

JULY 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.
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 8 AUGUST 2025***

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BUSINESS UNIT: NICD  
 DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
 LOCATION: SANDRINGHAM  
 POSITION: LEAD DATA ANALYST  
 PAY GRADE: D2  
 REFERENCE NUMBER: NICD0725-001-05

**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 & key competencies

- 4 year university degree 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
- Minimum 10 years' experience in data analytics
- 8 years experience using relational databases e.g. Oracle, IBM Netezza, SQL Server
- 8 years structured/procedural query language (SQL and PL/SQL) and use of data query tools
- 8 years' experience in data warehousing and/or data analysis and/or data quality and/or analytical reporting
- Experience specific to healthcare industry
- Experience of MicroStrategy Visual Insights and/or other data mining software e.g. SAS
- 1 or more years of Lab experience
- 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 a LIS (Laboratory Information System) - 1 year.

Enquiries may be directed to Mammei Hlehli - Galo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: MANAGER TECHNICAL (READVERTISEMENT)  
PAY GRADE: D3  
REFERENCE NUMBER: NICD0425/001-01

**To oversee the operation, maintenance, upgrading, (re)certification and development of high and maximum containment (BSL3 and BSL4) laboratory facilities and infrastructure at the National Institute for Communicable Diseases (NICD), and the greater National Health Laboratory Services (NHLS) institutions, in South Africa in accordance to current local and international Biosafety and Biosecurity regulations and practices**

#### Key Job Responsibilities

■ Participate with senior management at the NICD / NHLS institutions to oversee all aspects of biosafety and biosecurity, particularly with respect to high and maximum containment facilities ■ Participate in the development of biosafety and biosecurity guidelines and regulations for NHLS institutions in South Africa ■ Lead the biocontainment engineering team to provide advice and direction in the design, budgeting, construction, upgrading and maintenance of high and maximum containment facilities ■ Develop containment principles, facility design, practices and procedures to prevent occupational infections in the workplace or the release of the organisms to the environment ■ Manage the development of the NICD Division of Biosafety and Biosecurity to be a recognised resource for professional expertise in biosafety and biosecurity to ensure that the facilities provide locally sustainable engineering solutions to meet biosafety and biosecurity requirements ■ Formulate and manage Capital Expenditure budgets for infrastructural and biocontainment system upgrade projects for high and maximum containment facilities, including mobile laboratory infrastructure for outbreak response ■ Manage the department's operational budget to ensure effective functioning, maintenance, certification and development of high and maximum containment facilities ■ Participate in biosafety committees and meetings, assisting in the development and updating of institutional biosafety manuals, training programmes and emergency response plans, including procedures for shipping and receipt of biological and hazardous materials ■ Conduct periodic reviews of facility design, modifications and work practices to improve biosafety in line with evolving national and international biosafety and biosecurity requirements ■ Manage the developing and implementation of commissioning plans, daily check lists, inspection and maintenance programmes, and annual shutdown and certification procedures for biocontainment facilities ■ Act as a competent independent advisor to senior management designated to provide advice and guidance on BioRisk Management matters and shall possess the delegated authority to stop work in the event that it is considered necessary to do so ■ Champion the implementation of the NICD Engineering Maintenance Policy for the management and provision of engineering and building maintenance and lead the development of the implementation strategy for the Policy through the required deliverables ■ participate in NICD / NHLS training initiatives as a trainer in the field of biosafety and biosecurity ■ Manage the provision of engineering support for field deployment of mobile biocontainment laboratory infrastructure in support of NICD / NHLS institutional commitments (e.g. during disease outbreaks) locally, regionally and globally by participating in the development of improved biosafety and biosecurity practices and procedures in field/disease outbreak settings ■ Keep up to date with relevant, current and emerging methods and technologies to ensure personal growth and development.

