

OCTOBER 2018

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. Proof of registration with a professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
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. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE: 12 OCTOBER 2018

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	2-10

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: WESTERN CAPE
POSITION: MEDICAL OFFICER (7/11 post) - **AMENDMENT**
PAY GRADE: D3
REFERENCE NUMBER: NICD0818/002-01

To coordinate the national, laboratory-based, GERMS-SA surveillance programme, including studies nested within the programme, particularly with Cape Town surveillance projects and Pneumonia surveillance programme.

Key Job Responsibilities

■ Fully and correctly represent GERMS-SA at public forums by providing enabling health information and feedback to stakeholders, this requires collating, analysing and interpreting GERMS data for feedback to DoH, laboratories, universities and international stakeholders ■ Coordinate and support the GERMS programme and other projects by providing support in terms of monitoring and evaluation of both GERMS-SA and the Pneumonia surveillance programme and other additional programmes using the GERMS-SA platform ■ Promote system efficiencies by problem-solving, initiating restorative measures and re-evaluating interventions through regular database review and cleaning ■ Scientific Writing in NICD communications, GERMS-SA Annual Report and peer-reviewed publications ■ Teaching and training of surveillance staff at all levels, registrars, public health and infectious disease specialists where required, for surveillance staff training this will entail creating, marking and evaluating teaching materials ■ Assist and advise on updating ethics clearance (for all universities) for the surveillance programmer and studies nested within the programme ■ Create and manage data collection tools required for surveillance and special studies ■ Coordinate, advise and promote efficient management of the surveillance team within GERMS-SA and Pneumonia surveillance programme ■ Check surveillance reports, e.g. quarterly statistics, annual report, enhanced surveillance site operational report ■ Conduct or assist with site visits throughout the country for surveillance and study purposes ■ Input on the smooth running of annual surveillance reviews, pneumonia surveillance meetings and surveillance officer meetings ■ Coordinate the interviews and hiring of new GERMS-SA staff and assist other surveillance units with interviews ■ Lead or assist with nested studies within GERMS-SA ■ Assist in writing protocols and securing grant funding for core surveillance and special studies ■ Understand the NHLS CDW, TrakCare and relevant hospital LIS and be able to interpret and analyse for errors in trend data for GERMS current and potential organisms

Minimum requirements and Key Competency

■ MBBCh with at least 10 years working experience in public health environment ■ Must be registered with the HPCSA as an independent medical practitioner ■ At least 3 years' clinical experience ■ At least 5 years' epidemiology experience and vaccinology training ■ PhD or registered for PhD would be an advantage ■ Sound clinical, epidemiology, microbiology, surveillance and research knowledge ■ Managerial, communication and organisational abilities and experience ■ Good working knowledge of the GERMS-SA and Pneumonia surveillance programmes ■ Able to write study protocols, study budgets and submit to ethics ■ At least 3 publications as first author and ability to initiate articles and mentor staff to publish ■ Computer skills including STATA and/ other analytic skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION FOR PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: NORTH WEST
POSITION: FIELD EPIDEMIOLOGIST (RE-ADVERTISEMENT)
PAYGRADE: D1
REFERENCE NUMBER: NICD0218/001-03

The Provincial Epidemiology Team (PET) of the National Institute for Communicable Diseases (NICD) provides for the epidemiological needs of the Provincial Departments of Health in South Africa. This service focuses on utilising epidemiological methods and expertise to support provinces in meeting their responsibilities of preventing and controlling the spread of infectious diseases, in line with the International Health Regulations (IHR). The PET 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, in a timely manner, at provincial, district and local levels of health. The main purpose of this post is to:

