

NOVEMBER 2020

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 proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.

This is an open bulletin; External applicants are welcome to apply for this bulletin.

CLOSING DATE: 24 NOVEMBER 2020

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BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: LEAD DATA ANALYST
PAY GRADE: D2
REFERENCE NUMBER: NICD1120/001-03

The Lead Data Analyst's 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 information 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 stakeholder 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 on 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 organisation's surveillance mandate
- Provide and apply quality assurance best practices for 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 researchers 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 (Honours) in Biological sciences, epidemiology or Health sciences
- Masters or PhD degree (desirable)
- Data warehouse training
- Data quality training
- Certification in MicroStrategy or other enterprise analytical reporting tool (desirable)
- 10 years' experience in data analytics
- 8 - 10 years' experience using relational databases e.g. Oracle, IBM Netezza, SQL Server
- 8 - 10 years structured/procedural query language (SQL and PL/SQL) and use of data query tools
- 8 – 10 years' experience in data warehousing and/or data analysis and/or data quality and/or analytical reporting
- Experience specific to healthcare industry (desirable)
- Experience of MicroStrategy Visual Insights and/or other data mining software e.g. SAS (desirable)
- Lab experience - 1 or more years (desirable)
- Strong understanding of data mining models, structures, theories, principles, and practices
- Knowledge of data modeling
- Strong familiarity with data preparation and processing
- Knowledge of applicable data privacy practices and laws
- 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 Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: IT BUSINESS ANALYST
(FIXED TERM CONTRACT :12 MONTHS) (WITHDRAWN)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0920/002-04

The Business Analyst's role is to elicit, analyze, specify, and validate the business needs of stakeholders, be they customers or end users. The Business Analyst will also be proactive to look for new technologies to optimize business processes. The Business Analyst will play a pivotal role in ensuring IT's understanding of business requirements.

Key Job Responsibilities

■Leads business and process requirements workshops to identify and gather business requirements; business rules; business processes, data validation rules; data migration requirements; functional and non-functional requirements for both current and future business processes as well as assisting with the creation of business cases ■Define and elicit business, functional and process requirements to formulate appropriate solutions ■Capture and effectively document requirements and user stories ■Analyse and define data requirements into a data specification ■Conduct training on implemented business requirements to end-users ■Facilitate discussions around business value amid competing priorities ■Participate in user workshops and team design reviews ■Facilitate JAD sessions and workshops ■Review test plans and cases to evaluate system functionality ■Assist in User Acceptance testing ■Prepare and present solution presentations to business ■Modelling business processes and advise on process optimization ■Requirements management and communication ■Facilitate process evaluation workshops with stakeholders when implementing new, or when improving existing processes. Ensuring that any new/updated processes are evaluated from a business perspective and that common business logic is considered in process design. Capturing and updating all business process maps in the correct methodology and using organizational standards

Minimum requirements and Key Competencies

■Bachelor Degree in Computer Science, Information systems, Business Administration ■Certification in Business Analysis ■Certification in Six Sigma or Lean ■5 years business analysis experience ■Have current, relevant experience in the use of business analysis frameworks, techniques and methodologies ■Have current, relevant experience in the use of process analysis frameworks, techniques and methodologies ■Facilitation and Elicitation ■Above average general computer literacy (Word, Excel, PowerPoint, Visio, Project) ■Scoping, sizing and planning all business aspects of a solution and the associated project effort and dependencies ■Defining and tailoring the business/process analysis approach at delivery life cycle level ■Can effectively evaluate risk and articulate using technical and business language ■ Able to produce detail-level Business requirement documentation ■Able to align business strategy to functional deliverables ■Experience of Waterfall and Agile Business Analysis methodologies ■Must have been involved in the delivery of formal projects implementing business process change ■Experience in applying process modelling standards such as, BPMN, EPC ■Has played an active or lead role in preparing requirement documents ■Experienced in assessing business benefits, costs and risks on multiple types of Projects including strategic, compliance and tactical ■Familiar with agile software development practices ■Knowledge of IT applications and infrastructure ■Knowledgeable in business specific processes and can manage customer expectation ■Familiar with risk management processes and tools ■Knowledge of and experience in applying formal business process modelling or business analysis methodologies.

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION DEPARTMENT
LOCATION: SANDRINGHAM
POSITION: SENIOR ETL DEVELOPER
(FIXED TERM CONTRACT :12 MONTHS) (WITHDRAWN)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0920/001-06

To use data warehousing and business intelligence skills to technically assist the corporate data warehouse in delivering value to stakeholders through the optimised processing of data into data marts that will support analytics and BI Reporting.

