial field epidemiologists in responding to infectious disease outbreaks ■ In close collaboration with provincial epidemiologists, the South Africa Field Epidemiology Training Programme (SAFETP) and other relevant training programmes, define the epidemiology training needs of provincial and district health departments and develop a training strategy to address these needs ■ Be involved in training and mentorship of FETP students ■ Conduct day-to-day supervision of the nine provincial epidemiologists.

Key competency Requirements

■ Masters Degree in a Health Related field of Epidemiology, Biostatistics, Public Health ■ Code 8 driver's licence and own transport
■ Advanced knowledge and understanding of the public health sector in South Africa ■ More than 3 years management experience within a health or health related environment ■ More than 3 years experience in mentoring junior epidemiologists ■ More than 4 years field experience in infections disease epidemiology surveillance and/or research experience ■ More than 3 years experience with data analysis and public health research ■ Vast experience in working in the Public Health sector ■ Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD ■ Knowledge of a statistical of statistical software package for epidemiology analysis, ■ Exceptional understanding of the health systems in South Africa ■ Experience in scientific report writing ■ More than 2 years experience of supervising epidemiology/public health students ■ Superior organisational and management skills ■ Excellent interpersonal and communication skills (verbal, written and presentation) ■ Exceptional relationship building skills ■ Time management and judgement skills ■ Strong leadership and decision making skills ■ Assertiveness, persuasiveness and negotiation skills ■ Attention to detail and stress tolerance skills ■ Innovative and adaptability skills.

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: NOTIFIABLE MEDICAL CONDITIONS: SURVEILLANCE MANAGER
(RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE D2
REFERENCE NUMBER: NICD1115/001-07

Contribute in the development, facilitation, implementation, co-ordination and management of the National Notifiable Medical Conditions (NMC) Surveillance System by the NICD for the National Department of Health.

Key Job Responsibilities

■ Contribute in the development of an integrated national notifiable medical conditions (NMC) surveillance system that builds on existing resource to provide a co-ordinated approach to the collection, analysis, interpretation and dissemination of public and private sector information / data in South Africa ■ Develop standard operating procedures (SOPs) and guidelines for implementation and management of the NMC surveillance system including SOPs for data collection, collation, analyses, interpretation and dissemination ■ Support the implementation of such SOPs by providing DOH at district and facility level and to laboratories and the private health sector ■ Establish and foster good working relationships with national and provincial DOH, private health sector, laboratories and other relevant partners and stakeholders ■ Take lead in the management and coordination of day-to-day operations of the NMC surveillance system based at the NICD on behalf of the NDOH ■ Trouble shoot and provide guidance to various stakeholders on the implementation and use of the NMC surveillance system ■ Provide epidemiology and public health oversight into the development and management of the NMC database ■ Ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks ■ Support surveillance data analyses to provide timely and relevant epidemiological data on notifiable medical conditions for public health action ■ Establish platforms and ways to feedback data to the surveillance users and to national and provincial DOH authorities for public health action ■ Establish platforms and ways to feedback data to the private sector and laboratories ■ Develop and maintain routine reports targeted at different audiences utilizing the surveillance system at various levels within the public and private health sector (i.e. users, implementers, decision makers) ■ Support implementation of evidence based public health interventions to reduce the burdens of notifiable medical conditions ■ Responsible for ensuring vacant posts within the NICD structure and relating to the NMC surveillance system are filled ■ Manage and supervise NICD NMC surveillance provincial teams ■ Facilitate training of DOH staff in the surveillance of NMCs and on the tools and systems thereof ■ Liaise with all the centres within the NICD for integration of their systems onto the NMC platform ■ Liaise with all relevant DoH and NHLS systems such as DHIS, IPC and lab for consolidation of data from these sources with the NMC surveillance system ■ Benchmark the NMC system against international best practice to ensure alignment with national and international standards and regulations.

