

JULY 2022**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.

NB: The NHLS/ NICD is an equal opportunity employer thus the filling of posts will be guided by the NHLS/NICD Employment Equity Targets. Suitably qualified candidates from all designated groups are encouraged to apply.

CLOSING DATE: 22 JULY 2022

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BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: GAUTENG
POSITION: PROFESSIONAL NURSE – NMC SURVEILLANCE OFFICER
(RE-ADVERTISEMENT)
PAYGRADE: PAY ZONE C3
REFERENCE NUMBER: NICD1021/001-02

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. The successful candidate will be based in Gauteng and will support the North West Province.

Key Job Responsibilities

■ Play a key role in the implementation and establishment of an integrated national notifiable medical condition (NMC) surveillance system (NMCSS) at facility, sub-district, district and provincial 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 stakeholders 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 NMCS 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 manager of the NMC program ■ Routinely train health staff in private, public and NG sectors on the legislation aspects of NMC regulations and the process of notification ■ Support and track the performance of the NMCSS process ■ Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies ■ Act as the liaison between different levels of the Department of Health (DoH) and the National Institute for Communicable Diseases (NICD) and ensure resources available at the NICD are made available to the local levels for smooth functioning of the NMCSS ■ Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the NMCSS are adequately disseminated to all relevant users ■ Provide support in the implementation of such SOPs by provincial, district and sub-district DoH, and at facility level by laboratories and the private health sector ■ Troubleshoot and provide guidance to various stakeholders on the implementation and use of the NMCSS ■ In close collaboration with the manager of the NMCSS, ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks.

Minimum requirements and Key Competency:

■ Four year degree / diploma in nursing ■ Registration with SANC ■ Driver's License ■ Five (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 ■ The successful candidate will be expected to travel.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: FINANCIAL ACCOUNTING MANAGER
(FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT & AMENDMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0522/002-01

The Financial Accounting Manager is responsible for performing highly specialized accounting work required to maintain the grants general ledger. Working under the direction of the Financial Accountant, the Financial Accounting Manager directs and coordinates the daily activities of the grants accounting staff to quickly and accurately record the revenues, expenditures, assets, and liabilities and deliver effective support to Principal investigators.

Key Job Responsibilities

■ Supervise, direct, and review the work and deliverables of the grant administrators to ensure compliance and effective deliverables, cash reconciliations, grants account statement reconciliations, and all aspects of the NICD grant projects, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, recording of revenue and expenses, etc.) ■ Oversee the proper reporting and communication channels are maintained with both the Grants Administrators and stakeholders to ensure compliance and standardization of processes ■ Improve accounting processes and procedures and address any deviances ■ Manage the compilation of all general ledger reconciliations and liaise with, corporate finance and relevant departments on resolution of reconciling items and reports to the Financial Accountant ■ Ensure proper documentation, filing and record maintenance of all project financial transactions ■ Manage the oracle projects module ■ Ensure that all transactions are correctly recorded in their sub-ledgers ■ Produce grants/grantor financial reports timeously ■ Management of payments and claiming of due and outstanding funds and ensure efficient cash management ■ Liaise with corporate finance to ensure the correct transactions are passed between the various bank accounts ■ Plan and oversee both internal and external audits processes ■ Be responsible for maintaining and updating NRF accounting records as well as the NHLS research Trusts projects ■ maintain the grants debtors ■ Resolve complex accounting issues and assists other management and staff in resolving financial issues ■ Produce quarterly and annual financial statements and ad hoc financial reports ■ Perform any other duties as assigned or required.