### Minimum Requirements and Key Competencies

■ Bachelor's Degree in Mechanical or Industrial Engineering (NQF Level 7)) ■ Holder of locally and internationally recognised training and certification in biosafety and biosecurity and related fields ■ Seven (7) years post qualification experience of biosafety technical and managerial requirements for high biocontainment microbiological and biomedical laboratories, five (5) years' experience should be in supervising/ managing the technical operation of high biocontainment facilities ■ Experience in managing high and maximum biocontainment facility operations including the following:

Planning and active participation in the BSL3 and BSL4 facility commissioning and and/or (re)certification activities; Ensuring operational safety and repair of facilities, plant and equipment; Managing certification/ and validation of the BSL3 and BSL4 facility's systems; Management of maintenance activities (preventative & corrective schedules); Managing contractor's on site, and ensuring service quality is in accordance with international biosafety guidelines; Maintaining and updating of the facility-specific Operations and Maintenance manuals; Maintenance and updating of existing asset register(s); Regular reports to Senior Management on status of facilities; Managing facility biosafety and biosecurity systems; Preparing a maintenance budget for the facility's and planning for acquisition of new equipment; Development and maintaining of daily inspection systems of all containment parameters of the facilities to ensure safe working conditions; ■ OSHA ■ International biosafety and security guidelines and regulations (desirable) ■ Effluent and solid waste disinfection and sterilization systems ■ HVAC control ■ Financial planning and budgeting ■ Strategic planning ■ Management Skills ■ Strong communication skills ■ Writing and reporting ■ Computer literate in Computer-Aided Maintenance Management (CMMS) software (e.g. Maintenance Pro 4.0); drawing software (e.g. TurboCAD, AutoCAD); Building Management Systems (e.g. Andover Continuum), Microsoft Office suite ■ Persuading and influencing Planning and Organising ■ Analytical skills ■ Ability to adapt to different working environments ■ Meeting deadlines / Working in a high-pressurised environment ■ Interpersonal skills ■ Creativity ■ Supervision of staff ■ Deciding and initiating action Willing and able to travel nationally and internationally. Attend and participate in national, regional and international courses and workshops in order to remain up to date with biosafety and biosecurity practices.

Enquiries may be directed to Mammei Hlehli - Galo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR ENTERIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST (READVERTISEMENT)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICD0625/001-01

**To conduct research relevant to the pathology discipline, as well as to teach and train students to conduct diagnostic test development and to assist in troubleshooting related to diagnostic testing**

#### Key Job Responsibilities

■ Conduct research or surveillance under supervision of a senior medical scientist or pathologist ■ On the bench training of intern scientist, technologist and technicians ■ Co-supervision of small research project ■ Conducts tests and procedures independently ■ Contributes to laboratory administration e.g. records, procurement, stock, control equipment maintenance ■ Records completed in accordance with current policies/procedures and relevant SOP ■ Ensures that maintenance logs are accurate, up to date, accessible and retrievable ■ Ensures that error logs/corrective action reports completed according to set requirements ■ Perform equipment maintenance ■ Participation in Quality Management.

#### Minimum requirements & key competencies

■ BSc Hons in Medical Scientist or relevant field (post internship) ■ Registered with the HPCSA as a Medical Scientist in Virology ■ Experience in a diarrhoeal diseases laboratory (desirable) ■ At least 1 scientific research abstracts ■ Involvement and validation of either 1 new diagnostic methodology or significant modification to existing applications/procedures ■ Writing of grant proposals ■ Writing publications ■ Preparation and presentation of lectures ■ Method validation ■ Quality control in the laboratory ■ Research Methodology ■ Attention to detail ■ Active participation in maintaining SANAS accreditation ■ Presentation at local conferences/ research days or forums ■ Laboratory techniques including nucleic acid extraction, PCR and molecular screening, sequencing and cell culture experience ■ Communication skills ■ Troubleshooting skills ■ Data analysis and interpretation ■ Computer literacy skills.