Key Job Responsibilities

- Develop and maintain new and existing data marts and ETL processes which enable the acquisition of source system into SDW
- Ensure integrity of data from the source systems into the respective marts in the SDW to ensure accuracy of the reporting from SDW
- develop new functionality in order to support the broader stakeholder business intelligence
- Assist in the development and maintenance of business intelligence back end processes in order to provide the foundation for data transformation and data cleansing
- Assist with data aggregation in order to optimize performance and improve end user experience
- Support the collection, integration and transformation of large volumes of data with data structures ranging from simple to highly complex in order to process the laboratory information
- Utilize methods in the data integration environment that maximise speed flexibility and effectiveness when building, deploying and updating data warehouse objects
- Liaise with users, analysts and support staff in order to maximise the efficiencies of the SDW team
- Collaborate or actively test new development to ensure accuracy of information
- Mentor junior members of the team.

Minimum requirements and Key Competency

- BSc Degree/ Diploma in Information Systems
- Post graduation qualification or other courses in data warehousing/ ETL
- Minimum 4 years data warehousing/ ETL experience, Practical Data Warehouse Development Life Cycle and SQL programming
- Trouble shooting with Informatica ETL design tool, Oracle database/ other mainstream relational database/ data warehouse appliance
- Knowledge of Informatica
- Dimensional Data modelling and design understanding
- ETL development knowledge
- Knowledge of methodologies underlying data warehouse development
- Knowledge of data warehouse appliances
- Understanding of BI reporting tools
- Well developed communication skill
- Ability to work under pressure
- Team work
- Assessment and information interpretation skills
- Research/ information collection skills
- Report writing.

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: INFORMATION MANAGER
(FIXED TERM CONTRACT :12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0920/002-02

To collaboratively translate requirements for design, development and maintenance of health data that meet strategic and operational reporting requirements of surveillance data for the NICD, and to conduct and manage activities relating to reporting of national health surveillance data.

Key Job Responsibilities

■Contribute to the surveillance data management strategy and ensure that the surveillance data management strategy is aligned with the broader NICD surveillance vision and to the NDOH health information management strategy ■Coordinate the collection and reporting of surveillance data and act as the custodian of reports and dashboards ■Perform preliminary data exploration and curation, compile proof of concept reports and convey requirements for development ■Conduct testing, data validation and acceptance testing on developed reports ■Contribute to the development of data marts for the self-service environment ■Support surveillance data management requirements for NDOH and NICD specialist centres ■Maintain surveillance data reporting tools and processes ■Prepare and provide datasets required for epidemiological analyses ■Compile reports, graphs, tables for presentation ■Develop and implement standards and guidance for use of data and the protection of confidential information including development and maintenance of standard operating procedures for Reporting■Initiate and participate in projects related to surveillance data and the data systems thereof ■Collaborate in the design and implementation of new data management applications and provide support to existing applications ■Sustainable integration of spatial and non-spatial data ■Train and develop the NDOH/partner organisation and NICD users/ data analysts to systematically identify, collect, analyse, review, share and retain important epidemiological and surveillance data ■Establish and maintain links with relevant internal and external stakeholders (providing for Service Level Agreement with the Department of Health) ■Input into requirements for systems for long-term archiving of data and protecting the integrity of data ■Maintain quality and strict confidentiality of information collected ■Provide other tasks and contribute to organizational management as required.

Minimum requirements and Key Competencies

■3-year Degree in computer science/information systems/health data management/ epidemiology/health sciences ■Understanding of Geographic information System (GIS) ■Experience working with database systems, SQL, MS access, MS excel, .Net architecture, Microstrategy and/or other relevant data management software packages ■6 years' experience with data management ■6 years' experience in analysing scientific datasets ■Report writing experience ■Knowledge of and insight into laboratory reporting practice with specific reference to the NHLS and NICD ■Knowledge of development of data driven health dashboards ■Basic understanding of the health systems in South Africa ■Scientific publications in peer reviewed journals ■Self-driven with good organisational skills ■Excellent communication skills (verbal, written and presentation) ■Exceptional relationship building skills ■Strong time management and judgement skills ■Strong leadership and decision making skills ■Outstanding ability to pay attention to detail ■Good innovative and adaptability abilities.