Ensure that the NICD's core epidemiology 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 activities within its specialist Centre's are effectively managed and delivered 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,
Public Health Surveillance: Strengthen surveillance systems within the province, with a specific focus on Notifiable Medical Conditions (NMC)
■Synthesise and analyse surveillance information at provincial, district and local levels ■Produce routine and ad-hoc reports to identify high risk groups and inform on required public health interventions as well as quarterly surveillance bulletin for the province ■Disseminate surveillance reports to the Provincial Department of Health, health professionals and other stake holders at appropriate intervals ■Present these reports at appropriate forums (CDC/EPI, AMR stewardship committees), such as monthly, quarterly and annual meetings■Provide expert technical advice and assistance to relevant stakeholders in the provinces on the design, maintenance, analysis and interpretation of surveillance databases
■Analyse existing datasets for the production of project reports and manuscripts for publication.
Outbreak response: Provide epidemiological support and expertise for the investigation of outbreaks ■Act as liaison between Provincial Department of Health and NICD in outbreak investigations and implementation of public health responses ■Provide epidemiology support to the province on the control of communicable diseases and utilise data to inform on programme performance ■Collaborate in outbreak report writing.
Epidemiological support and priority programmes: Assist the provincial health departments in operationalising the set 90-90-90 strategy for HIV/TB in line with the national strategic plan ■Facilitate access to laboratory-based data generated within the NICD to the provinces and districts in a timely manner, to enable rapid implementation of appropriate public health interventions, support patient tracing and treatment initiation■ Provide local epidemiology insights to provincial public health priority programs (TB/HIV/AMR).

Minimum Requirements and Key Competency

■Masters Degree in Public Health or MSc Epidemiology or Biostatistics ■Code 8 driver's licence and own transport ■Field experience in infectious disease epidemiology surveillance and/or research experience ■Experience with data analysis, public health research and report writing
■Experience in working in the Public Health sector ■Knowledge of epidemiology and statistical methods ■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 statistical software package for epidemiology analysis, MS Access, Excel, STATA or SAS ■Leadership and management skills ■ A good understanding of the health systems in South Africa ■Excellent interpersonal and communication skills (verbal, written and presentation) ■Problem solving skills ■Prior knowledge of electronic registers (Tier.net, EDRWeb/ETR.Net).

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION - IT
LOCATION: SANDRINGHAM
POSITION: JUNIOR ANALYST DEVELOPER: BUSINESS INTELLIGENCE
PAY GRADE: C4
REFERENCE NUMBER: NICD1018/001-01

To maintain and enhance existing reports and dashboards, develop new reports and dashboards. This position will also serve in a back-up role for some BI architect tasks and will manage user access and support. This position will take direction from the Technical Architect and will co-ordinate activities with IT operations when required.

Key Job Responsibilities

Strategy and Planning

■ Define the current reporting activities by charting existing processes ■ Research, review and analyse the effectiveness and efficiency of existing report procedures and develop strategies for enhancing or further leveraging these processes ■ Develop routines and procedures for end-users to facilitate best practices use of reporting tools and applications

Acquisition and Deployment

■ Communicate reporting changes enhancements and modifications –verbally or through written documentation and to management, internal and external users so that issues and solutions are understood ■ Perform usage analyses to aid management in making implementation decisions

Operational Management

■ Support the Technical Architect in maintaining a stable BI environment that addresses the needs of both internal and external stakeholders ■ Work with all appropriate hardware /software constituents when planning upgrades that may affect current production schedules or have impact on any end-user's ability to use current applications ■ Communicate in writing to all hardware/software constituents when system downtime is required to perform necessary maintenance or upgrade tasks and provide follow-up feedback regarding completion of those activities ■ Administer the change control process for promoting new object into production ■ Administer, maintain and monitor all BI servers daily ■ Make adjustments and implement performance maintenance and assist with any necessary hardware updates required to server configuration ■ Monitor and manage BI user access and administer the BI self-service portal ■ Monitor and manage automated report distributions ■ Create and maintain reports, dashboards, utilizing the MicroStrategy software as required in support of end-users ■ Translate business requirements into technical solutions that best support business needs ■ Test and quality assure reports to ensure quality standards and the integrity of the information ■ Coordinate and perform in-depth tests including end-user reviews, for modified and new reports/dashboards, and other post-implementation support ■ Investigate end-user queries and implement the appropriate solution and provide the necessary feedback ■ Provide technical support and training to end-user community that access any of the BI products and tools ■ Consult with Data Warehouse Architect/BI Technical Lead on any changes or requirements that may affect existing Metadata and User projects within the MicroStrategy environment ■ Troubleshoot BI tools, systems and software ■ Liaise with MicroStrategy international to resolve complex issues or request advancements ■ Mentor and/or provide leadership to junior members of the team.