Enquiries may be directed to Lethabo Matlala @ 011 386 6090, email application to [Recruiter6@nicd.ac.za](mailto:Recruiter6@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT1  
REFERENCE NUMBER: NICD0325-001-01

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

### Key Job Responsibilities

#### **Operational efficiency of laboratory**

- Perform equipment maintenance troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures as per SOPs
- Manage sample receipt ensuring suitability for analysis according to relevant SOPs
- Prepare samples for testing as required
- Adhere to analytical times and basic TAT for capturing / resulting
- Verify and authorise test results
- Verify QC of test results
- Collate data and statistics and basic interpretation over a period of time
- Identification of clerical and / or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform and document lot-to-lot verification
- Perform the tasks of a Medical technologist as required / as per operational needs

#### **QMS**

- Ensure all appropriate quality assurance procedures are adhered to and maintained at all times (as per GLP and fulfilment of SANAS accreditation requirements)
- Interpret and document all Quality Control processes ("QC")
- Implement Corrective Actions following Non-Conformances ("NC").

#### **Assessments /Interpretation of results**

- Reviewing results where necessary

#### **Teaching, Training & Development of Laboratory staff**

- Assist with training programmes at NICD of students e.g. technicians, technologists, scientists and registrars
- Assist with training interventions outside of the NICD.

### Minimum requirements & key competencies

- National Diploma: Biomedical Technology
- HPCSA registration as a Medical Technologist in **Microbiology**
- 0 to 3 years of experience or higher - Medical Technologist
- Perform sampling and analysis of surveillance samples
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organizational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy including data analysis and presentation thereof
- Time management and evaluation Skills.

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HEALTH CARE-ASSOCIATED INFECTIONS,  
ANTIMICROBIAL RESISTANCE AND MYCOSES (CHARM)  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST  
PAY GRADE: MT1 (FIXED TERM CONTRACT UNTIL JUNE 2026)  
(RE-ADVERTISEMENT)  
REFERENCE NUMBER: NICD0525-001-02

**To conduct and monitor a variety of diagnostic and/or surveillance analyses of patient specimens/isolates to provide accurate laboratory test results to aid and confirm diagnosis and treatment therapies and/or to generate accurate surveillance data.**

#### Key Job Responsibilities

##### **Operational efficiency of the laboratory**

- Receive and prepare all samples for analysis and carry out all testing procedures in accordance with relevant SOP's within specified TAT's
- Good knowledge and understanding of antimicrobial resistance ■ Good knowledge and understanding of surveillance
- Experience with specialised laboratory equipment e.g. MALDI-ToF, Sensititre, Microscan ■ Ensure compliance with health and safety measures at all times day/month/year ■ Perform preventative equipment maintenance performed as per set schedule ■ Daily compliance – record temperature readings and equipment maintenance in accordance with relevant SOP's ensuring documents are accessible and retrievable
- Compliance with in-lab turnaround time and upholding the standard each day ■ Efficient stock control on bench ■ Receive stock control on bench ■ Receive samples and determine if sample is acceptable to proceed with further analysis ■ Perform in accordance with SOP's ■ Verify test results.

##### **QMS**

- Participation in the external EQA programmes in the centre ■ Perform administrative and procurement duties to ensure smooth functioning of the laboratory ■ Assist with additional duties, as per organisational requirements such as, but not limited to:- laboratory quality representative, fire warden, health and safety ■ Understand the physical and chemical principles of the various analysis performed ■ Complete corrective action and troubleshooting logs QC and equipment failures ■ Run instrument quality controls IQC and EQA ■ Record Non Compliance "NC" ■ Print and action overdue and pending list ■ Record customer complaints ■ Print and action overdue and pending list .