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: SENIOR DATABASE ADMINISTRATOR
(FIXED TERM CONTRACT :12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: NICDCDC0920/002-03

Perform, oversee and quality assure all aspects of database administration, including installation, configuration, support, maintenance, upgrade and performance of critical SQL Server RDBMS systems to ensure availability, continuity and consistent performance of our enterprise applications, in line with business needs. Instrumental in the development of strategies and planning for architecture, information security, capacity, storage management and disaster recovery.

Key Job Responsibilities

- Owns the strategic direction for the database topography
- Installation, administration and maintenance of SQL Server Clusters and Instances
- Architect and define disaster planning/mitigation/recovery, capacity and scalability planning, and storage management including High Availability and AlwaysOn Failover Cluster Instances
- Provide direction and oversight for architecture and design elements of the full SQL environment, including the Enterprise Data Warehouse
- Proactively monitor and timely maintain the database systems to ensure secure services with minimum downtime and optimum performance. Evaluate / develop and / or use tools to automate the maintenance, monitoring and alert notification of database server
- Perform SQL Server database administration functions, including maintenance of multiple environments (development, testing, and production), patching, troubleshooting, object maintenance (e.g. partition, table, index, users/roles) creation/maintenance, space management, SSIS & SSRS deployments, and security management
- Identify required database changes and patches and implement them in line with the system requirements, ensuring that all databases are on the latest applicable changes
- Support on-going projects to ensure that development effort meets standards, including access and change control related procedures
- Automate monitoring with monitoring tools
- Develop, test, implement, document and adhere to standard operating procedures to ensure that the required standards and objectives are met, and ensure adherence within the DBA team
- Interact with the Infrastructure team to ensure the high availability and optimum performance of associated hardware resources allocated to the databases
- Identify and provide meaningful trend analysis and the key measurables that should be monitored to enable informed decision-making regarding resource management
- Draw up, manage and participate in a standby rotation for after hours support and maintenance
- Formulate and document database standards and best practices, including all aspects of information security, create guiding documentation, make tuning recommendations and report monthly on the Information Security dashboard
- Train and mentor DBAs and Trainee DBAs.

Minimum requirements and Key Competencies

- Relevant 3-year IT qualification (BSc (Computer Science), Bcom (Information Systems) or 3 Year National Diploma in Information Systems)
- MS SQL Certification would be an advantage
- 4-6 years' experience in MS SQL database design and implementation, performance tuning and optimization, administration and support including security components on multiple versions of SQL Server (2012 and later)
- Expert. Level experience proficiency in administration and maintenance of standalone and clustered SQL Server instances
- Experience with SQL Server environments including High-Availability, Replication, Disaster Recovery, and Cluster Environment
- Reporting Service (SSRS), Integration Services (SSIS) and Analyses Services (SSAS), in development, testing, staging and production environments
- Experience with SQL Server and other Microsoft technology stacks, and able to support Enterprise-level SQL Servers and Databases
- Experience with Enterprise monitoring tools, Microsoft Systems Center Operations Manager (SCOM) preferably
- Good written and verbal communication skills, be able to interact with other teams and coordinate complex efforts
- Team player with a "get-it-done" personality, self-managed and able to juggle multiple tasks to meet deadlines and provide qualitative deliverables with minimal supervision
- Expert level knowledge of developing and supporting complex Data Warehouses
- Strong technical documentation skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: NORTH WEST – (TSHEPONG / KLERKSDORP HOSPITAL)
POSITION: OFFICER - SURVEILLANCE
(FIXED TERM CONTRACT:12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0720/001-11

To collect clinical data and samples from respiratory patients at various designated clinical and hospital sites as well as home-visits for surveillance and operational research under programmes that fall within GERMS-SA hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance, in the face of the COVID19 pandemic.

Key Job Responsibilities

■Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■Complete case report forms by interview and/or record review and submit timeously ■Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol. Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■Produce weekly stats reports. File surveillance and research records on-site after data collection, according to the relevant protocol ■Actively participate in and contribute to surveillance-related activities ■Must be willing to travel between the various sites and do patient home visits ■Assist to obtain permission and ethics approval for surveillance and research activities in the region ■Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.