Minimum Requirements and Key Competency

■ 3 year diploma / degree in the field of computer science, information systems, computer engineering or related discipline that has a strong focus on technical support of data analysis ■ Certification in MicroStrategy desirable ■ 3-5 years of information technology experience ■ Minimum of 3 years MicroStrategy experience ■ SQL skills in a relational database platform ■ Support of a front end reporting and data-mining tool ■ Experience with project life-cycle ■ Must be able to work as part of a large team, with others, in a role-based environment ■ Strong ability to analyze user requirements and build front-end BI applications according to specifications ■ Strong understanding of relational database structures, theories, principles and practices ■ Good knowledge of applicable data privacy practices ■ Strong written and oral communication skills ■ Strong presentation and interpersonal skills ■ Ability to deliver results and meeting customer expectations ■ Ability to prioritize and execute tasks in a high-pressure environment ■ Experience working in a team-oriented, collaborative environment.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: TECHNICAL LEAD: ETL (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: NICD0318/001-01

The ETL Technical Lead role is to plan, coordinate and supervise and/or participate in all activities related to the integration of data across various sources into an organised and unified view within the surveillance data warehouse to ensure the delivery of timely, accurate information in support of the NICD mandate.

Key Job Responsibilities

■Orchestrate integration projects and corresponding strategies between business units, data stewards and development teams ■Ensure that integration projects meet business requirements and goals, fulfil end-user requirements, and identify and resolve systems issues ■Develop standards and processes to support and facilitate integration projects and initiatives ■Revise data integration architectures when required to be compatible with changing business needs and client standards so that all legal, compliance and operational requirements, such as data security and privacy policies are accounted for ■Maintain high standards of data quality through the introduction and enforcement of information handling processes and organisation of the data integration processes ■Collaborate with Business Intelligence specialists to establish overarching strategies and service oriented architecture ■Conduct research on emerging data integration products, languages and standards in support of procurement, development, security and integration efforts in relation to Business Intelligence, big data management and Master Data Management ■Manage the selection, deployment and maintenance of data integration tools for the organisation ■Lead testing phase of data integration development in order to identify and remedy potential problem areas ■Liaise with developers as well as specialists within the team to address issues in data patterns and ETL architecture ■Build relationships with development and infrastructure engineering teams to gain an understanding of different data architectures and required functionality ■Monitor, measure and manage the data integration solutions.

Minimum Requirements and Key Competency

■Four-year university degree in Information Technology, Engineering or Biological Sciences (Master's degree is desirable) ■Relevant technical certifications e.g. Informatica, Datastage(highly advantageous) ■Data quality training ■ Minimum 15 years' experience in informatics ■10 -12 years' experience using relational databases e.g. Oracle, IBM, Netezza, SQL Server ■10-12 years structured/procedural query language (SQL and PL/SQL) and use of data query tools ■10 -12 years' experience in data warehousing and/or data analysis and/or data quality ■10-12 years' experience development data integration solutions using enterprise tools e.g. Informatica or Datastage ■5 years Informatica experience ■Experience specific to healthcare industry ■Proven experience in overseeing the linking of cross functional databases between disparate business units and systems ■Experience with business and technical requirements analysis and data mapping ■ Extensive experience with data integration architectures ■Technically fluent in programming languages, including PL/SQL, XML and OS (Microsoft and Linux) scripting ■Knowledge of relational database design and data modeling ■Good project management skills and/or substantial exposure to project-based work structures, project lifecycle models etc. ■ Knowledge of network protocols and standards, including firewalls and secure file transfer protocols ■ Knowledge of data quality management practices ■Knowledge of data quality management practices ■Knowledge of Python and or R ■Exposure to an LIS (Laboratory Information System) -1 year.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: LEAD- DATA ANALYST (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: NICD0818/001-01

The Lead Data Analyst role is to be a primary contributor to the design of the surveillance data warehouse and its associated analytics environment, by leveraging a detailed understanding of the data elements in the surveillance data warehouse together with a knowledge of the information required by external and internal stakeholders, the Lead Data Analyst will ensure the delivery of pertinent, accurate in support of surveillance and public health.