Key Competencies Requirements

■ Msc / MPH in Epidemiology or Public Health ■ PhD in Epidemiology or Public Health is desirable ■ At least 5 years relevant experience post qualification ■ 2 years project management experience ■ 3 years in a leadership role ■ HPCSA registration is desirable ■ Knowledge of Epidemiology ■ Knowledge of South African Public Health Systems ■ Research methodologies ■ Knowledge of Health Policy and programmes ■ Knowledge of statistical softwares ■ Occupational Health ■ Health systems management is desirable ■ Computer literacy ■ Advanced Data analysis skills ■ Time management ■ Strong interpersonal skills ■ Good communication skills ■ Networking and relationship building ■ Scientific and public health report writing skills ■ Effective communication skills (written and verbal).

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: KWAZULU NATAL, MPUMALANGA, NORTHERN CAPE
(RE-ADVERTISEMENT)
LIMPOPO, NORTH WEST, EASTERN CAPE
POSITION: FIELD EPIDEMIOLOGIST X6 (3 RE-ADVERTISEMENT) (3 NEW POSTS)
PAY GRADE: D1
REFERENCE NUMBER: NICD0217/001-01

The Provincial Epidemiology Team of the National Institute for Communicable Diseases (NICD) provides for the epidemiology needs of the Provincial Departments of Health in South Africa. This service focuses on utilising epidemiological methods and expertise to support the Provinces in meeting their responsibilities of preventing and controlling the spread of infectious diseases in line with International Health Regulations and contribute to the strengthening of public health capacity in South Africa. The Provincial Epidemiology Team has been set up to provide on-site support to the all the Provincial Departments of Health and ensure that expertise available within the NICD is made available at regional and local levels of health service delivery. The main purpose of this post is to:

Ensure that NICD's core services of surveillance, outbreak response, specialist microbiology and public health research are available to the Provincial Departments of Health in a timely manner in order to inform public health action of a consistently high quality.

Provide a flexible expert epidemiological resource that can be deployed rapidly if required to address emerging public health threats in South Africa.

Ensure that outputs from NICD's surveillance activities within its specialist centres and the GERMS programme are effectively managed and conveyed to support the needs of the provinces.

Key Job Responsibilities

- The provincial epidemiologist in the Division of Public Health Response and Surveillance will focus on the following functional areas,
- **Surveillance**; Strengthen surveillance systems within the province with a specific focus on Notifiable Medical Conditions (NMC) , Synthesise and analyse clinical and laboratory surveillance information and produce routine and adhoc reports to inform on required public health interventions , Disseminate surveillance reports to the Provincial Department of Health, health professionals and other stake holders at appropriate intervals, Present these reports at appropriate forums, such as monthly, quarterly and annual meetings, Provide expert technical advice and assistance to health practitioners and relevant stakeholders in the provinces on the design, maintenance, analysis and interpretation of surveillance databases, Analyse and disseminate provincial specific surveillance data generated within the NICD, to all relevant stakeholders.
- **Outbreak response**; Provide epidemiological support and expertise for the investigation of outbreaks when requested, in collaboration with the NICD Outbreak unit, Provide support and advice to the Provincial CDC in the control of communicable diseases especially when a disease episode is of particular consequence, national importance or geographically widespread .
- **Strengthening health systems**; To facilitate the availability of laboratory based data generated within the NHLS and the NICD to the provinces and districts for use at the local level in a timely manner to enable rapid implementation of appropriate public health interventions

and support patient tracing and treatment initiation, Provide local epidemiology insights to Provincial public health priority programs (TB/HIV), Support the implementation of the 90-90-90 strategy ■ **Training**; working with the SA Field Epidemiology Training Programme (FETP) and other relevant training programmes, to identify and address relevant training needs of the Provincial and District Department of Health ■ **Epidemiological research**; Undertake research projects in response to local infectious diseases in collaboration with the Provincial DoH, Design analytical strategies of existing datasets for the production of project reports and papers for peer reviewed journals relating to local infectious disease challenges.

