

MAY 2026

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: 9 June 2026

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	3 -8

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: HEAD OF DIVISION (READVERTISEMENT) (AMENDMENT)
PAY GRADE: E2
REFERENCE NUMBER: NICD0126/001-18

To provide strategic and management oversight for the Division, gather key data and provide Provinces and the NDoH with strategic information to prevent, detect, and respond to infectious disease threats

Key Job Responsibilities

■ Provide strategic leadership to foster coherence and collaboration across the Division and Centres to align organisational priorities to strengthen national and global health security ■ Leads the development of a clear departmental vision in alignment with organisational strategy to ensure effective direction, management, and accountability of the specific programme areas managed by the incumbent in delivering its objectives ■ Builds new or strengthens existing partnerships with the National Department of Health, Provincial Departments of Health, World Health Organization, Africa CDC, CDC-USA, CDC-Europe, Funders, universities/research institutions and other stakeholders to position the technical area of work and implementation into National and/or Global health security policies ■ Responsible for outbreak detection, investigation and response in partnership with the district and provincial departments of health ■ Lead and coordinate the NICD's participation in the IHR-related activities and National Action Plans for Health Security ■ Represent the Division/NICD in global forums to position the area of work in the regional and global health community ■ Ensure the development, maintenance, and enhancements of surveillance and reporting of communicable disease public health surveillance related to prioritised disease surveillance, including the GERMS platform; Notifiable Medical Conditions; Event-based surveillance and other relevant surveillance systems to ensure rapid detection and response to specific infectious hazards ■ Direct the training and capacity-building initiatives for healthcare professionals in epidemic and pandemic response to specific infectious hazards ■ Responsible for communication across the NICD Centres, with National and Provincial Departments of Health and other stakeholders through routine communication, leading the development of guidelines, implementation and dissemination of technical guidelines, comprehensive epidemic and pandemic preparedness plans, maintenance of website and other communication channels ■ Lead and coordinate resource mobilisation efforts (funding, staffing) to strengthen the Division's priorities, operational needs and budgets ■ Oversee the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes, procedures and legislation .

Minimum Requirements and Key Competency

■ MBChB with PHD or MMED or FCPATH (Clinical Microbiology / Virology / Infectious Diseases/ Public Health) ■ HPCSA registered ■ 13 to 15 years Management experience preferably in a public health institution ■ 8 to 10 years communicable diseases / public health experience / epidemiology / infectious diseases) ■ Knowledge of Public health, Microbiology, Virology, Immunology, Molecular Biology ■ Knowledge and experience in International Health Regulations/Pandemic Preparedness/One Health will be an advantage ■ Knowledge of statistics ■ Knowledge of statistical software packages ■ Financial management ■ Communication and interpersonal skills ■ Training and planning skills ■ Project Management skills ■ Research methodology ■ Report writing skills ■ Computer Literacy ■ Management and Leadership skills ■ Analytical skills.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: CLERK – DATA (READVERTISEMENT) (WITHDRAWN)
PAY GRADE: B2
REFERENCE NUMBER: NICD0126/001-01

Administers the receiving, capturing and distribution of all data to ensure correct information is obtained and recorded and to facilitate the speedy processing of data in terms of service.

Key Job Responsibilities

■ Receive surveillance and outbreak related data and manages their flow and processing according to standard operating procedures or instruction ■ Timely capture all data according to set targets, including deadlines, and ensure high quality and accuracy of data ■ Identify and report technical errors with data captured to supervisors in order to correct errors ■ Verify accuracy and completeness of data and generates queries for missing data and data discrepancies ■ Administer the distribution of data queries to provinces to ensure the correct and prioritised channeling of data queries to the provinces ■ Keep all data forms and log books for audit purposes and to adhere to the PAIA Act, as required by the standard operating procedures or as instructed ■ Ensure data completeness and accuracy on all forms ■ Appropriately file all data forms and prepare for archiving ■ Create a log of all case notification forms captured ■ Create a log of all forms requiring data corrections and keeps the log updated to show which errors have been rectified ■ Daily data checks on the relevant systems to ensure data accuracy and consistency and correct matching of patient data from various sources (clinical, lab, other) ■ Daily merge and update cases reported that require manual case linking ■ Administration of data capture system users.

Minimum requirements and Key Competencies

■ Grade 12 ■ Computer certificate ■ 6 months data capturing experience ■ Knowledge of health environment ■ Knowledge of Information Systems ■ Basic Computer skills ■ Communication skills ■ Team Orientated ■ Attention to detail ■ Ability to cross-check information for consistency ■ Time Management ■ Planning and Organising ■ Interpersonal skills.

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

NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ICT DESKTOP ENGINEER (READVERTISEMENT)
PAYGRADE: C1
REFERENCE NUMBER: NICD0426/001-01

To provide a single point of contact for end users to receive support and maintenance within the organization's desktop computing environment. This includes receiving, prioritizing, documenting and actively resolving end user help requests as well as installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance. To troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required.