##### **Assessment of results**

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP any abnormal results ■ Perform data checks as per SOP ■ Uncertainty of measurement ■ Inter-lab comparisons and validations ■ Identify results that are outside Experience using MS word, Excel, LIS and RedCAp (desirable)

##### **Teaching, Training & Dev of laboratory staff**

- Attend actively CPD activities ■ 1 x CPD presentation per Annum in 2<sup>nd</sup> and 3<sup>rd</sup> ■ Assist with teaching and training offered by the centre.



### Minimum requirements and key competencies

■ National Diploma in Medical Technology or Biomedical Technology or BSC in laboratory scientists ■ HPCSA registration in **Clinical Pathology ■ Microbiology (Desirable)** ■ 0-3 years of experience or higher years - Biomedical Technologist ■ 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 organizational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Computer literacy ■ Communication Skills (Verbal, written & presentation) ■ Time management and evaluation Skills.

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST X2 (FIXED TERM CONTRACT UNTIL  
DECEMBER 2025)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICDCD0725/001-01

**To conduct research relevant to the pathology discipline, as well as to teach and train students to conduct diagnostic test development and to assist in troubleshooting related to diagnostic testing**

### Key Job Responsibilities

■ Conduct research under supervision of a senior medical scientist or pathologist ■ On the bench training of intern scientist, technologist and technicians ■ Co-supervision of small research project ■ Conducts tests and procedures independently ■ Contributes to laboratory administration e.g. records, procurement, stock control and equipment maintenance ■ Records completed in accordance with current policies/procedures and relevant SOPs ■ Ensures that maintenance logs are accurate, up to date, accessible and retrievable ■ Ensures that error logs/corrective action reports completed according to set requirements ■ Participation in Quality Management.

### Minimum requirements & key competencies

■ BSc Hons in Medical Science or relevant field post internship ■ Registered with the HPCSA as a Medical Scientist in virology ■ Experience with cell culture, poliovirus isolation and/or poliovirus molecular techniques ■ At least 1 scientific research abstract ■ Involvement and validation of either 1 new diagnostic methodology or modification to existing applications/procedures ■ Writing of grant proposals advantageous ■ Author or co-author of publications advantageous ■ Preparation and presentation of lectures ■ Methodology validation ■ Quality control in the laboratory ■ Research Methodology ■ Active participation in maintaining SANAS accreditation ■ Presentation at training programmes /local conferences/ research days or forums ■ Communication skills ■ Trouble shooting skills ■ Data analysis and interpretation ■ Computer literacy skills.

Enquiries may be directed to Lethabo Matlala @ 011 386 6090, email application to [Recruiter6@nicd.ac.za](mailto:Recruiter6@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY  
LOCATION: SANDRINGHAM  
POSITION: LABORATORY TECHNICIAN X2 (FIXED TERM CONTRACT UNTIL  
DECEMBER 2025)  
PAY GRADE: LT1  
REFERENCE NUMBER: NICDCD0725/001-02

**To perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a Medical Technologist.**

#### Key Job Responsibilities

##### **Laboratory Safety Compliance:**

Ensure compliance with health and safety measures at all times • Adherence to decontamination procedures at all times • Compliance on recording of temperature reading in accordance with relevant SOP's

##### **Laboratory Process (Produced laboratory work and /or Laboratory Reports)**

Receive, sort and testing of patient samples according to laboratory SOP • Ensures that reliable and accurate results are generated for reporting • Adherence to set turnaround time for all tests • Daily filing and storage of specimens • Assess for abnormal results according to laboratory SOP and reports findings to supervisor • Prepare reagents for specialised testing • Daily documentation of data in own area of work.

##### **Maintained and Operated Equipment:**

Perform equipment maintenance as per schedule • Compliance and application of SOP's • Performance of quality checks • Competency certificate for operation of equipment • Compliance with maintenance of reagent log sheets

##### **Quality Assurance:**

Run routine IQC samples as per SOP and participation with EQA • Identify IQC errors and report deviations to supervisor • Daily document log sheets (room temperature, fridges, etc.).

