

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. 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 criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification; social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
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.
10. This is an open bulletin, External applicants are welcome to apply for this bulletin.

CLOSING DATE: 18 JUNE 2020

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	1-3

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	DATA MANAGER (FIXED TERM CONTRACT – 9 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0620/001-01

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 ■Manage and develop data staff members so that they acquire skills required for optimal performance ■Compile and automate standard and 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 ■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 ■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 & key competencies

■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