Minimum requirements and key competencies

■ Degree or Advanced Diploma in Finance/Accounting (NQF Level 7) ■ Qualification in project management (desirable) ■ Five (5) years Grant and Finance related experience ■ Five (5) years Accounting experience ■ Three (3) years budgeting and reporting experience ■ At least 2 year experience in the health industry desirable ■ Knowledge of grant management ■ Knowledge of financial reporting and Management ■ Knowledge of Budgeting ■ Analytical skills ■ Management skills ■ Advanced Computer literacy ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Attention to detail ■ Planning and organising skills ■ Time management ■ Flexibility.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV and STI
LOCATION: SANDRINGHAM
POSITION: LABORATORY TECHNICIAN
(FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: NICDCDC0122/001-02

**Provides laboratory support for HIV Rapid testing Quality Assurance and Quality Control in public health facilities (HIV Counseling and Testing sites (HCT) as well as for Implementing partners.
Key Job Responsibilities.**

Key Job Responsibilities

■Maintain the laboratory equipment 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 for HIV Rapid , post market surveillance panel and internal quality control panel preparation, under the general supervision of the senior qualified medical technologist ■Review and maintain records of results to ensure that correct and valid results were obtained. ■Observe health and safety regulations while working to ensure own and others' safety at all times ■Give input into the writing of SOPs in order to assist with improving the standard of the laboratory ■Maintain a specimen inventory register for storage and retrieval of HIV Rapid, post market surveillance and IQC panels to ensure continuous availability of stock for evaluation purposes.

Minimum Requirements and Key Competencies

■Grade 12 ■HPCSA registration as Medical Technician in Virology or Microbiology ■Math's and Science advantageous ■One year experience in a laboratory environment ■Health and safety regulations ■Knowledge in HIV ■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 Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: BIOINFORMATICS SCIENTIST
(FIXED TERM CONTRACT: 02 MONTHS RENEWABLE)
(RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1021/001-01

To promote, build expertise and provide high-level bioinformatics solutions to all NICD users involve in both surveillance and research activities.

Key Job Responsibilities

■Engage with NICD users and assist with next-generation sequencing (NGS) data analysis ■Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems (e.g. Illumina, PacBio or Ion torrent platforms) as well as develop, improve, modify, and operate data analysis pipelines ■Conduct and initiate research in the area of NGS data analysis ■Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■Participate in training employees or staff with bioinformatics skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■Perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Monitor and manage bioinformatics requests or projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■Develop and implement costing model for Bioinformatics solutions ■Maintain hardware and software infrastructure ■Establish strong collaborative links with experts in the area of bioinformatics.

Minimum requirements and Key Competencies

■MSc in Bioinformatics or related relevant field/PhD desirable ■Two years' experience with Next-generation sequencing data analysis ■TB-related experience will be advantageous ■Experience with the relevant sequence analysis tools / best practices ■Background, or experience in molecular biology or microbiology Experience with working in a Linux/UNIX environment ■ Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■TCP/IP knowledge will be an added advantage ■Project Management knowledge ■Have proven ability in formulating and/or implementing high-level bioinformatics solutions ■Project management, financial management and costing skills ■Innovation and problem-solving skills ■Ability to write successful grant applications and reports to funders and to publish findings in scientific journals ■ Ability to work with others including international collaborators and to manage junior staff and students.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: MT1
REFERENCE NUMBER: NICDCDC0722/001-01

To develop, maintain and operate a malaria slide bank to support African countries moving toward malaria elimination, in the Parasitology Reference Laboratory.

Key Job Responsibilities

■Manage blood sample collection and assess suitability for use ■Prepare, stain, quality control and label blood films as per standard operating procedures ■Undergo microscopist training and certification in order to accurately identify and quantitate malaria parasites ■Ensure that equipment is maintained according to defined SOP, prepare reagents where applicable and perform administrative and procurement duties to ensure smooth running of the lab ■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 reports are delivered timeously ■Manage data and databases required for the efficient functioning of the project in order to meet statutory and clinical requirements ■Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■Undertakes to troubleshoot where necessary ■Keep abreast with research in order to make informed decision on existing lab test and technique ■Assist with training and development of peers, medical professionals and community health care to ensure the delivery of high lab service standard ■Interpret laboratory findings and complete technical reports ■Maintain records and documentation of test results and patient information ■Operate various analytical equipment for medical microbiological tests. Monitor, calibrate and maintain devices according to relevant standards ■Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■Coach and provide technical support to all other staff as required ■Liaise with healthcare providers such as nurses, clinic staff, registrars and pathologists ■Assist with routine reference laboratory operations.