Key Competency Requirements

■ Masters Degree in a Health Related field of Epidemiology or Biostatistics or Public Health or Health systems management ■ Code 8 driver's licence and own transport ■ Advanced knowledge and understanding of the public health sector in South Africa ■ More than 2 years management experience within a health or health related environment ■ More than 2 years Field experience in infectious disease epidemiology surveillance and/or research experience ■ More than 2 years experience with data analysis and public health research ■ Experience in working in the Public Health sector ■ Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD ■ Knowledge of a statistical software package for epidemiology analysis, MS Access, Excel, STATA or SAS ■ A good understanding of the health systems in South Africa ■ Experience in scientific report writing ■ Superior organisational and management skills ■ Excellent interpersonal and communication skills (verbal, written and presentation) ■ Time management and judgement skills ■ Strong leadership and decision making skills ■ Assertiveness, persuasiveness and negotiation skills ■ Attention to detail and stress tolerance skills ■ Innovative and adaptability skills ■ Superior problem solving skills.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090 or visit the NHLS career page at <https://careers.nhls.ac.za>

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION:	LIMPOPO, EASTERN CAPE AND NORTHERN CAPE
POSITION:	PROFESSIONAL NURSE – NMC SURVEILLANCE OFFICER (RE-ADVERTISEMENT)
PAYGRADE:	PAY ZONE C3
REFERENCE NUMBER:	NICD0317/001-04

Contribute to the implementation, co-ordination, and training, mentoring and coaching for health practitioners in the private and public sector to improve the reporting of Notifiable Medical Conditions (NMC) as defined in the relevant regulations.

Key Job Responsibilities

■ Play a key role in the implementation and establishment of an integrated national notifiable medical condition (NMC) surveillance system at facility and district levels ■ Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of NMC data to the public and private sector ■ Maintain close liaison with all relevant NMC personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and disease specific programmes at district, sub-district and facility levels to enhance reporting of notifiable diseases and feedback thereof ■ Strengthen the lab surveillance system within the provinces and facilitating linkages between private and public laboratories and health facilities ■ Develop NMC surveillance related training materials together with the Notifiable Diseases Manager ■ Routinely train health staff in private, public and NG sectors on the legislative aspects of NMC regulations and the process of notification ■ Support and track performance of NMCSS process ■ Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies ■ Act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the NMC surveillance system ■ Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the NMC surveillance system are adequately disseminated to all relevant users ■ Provide support in the implementation of such SOPs by provincial DoH at district and facility level and to laboratories and the private health sector ■ Troubleshoot and provide guidance to various stakeholders on the implementation and use of the NMC surveillance system ■ In close collaboration with the NMC surveillance manager, ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks.

Key competency Requirements

■ Four year degree / diploma in nursing ■ Registration with SANC ■ Drivers License ■ Minimum of 5 years relevant experience ■ Experience in project management would be advantageous ■ Experience in training diverse audiences essential ■ Presentation Skills ■ Knowledge of Notifiable Medical Conditions Legislation ■ Professional ethics essential ■ Computer literacy in databases and word processing ■ Good Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Planning and organising skills ■ Project management skills.

Enquiries may be directed to Zanele Zulu @ 011 885 5399, email: zanele.zulu@nhls.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAYZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: NICD0517/001-03

To perform routine TB laboratory tests for the diagnosis, treatment and prevention of disease.

Key Job Responsibilities

■ Maintain the TB laboratory analysers in order to avoid unnecessary shut-down times and service interruptions ■ Run quality control procedures to ensure that accurate results can be generated ■ Prepare specimens prior to analysis (decontamination) to ensure suitability for the specific tests to be carried out ■ Carry out routine testing procedures such as TB Microscopy, TB Phenotypic /Genotypic testing on specimens in order to obtain accurate results to be used by clinicians, under the general supervision of the senior qualified medical technologist ■ Review and keep both the results under the supervision of the Pathologist to ensure that correct and valid results are sent to clinicians ■ Observe health and safety regulations while working to ensure own and others safety at all times ■ Assist with the training of students and interns under the supervision of the medical technologist to ensure that students are adequately trained to meet NICD needs ■ Give input into maintaining a good quality management system in order to assist with improving the standards of the laboratory ■ Input into maintaining SANAS accreditation status of the laboratory ■ Good laboratory practice ■ Provide input/ changes when reviewing or writing SOP's ■ Maintain internal stock levels in area of responsibility, demonstrating cost consciousness ■ Assist with validation/ verification of new test methods ■ Authorization of results within area of responsibility.