##### **Teaching, Training, Research and Development of Laboratory:**

• Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work •

#### Minimum requirements & key competencies

Grade 12/NQF 4 • SMLTSA Certificate • Registration with HPCSA as a Medical Technician desirable • At least 0 to 3 years post-qualification experience in a laboratory environment • Knowledge of technical appliances • Knowledge of quality control procedures • Health and safety regulations • Trouble shooting 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 •  
• Time management and organisational skills.

Enquiries may be directed to Keitumetse Tsoeu @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** MANAGEMENT AND ADMINISTRATION – FACILITIES  
**LOCATION:** SANDRINGHAM  
**POSITION:** ASSISTANT BIOSAFETY TECHNICIAN (FIXED TERM CONTRACT  
UNTIL MARCH 2026)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** NICDCDC0725-001-03

**To assist in the operation, maintenance and certification of biocontainment laboratory facilities and equipment at the National Institute for Communicable Diseases (NICD), and the greater National Health Laboratory Services (NHLS) institutions, in South Africa in accordance to current local and international biosafety and biosecurity regulations and practices.**

#### Key Job Responsibilities

■To assist in the implementation of biosafety and biosecurity practices, guidelines and regulations in NICD laboratory facilities ■To assist in planned / routine and breakdown maintenance activities as per protocol on plant equipment and containment infrastructure to ensure its optimal operation ■To assist in providing technical advice in the design, construction, upgrading and maintenance of high containment facilities, including budgeting and to ensure that the facilities provide locally sustainable technical solutions for biosafety or biosecurity requirements ■To participate in the implementation of commissioning plans, daily checklists, inspection and maintenance programmes, and annual shutdown and certification procedures for biocontainment facilities ■To participate in biosafety committees and implementing their resolutions, assisting in the development and updating of institutional biosafety manuals, and emergency response plans ■To assist in the provision of engineering support in the setting up of "field" biocontainment laboratory infrastructure (installation of equipment and system operation) in support of NICD institutional commitments (e.g. during disease outbreaks) locally, regionally and globally ■To assist in the development of improved biosafety and biosecurity practices and procedures in field/disease outbreak settings ■To participate in NICD/NHLS training initiatives as a trainer in the field of biosafety and biosecurity ■To assist in the development of biosafety and biosecurity training programmes (including procedures for handling, shipping and receipt of biological and hazardous materials) ■To keep up to date with relevant, current and emerging methods and technologies to ensure personal growth and development.

#### Minimum requirements and key competencies

■N6 in an Engineering discipline (e.g. electrical, mechanical) ■Holder of locally and/or internationally recognised training and certifications in biosafety and biosecurity and related fields ■Medical Laboratory Certification(Desirable) ■Post qualification experience in field of qualification as well as in the maintenance of plant equipment with demonstrated potential ■ 1 to 3 years post qualification experience of biosafety technical and regulatory requirements for high bio-containment microbiological and biomedical laboratories ■One [1] to Three [2] years post qualification as a trainer experience in laboratory related biosafety and biosecurity training initiatives ■Knowledge of OSHA ■Biosafety technical and regulatory requirements for high bio-containment microbiological and biomedical laboratories ■Read and interpret electrical and electronic drawings, fault finding and repairs ■Local and internationally recognised training in biosafety and biosecurity and related fields (Desirable) ■Attention to detail ■Communication skills ■Analytical skills ■Logical problem solving and fault finding ■Ability to adapt to different working environments ■Meeting deadlines / Working in a high-pressurised environment ■Interpersonal skills ■Ability to work unsupervised, but also productively as part of a team ■Creativity ■Supervision of staff  
■Logical problem solving and fault finding

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** MANAGEMENT AND ADMINISTRATION  
**LOCATION:** SANDRINGHAM  
**POSITION:** OFFICE ADMINISTRATOR (FIXED TERM CONTRACT UNTIL MARCH 2026)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** NICDCDC0725-001-04