Minimum requirements and Key Competencies

■National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Science- Biomedical Technology ■HPCSA registration and Laboratory job experience would be advantageous ■Working knowledge of microbiology and molecular techniques ■Working knowledge of laboratory equipment ■Knowledge of accreditation/quality standards and biosafety principles/procedures ■Willingness and ability to travel to malaria areas within and out of South Africa ■Computer skills (general and specialised) ■Good communication and interpersonal skills ■Good organizational and analytical skills ■Writing skills ■Problem solving skills ■Team orientated.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
(FIXED TERM CONTRACT: 03 MONTHS)
PAY GRADE: MT1
REFERENCE NUMBER: NICDCDC0722/001-02

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

Key Job Responsibilities

■Manage sample collection and suitability for analysis to ensure that equipment is maintained according to defined SOP and prepare reagents and media where applicable ■Manage data required for the efficient functioning of the lab in order to meet statutory requirements ■Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■Maintain safety standards in accordance with OHSA ■Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■Undertakes to troubleshoot where necessary ■Keep abreast with research in order to make informed decision on existing lab test and technique ■Encourage colleagues on training and development of peers, medical professionals and community health care to ensure the delivery of high lab service standard ■Interprets laboratory findings and completes technical reports. Maintains records and documentation of test results and patient information ■Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards ■Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results. Provides technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants. Support ■

Minimum requirements and Key Competencies

■National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Science- Biomedical Technology ■HPCSA registration as a Medical Technologist (Microbiology/ Clinical Pathology) ■One (1) year experience ■Perform sampling and analysis of blood, tissue and body fluid ■Preparation of samples for examination ■Knowledge for the usage of specialised instrumentation ■Knowledge of infection control and sterilization protocols ■Accurate interpretation of results ■Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational 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 ■Time management and evaluation Skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: EASTERN CAPE – LIVINGSTONE HOSPITAL
POSITION: RESEARCH ASSISTANT
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0722/001-03

To assist with the execution of pneumonia surveillance and other studies which form part of the research and surveillance activities of the Centre for Respiratory Diseases and Meningitis and the Division of Public Health Surveillance and response at the National Institute for Communicable Diseases.

Key Job Responsibilities

■ Assist the researchers with the identification of research participants meeting the surveillance or research study case definitions ■Collect/ assist the researchers with collection of data from research participants meeting the research study criteria ■Complete structured interviews and/ collect, label and store samples from participants for research projects ■Obtain/ assist the researchers to obtain informed consent from participants or their next of kin ■Receive and courier research samples ■Trace results of investigations such as laboratory tests ■Assist with maintaining stocks and inventories of consumables ■Complete research related documentation such as logs ■Prepare research files (including photocopying) ■Assist with different research laboratory procedures for specimen and data collection preparation in accordance with specific standard operating procedures ■Attendance at any necessary research related meetings to review performance of the study team ■File surveillance and research records on-site after data collection, according to the relevant protocol ■Perform tasks assigned by the line manager, related to ongoing research programmes ■Performance of administrative duties, such a photocopying, preparation of ethics applications and data entry from study questionnaires as requested by researchers ■To follow established policies, procedures and objectives, continuous quality improvements objectives, environmental or infection control to ensure compliance ■Provide administrative support such as ordering, temperature monitoring, health & safety, disposal of specimens in accordance of standard operating procedures.

Minimum requirements and key competencies

■Grade 12 ■ Higher Certificate / NQF level 5/ NQF level 5 equivalent (Advantageous) ■6 months' work experience in research ■ Communication skills ■Interpersonal skills ■Accuracy skills ■Attention to detail ■Basic Numeracy skills ■Listening skills ■Customer care ■Computer skills (word and excel).

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