Minimum Requirements and Key Competencies

■Three or Four Year Diploma in Nursing ■Three years' clinical work, post-qualification ■Two years in clinical research would be advantageous ■SANC registration ■Registered as a Professional Nurse / Registered nurse or registered as a staff Nurse with at least two years' experience in oropharyngeal / nasopharyngeal specimen taking and venipuncture ■Computer Literacy: Microsoft Office skills (word, excel and PowerPoint) ■Valid driver's license (manual) ■Knowledge of infection prevention and control procedures. HIV counselling and testing certificate will be advantageous ■Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■Enthusiastic and keen to learn ■Own car would be preferable ■Good clinical practice certificate (GCP) preferable ■Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times ■Ability to work under pressure and adhere to deadlines ■Strong managerial and organizational abilities with attention to detail ■Self-motivated, able to work independently and as part of a multidisciplinary team.

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

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION FOR PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST X3 (FIXED TERM CONTRACT: 6 MONTHS)
(RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1020/001-03

Key Job Responsibilities

- Provide support for all activities of the outbreak unit with specific reference to epidemiological support including outbreak detection response in the field and close liaison with all role players including the NHLS, NICD, NDOH outbreak response teams in all the provinces and districts
- Play a lead role in the development of laboratory-based early warning systems for COVID19 resurgence, other outbreaks and analysis of communicable disease data generated from the NICD data warehouse
- 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 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 adhoc requests from stakeholders
- Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals
- Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements and Key Competencies

- MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent
- 3-5 years field experience in outbreaks
- 3-5 years' experience with laboratory data analysis
- Sensitivity and understanding in communication of unpleasant news
- Data management and administrative experience
- Research experience
- Application of epidemiological skills in the field of public health
- Knowledge of and insight into laboratory practice
- General management and administration
- Knowledge of and insight into NHLS and NICD laboratory practice
- Attention to detail
- Communication skills (verbal & written)
- Self-motivated and ability to work under pressure
- Thinking on one's feet
- Advanced computer skills
- Interpersonal skills
- Flexibility / Adaptability
- Diplomatic skills
- Analytical Skills
- Report writing skills
- Teaching / Training
- 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: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: PHLEBOTOMY OFFICER (SESSIONAL CONTRACT :10 MONTHS)
(RE- ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: NICDCDC1119/001-01

To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.

Key Job Responsibilities

■ Draw blood as required using safety procedures ■ Observe the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients ■ Pre- and post-test counselling of patients tested at the clinic ■ Perform and interpret point of care tests as required ■ Keep records of specimen collected, ensure that all patients detail and clinical information is accurately recorded and interprets test results in the context of the clinical condition ■ Handle or refer queries related to the service ■ Report writing to document the service and identify successes and failures ■ Revise standard operating procedures as new information becomes available ■ Participate in operational research to inform best practice ■ Provide general nursing and phlebotomy technician services as required, from time to time ■ Check stock levels of all collection materials and order additional stock to ensure the availability of required materials at all times ■ Implement sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

Minimum Requirements and Key Competencies

■ Matric (NQF 4) ■ Certificate in Nursing (3 years)/ SMLTSA Certificate ■ Counselling and Good Clinical Practice (GCP) courses ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen types and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-, Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests ■ Knowledge of various test regimes ■ Knowledge of specimen safety precautions ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■ Computer literate ■ Project management skills ■ Data capturing and analysis skills ■ Data capturing and analysis skills ■ Interpersonal and Counselling skills ■ Written and verbal communication skills ■ Time management and initiative ■ Good communication ■ Ability to maintain confidentiality.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: BRAAMFONTEIN TB LABORATORY
POSITION: LABORATORY TECHNICIAN (FIXED TERM CONTRACT :12 MONTHS)
PAY GRADE: LT1
REFERENCE NUMBER: NICDCDC1120/001-01

To perform a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm diagnosis and treatment therapies.

Key Job Responsibilities

■Manage sample collection and suitability for analysis ■Ensure equipment is maintained according to the defined SOP and prepare reagents and medical where applicable ■Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements ■Ensure that quality services are supplied to customers by monitoring work and equipment to obtain maximized outcome ■Maintain safety standards in accordance with OHSA ■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 ■Undertake troubleshooting where necessary ■Maintain records and documentation of tests results and patient information ■Operating, monitor and calibrate analytic equipment according to relevant standards ■Adhere to quality assurance policies and procedures to ensure accuracy of laboratory results.

Minimum requirements & key competencies

■Grade 12 ■HPCSA registration as Medical Technician in TB or Microbiology ■Maths and Science advantageous ■1-3 years' experience in a laboratory environment ■Health and safety regulations ■Knowledge of technical appliances ■knowledge of quality control procedures ■Troubleshooting 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 equipment's.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: GREEN POINT LABORATORY (WESTERN CAPE)
POSITION: LABORATORY TECHNICIAN (FIXED TERM CONTRACT :12 MONTHS)
PAY GRADE: LT1
REFERENCE NUMBER: NICDCDC1120/001-02

To perform a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm diagnosis and treatment therapies.