Key Competency Requirements

■ Nation Diploma in Biomedical Technology or Medical Technology Diploma ■ HPCSA registration as a Medical Technologist ■ 5 years post qualification experience ■ 5 years experience in laboratory environment ■ Health and safety regulations ■ CPD requirements up to date ■ Knowledge of quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Quality management knowledge ■ Analytical skills ■ Communication skills ■ Interpersonal skills ■ Computer literacy ■ Record keeping and filing skills ■ Ability to demonstrate the use of TB laboratory equipment.

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (RE-ADVERTISEMENT)
PAY GRADE: PAYZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: NICD RE-ADD 0217/001-02

To conduct research on HIV and contribute to the HIV Drug Resistance research and surveillance programs.

Key Job Responsibilities

- Conduct research in the HIV Virology laboratories related to surveillance of HIV drug resistance, this will include, but is not limited to, performance of HIV drug resistance testing using in-house assays, isolation of RNA/DNA as well as PCR and sequencing work
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Verify and report results (interpret where applicable) and ensure that results are delivered timeously
- Interpret laboratory findings and completes technical reports
- Explore development and evaluation of new assays to measure genotypic and phenotypic resistance and interpret findings to support research and surveillance of HIV drug resistance in the region
- Maintain records, databases and documentation of test results and patient information in order to meet statutory and clinical requirements
- Maintain safety standards in accordance with OHS Act
- Undertakes to troubleshoot where necessary
- Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results
- Coach and provide technical support to Lab Technicians, Student Medical Technologist, Registrars, Pathologist and Laboratory Assistants.

Key Competency Requirements

- Masters in Medical Technology/ Biomedical Technology OR MSc in laboratory science or related discipline
- Registration with the HPCSA desirable
- 1-3 years relevant experience in molecular techniques
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- 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
- Communication Skills (Verbal, written & presentation)
- Computer Literacy.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404 or visit the NHLS career page at <https://careers.nhls.ac.za> alternatively email to Zinhle.buthelezi@nhls.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING, ZOO NOTIC AND PARASTIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL TECHNOLOGIST (FIXED TERM CONTRACT: 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	PAYZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER:	NICDCDC0217/001-01

The candidate will work with a team of researchers in the Center for Emerging and Zoonotic Diseases and be responsible for Rift Valley fever virus (RVFV) laboratory diagnostic testing and assist with the management, diagnostics and reporting of results from RVFV analyses. The incumbent will be part of a grant funded multi-disciplinary and multinational project on improving the understanding of RVF ecology and epidemiology in South Africa.

Key Job Responsibilities

- Manage Rift Valley fever project sample collection under supervision, including sample aliquoting and maintaining the sample database
- Perform laboratory testing on the Rift Valley fever project samples including but not limited to serological tests (ELISA) and molecular tests (PCR)
- Maintain safety standards in accordance with OHSA and NHLS safety policies
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Maintain safe standards in accordance with the OHS
- Conduct, process and interpret tests in terms of prescribe procedures, monitoring quality at all times
- Verify and report results (interpret where applicable) under supervision and ensure that results are delivered timeously
- Troubleshoot assays where necessary
- Interpret Laboratory findings and complete technical reports
- Maintain records and documentation of test results and sample information
- Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards
- Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory tests
- Liaise with Rift Valley fever project collaborators and supervisors.

Key Competency Requirements

- National Diploma in Medical Technology or Biomedical Technology or B Tech or Biomedical Technology
- 1-3 years medical laboratory experience
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialized 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
- Communication Skills (Verbal, written and presentation)
- Computer literacy
- Time management and evaluation skills.

Enquiries may be directed to Zanele Zulu @ 011 885 5399, email: zanele.zulu@nhls.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>