

FEBRUARY 2025**GUIDELINES TO APPLICANTS**

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is 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.
4. Candidates' credentials will be subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests, or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filling of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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.

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 13 MARCH 2025

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: KZN
POSITION: CASE SURVEILLANCE TRAINER (RE-ADVERTISEMENT)
FIXED TERM CONTRACT – UNTIL 30 SEPTEMBER 2025)
PAY GRADE: C3
REFERENCE NUMBER: NICDCDC0524-01-05

Provide support for training, mentoring and coaching for health staff of public sector to improve the Case Surveillance uptake and contribute to the implementation, co-ordination, training, mentoring and coaching for health practitioners in the public sector to improve the uptake of Case Surveillance as defined in the relevant regulations.

Key Job Responsibilities

■ Establish case surveillance system networks and foster good working relationships with case surveillance key role players from provincial to district and facility level, to ensure the smooth implementation and running of the case surveillance system within the provinces ■ Play a key role in the implementation and establishment of an integrated national case surveillance system at facility and district levels ■ Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of case surveillance data to the public sector information/data ■ Maintain close liaison with all relevant case surveillance personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and HIV-related programmes at district, sub-district and facility levels to enhance reporting of HIV and HIV-related conditions and feedback thereof ■ To develop case surveillance related training materials together with the case surveillance team. To routinely train health staff in public sector on the utilization of case surveillance to enhance the management of people living with HIV ■ mentor and coach Health Care Workers in the process and use of the case surveillance system ■ To support and track performance of the case surveillance system ■ Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies ■ To act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the case surveillance system ■ Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the case surveillance system including SOPs for data collection, collation, analyses, interpretation and dissemination are adequately disseminated to all relevant users by using the systems and channels already existing within the provinces ■ Provide support in the implementation of such SOPs by provincial DOH at district and facility level ■ Troubleshoot and provide guidance to various stakeholders on the implementation and use of the case surveillance system ■ In close collaboration with the case surveillance team, ensure optimum data quality and timely analyses of surveillance data ■ Benchmark the case surveillance system against local best practice to ensure alignment with national standards and regulations.

Minimum requirements and key competencies

■ 4 years degree/diploma in Nursing ■ Registration with SANC ■ Driver's License ■ 5 years of relevant working experience ■ Experience in Project (Desirable) ■ Experience in training diverse audiences ■ Presentation skills ■ Nursing Principles ■ Knowledge of SA DoH systems at district and local levels ■ Computer literacy in database and word processing ■ Good Communication skills ■ Ability to work under pressure ■ Interpersonal Skills ■ Time management ■ Attention to detail ■ Planning and organizing skills ■ Project management skills .

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to Recruiter1@nicd.ac.za