Key Job Responsibilities

■Manage sample collection and suitability for analysis ■Ensure equipment is maintained according to the defined SOP and prepare reagents and medical where applicable ■Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements ■Ensure that quality services are supplied to customers by monitoring work and equipment to obtain maximized outcome ■Maintain safety standards in accordance with OHSA ■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 ■Undertake troubleshooting where necessary ■Maintain records and documentation of tests results and patient information ■Operating, monitor and calibrate analytic equipment according to relevant standards ■Adhere to quality assurance policies and procedures to ensure accuracy of laboratory results.

Minimum requirements & key competencies

■Grade 12 ■HPCSA registration as Medical Technician in TB or Microbiology ■Maths and Science advantageous ■1-3 years' experience in a laboratory environment ■Health and safety regulations ■Knowledge of technical appliances ■knowledge of quality control procedures ■Troubleshooting 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 equipment's.

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

BUSINESS UNIT: NICD
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C5
REFERENCE NUMBER: NICDCDC1120/001-03

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 Competencies

■ Three year Degree (Computer Science/ Software Development/Software Engineering) ■ 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 and mobile development technologies including ASP .NET, MVC3, JavaScript, AJAX and CSS ■ 3+ experience with database development including relational database design, SQL and ORM technologies ■ 3+ 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 development 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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ICT INFRASTRUCTURE ENGINEER (SENIOR)
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C5
REFERENCE NUMBER: NICDCDC1120/001-04

Responsible for the installation, maintenance, management, availability and security of the network, hardware/servers and software in order to provide an effective IT environment to support the activities of the Institute.

Key Job Responsibilities

■Optimise and maintain the LAN, WLAN and WAN and in doing so provide an effective, reliable and secure communications infrastructure that follows industry best practice to underpin the Institutes infrastructure and systems ■Design, install, configure and support all Microsoft servers and Microsoft services including SQL server ■Effectively implement and manage the delivery of ICT Infrastructure projects, based on a broad and detailed knowledge of the current and emerging technologies that will improve the ICT facilities throughout the Institute ■Maintain and monitor the integrity of the Institutes electronically held information by performing regular reviews and testing of the back-up systems, disaster recovery planning and input into the Business Continuity plan where appropriate and; informing the Institute of required changes and enhancements to continually improve the Institutes recovery position ■Advise and inform Senior Management on technical issues as part of the decision making process for technical direction and procurement of new systems ■Be responsible for maintaining the Institutes computer inventory, software inventory and computer audits ■Configure hardware, software and network solutions to meet business need ■Ensure that the network is operational during access hours ■Support 1st and 2nd line support staff and be responsible for resolving failures in hardware and software while ensuring good communication with all staff within the institute so all are aware of the issues and when they will be resolved ■Ensure the preparation and maintenance of documentation, manuals, procedures (SOP) and user notes ■Monitor the use of hardware and software and ensure all software is licensed ■Be responsible for setting up and testing the ICT firewall security systems and ensuring virus checks are implemented ■Assist the ICT Infrastructure and Support Lead as required in managing the ICT staff, including training, coaching and appraisal ■Support and monitor the Helpdesk Management System.

Minimum requirements and Key Competencies

■Three Year Diploma/ or Degree in IT ■IT Certification ■MCSE Certification ■CCNA ■ITIL Foundation Certification ■6-8 years IT experience ■3-4 years Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL server (essential), Hyper-V ■3-4 years Hands-on/technical background and knowledge of core Network/Cisco technologies like LAN/WLAN/WAN, subnets, firewalls, VLAN's, and VPN using Cisco switches, routers and ASA's ■Troubleshooting and issue resolution ■3-4 years Project Management experience ■Desktop Hardware and Software Support in a Customer Service Environment ■LAN, WLAN, WAN set up and configuration ■VLAN, routing and routed protocols ■Cabling standards(UTP and Fibre) ■System monitoring and management (e.g. System Centre, Solar Winds) ■Netflow STATS monitoring and interpretations ■Incident management and IT service management process ■Windows Server 2008/2012, Server network and Hyper-V Virtualisation ■Exchange Server ■DHCP and DNS ■LAN and storage ■Active Directory and Group Policy.

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