Key Job Responsibilities

■Improve the accuracy of data in the surveillance data warehouse by working with other specialists on the team to resolve any data quality problems that are identified ■Profile data and design and validate reports which support the information requirements of internal and external stakeholders ■Identify, recommend and initiate enhancement requests to ensure that changing business and external stakeholders needs are addressed ■Create data mining architectures, coding standards, and data analysis methodologies ■Assist in the development of data management policies and procedures ■Conduct research and make recommendations of data mining products, services, protocols and standards in support of procurement and development efforts ■Lead the development and deployment of required data queries in response to business user needs in support of the organisations surveillance mandate ■Provide and apply quality assurance best practices of data mining/analysis services ■Develop, implement and maintain change control and testing processes for modifications to data models ■Create data definitions for new database table development and/or changes to existing ones ■Assist research in accessing pertinent data parameters to ensure that their research objectives are met ■Design and execute the test scenarios and test scripts to ensure that the required standards and objectives are met in terms of the business needs and accuracy ■Coach and mentor other team members, perform cross-training and facilitate information sharing among team members to ensure the development and growth of the team.

Minimum Requirements and Key Competency

■Four-year university degree in Biological Sciences, Epidemiology or Health Sciences (Masters or PhD desirable) ■Data warehouse training ■Data quality training ■Certification in MicroStrategy or other enterprise analytical reporting tool ■Minimum 10 years' experience in data analytics ■8-10 years' experience using relational databases e.g. Oracle, IBM Netezza, SQL Server ■8-10years structured/procedural query language (SQL and PL/SQL) and use of data query tools ■8-10years experience in data warehousing and/or data analysis and/or data quality and/or data reporting ■Experience in MicroStrategy Visual Insights and/or other data mining software e.g. SAS ■Lab experience (1 or more years) ■Strong understanding of data mining models, structures, theories, principles and practices ■Knowledge of data modeling ■Strong familiarity with data preparation and processing ■Knowledge and applicable data privacy practices and laws ■Knowledge of data quality management practices ■Knowledge of Python and/or Exposure to an LIS (Laboratory Information System) – 1 year.

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

BUSINESS UNIT: NICD
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: NICD0418/001-02

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 as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum requirements and Key Competency

■ BSc degree in Computer Science ■ Project Management qualification (desirable) ■ 3-4 years experience as a Software Developer ■ 3+ years Microsoft .NET 3.5+ development using C# ■ 3+ years Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF ■ 3+ years experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ 3+ years experience with database development including relational database design, SQL and ORM technologies ■ 3+ years experience with user interface design and prototyping ■ Experience with source control management systems and continuous integration/deployment environments ■ Experience in leading and managing the delivery of system/software development projects in a structured environment ■ Experience in the usage of UML ■ Experience configuring and developing customizations for Microsoft SharePoint ■ SDLC ■ Automated testing ■ Software development approaches and methodologies including Agile and Waterfall ■ Multi-threading and concurrency ■ Debugging, performance profiling and optimization ■ Comprehensive understanding of object-oriented and service-oriented application development techniques and theories.

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

GRANTS MANAGEMENT AND ADMINISTRATION

LOCATION: PORT ELIZABETH
POSITION: MEDICAL TECHNICIAN (FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT)
PAY GRADE: PAYZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: NICDCDC0518/002-02

Main Purpose of the Job

To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision.

Key Job Responsibilities

- Maintain the laboratory machines 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 to ensure suitability for the specific test to be carried out
- Carry out routine testing procedures 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 NHLS needs
- Give input into the writing of SOPs in order to assist with improving the standard of the laboratory
- Input data into databases for later retrieval and analysis
- Phone through abnormal and urgent results to doctors and nurses and deal with all routine enquiries.

Minimum requirements and Key Competency

- Grade 12
- HPCSA registration as Medical Technician (TB or Microbiology)
- 1 to 3 years experience in a laboratory environment
- Health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipments.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: DATA MANAGER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1018/001-01

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 the designated NICD Centre ■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 ■Maintain quality and strict confidentiality of information collected ■Contributes 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 ■Set up and run data cleaning programmes for logical data checking which will then generate error reports or queries requiring validation (ie ensure all dates correlate admindte, collectdte, outcomedte, dob, etc; ensure all sex related questions tie together – no pregnant men; 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 Competency

■Degree / Diploma in Information Technology / Epidemiology or other relevant qualifications ■3 years' experience in data management ■Experience in database development using MS Access or SQL ■Knowledge of epidemiology information ■Proficiency in statistical packages ■Computer literacy ■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 Kgaugelo Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za