

SEPTEMBER 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 filing 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.
13. **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 17 OCTOBER 2025

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	1-4

BUSINESS UNIT: NICD
DISCIPLINE: INFORMATION TECHNOLOGY
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (FIXED TERM CONTRACT – 6 MONTHS) (READVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: NICD0925/002-01

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 within scope as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum requirements & key competencies

■ 4 year BSc Degree in Computer Science ■ Minimum 3 years' experience as a Software Developer ■ 3+ years' experience with Microsoft .NET Core/.NET 5+ development using C# ■ Microsoft technologies including: ASP.NET Core, Entity Framework Core, and LINQ, modern web and mobile development frameworks and technologies including: Front-end: JavaScript (ES6+) - **Critical** ■ TypeScript, ReactJS, Angular, or Blazor ■ Backend: RESTful APIs, ASP.NET Core Web API, Styling: CSS3, SASS/SCSS, and responsive design frameworks (e.g., Bootstrap, Tailwind) ■ Database development including relational database design (SQL Server or PostgreSQL), SQL, and ORM tools like EF Core ■ UI/UX design and rapid prototyping ■ Experience with version control and CI/CD tools (e.g., Git, GitHub/GitLab, Azure DevOps, or Jenkins) - **Critical** ■ Experience leading and managing software development projects in structured or Agile environments ■ Proficient in software modelling using UML and/or modern design tools (e.g., Lucidchart, Draw.io) ■ Experience developing and integrating solutions with Microsoft 365 and SharePoint Online (Power Platform experience advantageous) ■ Strong understanding of the Software Development Life Cycle (SDLC) ■ Experience with unit testing and automated testing frameworks (e.g., xUnit, NUnit, Selenium, Playwright) ■ Familiarity with Agile methodologies (Scrum/Kanban) and DevOps practices - **Critical** ■ Experience with asynchronous programming, parallelism, and concurrency in modern .NET ■ Strong skills in debugging, performance tuning, and application optimization ■ Deep understanding of Object-Oriented Programming (OOP), Service-Oriented Architecture (SOA), and microservices.

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

BUSINESS UNIT: NICD
 DISCIPLINE: MANAGEMENT AND ADMINISTRATION - FINANCE
 LOCATION: SANDRINGHAM
 POSITION: SENIOR BOOKKEEPER (FIXED TERM CONTRACT – 6 MONTHS) (READVERTISEMENT)
 PAY GRADE: C2
 REFERENCE NUMBER: NICD0925/002-02

Monitor and verify general ledger transactions to ensure that financial information for reporting purposes are accurate & comply with GAAP & PFMA regulations.

Key job responsibilities

■ Monitor and verify GL transactions to ensure accuracy of transactions according to general practice, including monitoring expenditures against the budget and report on variances ■ Assist in the annual budget process by ensuring that the Branch fits into the allocated budget, and is correctly distributed and capture ■ Process corrective journals to ensure compliance to the NHLS financial procedures ■ Prepare reports on GL for Balanced Scorecard purposes and prepare monthly reports to ensure accurate reporting information ■ Review and implement SOPs to ensure compliance with GAAP and PFMA ■ Assist the Finance Manager to effectively facilitate month-end / year-end procedures ■ Train and develop staff (Lab Staff) to ensure they have the financial skills required by the organisation and are able to achieve their performance objectives ■ Review accounts payable to ensure that suppliers are paid timeously for continuous supply of stock and services to the Laboratories ■ Review asset registers to ensure that all acquisitions, retirements, transfers etc are captured and updated on Oracle ■ Manage the NIOH inventory by performing regular site audits to verify stock to ensure effective ordering practices and prevent loss of stock ■ Assist with ad-hoc finance and laboratory support administrative tasks including collating and verifying all S&T and overtime reports and send through to the payroll department for actioning ■ Manage the bookkeeping within the Branch to ensure accuracy of accounting records including the daily management and reconciliation of petty cash.

Minimum requirements & key competencies

■ 3-year Diploma in Bookkeeping / 3-year Degree in Accounting ■ 5 years' experience in Financial management, Accounting or Bookkeeping ■ Computer software programs (MS Office) with advanced Excel skills ■ Knowledge of Accounting ■ Knowledge of Accounting systems ■ Knowledge of monthly reconciliations ■ Knowledge of GRAP, GAAP, PFMA and International Financial Reporting Standards (IFRS) ■ Understanding of financial concepts ■ Knowledge of Oracle system ■ Financial forecasting (desirable) ■ Time management ■ Communication skills (verbal and written) ■ Administration skills ■ Focused and organised ■ Work under pressure ■ Attention to Detail Deadline Driven ■ Numeric skills ■ Supervisory skills ■ Understanding of the budget cycle ■ Report writing skills ■ Interpersonal skills

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