

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: 10 JULY 2020**

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## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	FIELD EPIDEMIOLOGIST X3 (FIXED TERM CONTRACT 6 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0720/001-01

### Key Job Responsibilities

■ Provide support for COVID-19 and other outbreak activities with specific reference to epidemiological support including outbreak response in the field and close liaison with all role players including the NHLS, NICD, NDOH, and provincial/district outbreak response teams ■ Play a lead role in the development of laboratory-based early warning systems for outbreaks and analysis of communicable disease data generated from the CDW ■ Strengthen systems for accessing and analyzing NHLS and private laboratory/NMC data for epidemiological applications with specific reference to surveillance and outbreak response ■ Train the appropriate audiences on COVID-19 and other outbreak responses in order to enhance the general awareness and transfer skills ■ Generate reports, interpret data and provide analyses to ensure that accurate data is available for trend analysis and management decisions ■ Respond timeously to ad hoc data requests from stakeholders ■ Keep up to date with relevant, current and emerging research and information, perform appropriate research and publish in relevant internal/scientific journals ■ Comply with any reasonable and lawful instruction issued by the manager.

### Minimum requirements and Key Competency

■ MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent ■ 3-5 years field experience in outbreaks ■ 3-5 years' experience with data analysis ■ Sensitivity and understanding in communication s ■ ■ Research experience ■ Skilled in field epidemiology and application of epidemiological skills to the public health setting ■ Knowledge of and insight into laboratory practice and outbreak investigation ■ General management and administration ■ ■ Attention to detail ■ Communication skills (verbal & written) ■ Self-motivated and ability to work under pressure ■ Work long hours; team player; ■ Thinking on one's feet ■ Able to travel ■ Advanced computer skills ■ Interpersonal skills ■ Flexibility / Adaptability ■ Diplomatic skills ■ Analytical Skills ■ Report writing skills ■ Teaching / Training ■ Ability to transfer skills ■ Ability to produce statistics ■ Time management ■ Research skills

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

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE  
**LOCATION:** SANDRINGHAM  
**POSITION:** PUBLIC HEALTH MEDICINE SPECIALIST (FIXED TERM CONTRACT 6 MONTHS)  
**PAY GRADE:** D4  
**REFERENCE NUMBER:** NICDCDC0720/001-02

### Key Job Responsibilities

- Plan, execute, manage and evaluate surveillance projects for the NICD that inform COVID-19 healthcare strategies
- Convene and manage appropriate expertise in/external to the NICD including medical, business and support expertise to work together towards conducting surveillance
- Communicate key findings to stakeholders
- Compile daily and weekly reports and contribute towards the research output of the organisation by analysing data and publishing papers in internal publications and peer-reviewed journals
- Contribute towards the training of postgraduate registrars in public health medicine/others in line with the training mandate of the NICD
- Represent the NICD in various public, private and NGO's forum
- Engage/build relations with national and provincial stakeholders to mobilise resources and implement surveillance
- Support service delivery and COVID-19 response in public and occupational health.

### Minimum requirements and Key Competency

- MSc in Medicine with specialization in Public Health Medicine
- Registration with HPCSA as a public health medicine specialist
- MSc in Epidemiology or economics desirable Fellow of college of Public Health Medicine
- Four years' experience in research
- Two years' experience in Epidemiology/Biostatistics
- Two years' experience in project management
- Two years' experience in communicable and non-communicable diseases control
- Two years health economic research
- Knowledge of epidemiology and biostatistics
- Knowledge of public health systems
- Teaching and training experience
- Knowledge of clinical medicine
- Knowledge of disease prevention
- Knowledge of health economics
- Project management skills
- Leadership and management skills
- Interpersonal skills
- Conflict management and problems solving skills ;
- Time management skills
- Report writing skills
- Advanced computer skills
- Presentation skills
- Flexibility / Adaptability.

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