**To provide general services administration support to the business to facilitate communication between departments and create an audit trail**

### Key Job Responsibilities

■ Receive queries and ensure that they are resolved timeously ■ Work as part of a team based and to facilitate sound administration on assigned projects ■ Comply with reasonable request from the line manager ■ Assist with travel arrangements for the Centre ■ Facilitate proper reporting-management and report writing ■ Responsible for ensuring that all new staff in the Centre will be received and inducted into the Centre provided with the resources required to fulfil their position (e.g. computer, office space, pin codes and pass cards) ■ Keep and maintain efficient administrative support to the Centre to ensure maximum efficiency and smooth running of the Centre including review and approval of office/laboratory supply acquisitions ■ Handle general incoming and outgoing correspondence, (telephone, email, fax etc.) including taking any necessary action and maintaining accurate records ■ Develop and maintain relationships with key stakeholders within NICD NHLS, the study sites, and other relevant organizations in order to improve administrative processes, communications and information flows ■ Responsible for organizing local and international meetings and workshops from conception through to completion, including liaison with international coordinators/ budget holders, suppliers and venue; also including liaison with participants and organizing travel and accommodation ■ Perform routine administrative (minute taking, filling, faxing, follow up on outstanding issues etc.) duties for the Centre to ensure that the Centre operates smoothly ■ Receive and distribute courier parcels to ensure that the courier deliveries are efficiently distributed within the division ■ Prepare operational reports and schedules, formatting and compiling monthly/ project reports to ensure efficiency and to collate documents and make sure they get handed in on time.

### Minimum requirements and key competencies

■ Grade 12 ■ Experience in a medical environment ■ General office administration procedures ■ MS Office, including Outlook ■ Ability to work independently as well as in a team ■ Communication skills ■ Planning and organizing skills ■ Interpersonal skills ■ Attention to detail ■ Computer literacy (MS Office) ■ Ability to work in a pressurized environment ■ Time management.

**Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)**

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY  
LOCATION: DURBAN AND CAPE TOWN  
POSITION: PHLEBOTOMY TECHNICIAN X2 (FIXED TERM CONTRACT – ENDING  
30 NOVEMBER 2025) (READVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: NICDCDC0525/001-11

**To provide first class medical pathology laboratory services by performing routine phlebotomy procedures and technical support for laboratory investigations.**

#### Key Job Responsibilities

■ Performs phlebotomy and related tasks including recruitment and preparation of patients for specimen collection. ■ Uses safe and correct procedures during the collection of blood and non-blood specimens at various locations as required, for pathology purposes ■ Performs technical tasks such as centrifugation of specimens and rapid test analysis (point of care testing) including Quality control checks on instruments, according to prescribed procedures ■ Implements all safety precautions, housekeeping procedures and infection control measures according to policy and legislation to ensure a safe working environment ■ Participates in the teaching and training conducted within the laboratory and specimen collection sites to ensure that a high standard of laboratory service is delivered ■ Keeps records of specimens collected and ensures that all patient details, clinical information and consent forms are accurately recorded ■ Checks and monitors stock levels of all collection material and testing kits and orders additional stock to ensure the availability of required items at all times.

#### Minimum requirements and key competencies

■ Qualification as a Medical Technician – Phlebotomy (Essential) ■ 1 to 2 years Medical Technician in Phlebotomy experience or relevant (essential) Knowledge of infectious diseases, including HIV and TB management (essential) ■ Knowledge of research project and laboratory tests (essential) ■ Knowledge of infection control and prevention (essential) ■ Knowledge of specimen safety precautions (essential), Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Registered with the HPCSA as a Medical Technician in Phlebotomy (desirable) ■ Computer literate ■ Data capturing and analysis skills ■ Counselling skills ■ Written and verbal communication skills

Enquiries may be directed to Keitumetse Tsoeu @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)