Key Job Responsibilities:

- Field incoming requests to the Service Desk via both telephone and e-mail to ensure courteous, timely and effective resolution of end user issues.
- Evaluate documented resolutions and analyze trends for ways to prevent future problems
- Alert management to emerging trends in incidents
- Assist in software releases and roll-outs according to Change Management best practices
- Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications
- Perform remote and onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair
- Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels. Perform upgrades different types of software and hardware
- Resolve incidents with printers, copiers and scanners
- Assist users with mobile computing devices including mobile phones
- Administer and resolve issues with associated end-user workstation networking software products
- Collaborate with Infrastructure Engineers to ensure efficient operation of the company's desktop computing environment
- Answer to and perform moves, adds and changes (MAC) requests as they are submitted
- Ensure that physical desktop connections (i.e. RJ-45 Ethernet jacks, RJ-11 telephone modem jacks, connectors between PCs and servers, etc.) are in proper working order
- Prepare tests and applications for monitoring desktop performance, then provide performance statistics and reports
- Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations
- Create, maintain and publish relevant support documentation in order to assist all staff/students in the quick resolution of their incidents and service requests and enable users to become more self-sufficient
- Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, network cards, and other components and equipment
- Accurately document instances of desktop equipment or component failure, repair, installation, and removal

Minimum Requirements and Key Competencies

- 3-year diploma or a degree in IT
- ITIL Foundation certification
- MCSA Certification (desirable)
- CompTIA A+
- 3 years' Work experience in an IT environment
- 2 years in Desktop Hardware and software support in a customer service environment
- 1-year mobile device support experience
- Knowledge of desktop hardware and software applications
- Basic Knowledge of Mobile Operating Systems
- Knowledge of Desktop Operating Systems
- Knowledge of multi-functional printers
- Excellent knowledge of PC and desktop hardware
- Excellent knowledge of PC internal components
- Hands-on hardware troubleshooting experience with printers and related equipment
- Extensive equipment support experience with printers and related equipment
- Working technical Knowledge of current protocols, operating systems and standards including active directory and DNS
- Basic knowledge of mobile operating systems
- Ability to conduct research into PC issues and products as required
- Effective interpersonal skills and relationship building skills
- Strong written and oral communication skills
- Ability to present ideas in user friendly language
- Understanding organisations goals and objectives
- Analytical and problem solving abilities, with keen attention to detail
- Self-motivated and directed, with the ability to effectively prioritise and execute tasks in a high pressure environment
- Strong customer-service orientation.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	RESEARCH ASSISTANT (FIXED TERM CONTRACT UNTIL 31 DECEMBER 2026) (WITHDRAWN)
PAY GRADE:	B2
REFERENCE NUMBER:	NICDCDC0426/001-02

To support Vector Control Reference Laboratory and the SIT project with laboratory processing of specimens for various entomological indicators

Key Job Responsibilities

■ Assist with the performing PCR identification, parasite infectivity and blood meal source analysis on field collected mosquitoes ■ Assist with teaching and training of students/visitors on molecular species identification ■ Assist database supervisor with the preparation of reports on morphological and molecular Identification of Anopheline mosquito received from the field ■ Report any challenges encountered in the laboratory immediately to the Supervisor ■ Participate in internal and SANAS audits of laboratory activities to ensure compliance with quality assurance protocols and SANAS requirements ■ Ensuring compliance with SANAS standards and maintaining documentation. ■ Actively participate in and contribute to SIT research projects.

Minimum Requirements and Key Competencies

■ Grade 12 plus a Bachelor's degree in a scientific discipline (e.g., biology, chemistry, microbiology) or a related field ■ 6 months work experience in molecular identification of mosquitoes ■ 6 months in supporting research projects ■ Knowledge of Health and safety requirements of a Laboratory ■ Strong understanding of laboratory techniques, SANAS regulatory compliance, and quality assurance processes. ■ Attention to detail ■ Basic computer knowledge (Ms Word, Ms Excel, Outlook) ■ Self-motivated, dedicated and resilient ■ Facilitation, planning and organizational skills ■ Good interpersonal skills ■ Knowledge on gel reports documentation to ensure accuracy and compliance.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST ENTRY (FIXED TERM CONTRACT UNTIL
AUGUST 2026) (READVERTISEMENT)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC 0326/001-03

To conduct laboratory testing and research relevant to the pathology discipline, in accordance with the strategic objectives of the Centre

Key Job Responsibilities

■ Conduct laboratory testing and research under supervision and within a multidisciplinary team, under supervision of Senior Medical Scientists/Pathologists/Laboratory Manager ■ On the bench training for laboratory staff e.g. Intern Scientists, Medical Technologists and Technicians ■ Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Record administration in accordance with current policies/procedures and SOPs ■ Engage in troubleshooting and ensure that error logs/corrective action reports are completed according to set requirements ■ Participate in quality management activities.

Minimum Requirements and Key Competency

■ 4-yr BSc Honours degree or equivalent or MSc in Medical Science or relevant field ■ Registered with HPCSA as a Medical Biological Scientist **Microbiology** ■ Experience and competency in a molecular laboratory (DNA/RNA extraction and PCR) ■ Experience with next-generation sequencing would be an advantage ■ Involvement in the validation/verification of new/improved laboratory methods ■ Experience in how to operate laboratory instruments ■ Contribution to SOPs and validation/verification reports ■ Contribution towards research projects ■ Active participation in quality management activities and maintaining SANAS accreditation ■ Presentation and scientific writing skills ■ Good interpersonal skills ■ Troubleshooting skills ■ Attention to detail and able to work systematically with strict GLP adherence ■ Data analysis and interpretation skills ■ Computer Literacy skills ■ Able to work under pressure and process high volumes of samples, adhering to turnaround times for testing and reporting ■ Able to accommodate overtime work (weekends/public holidays/after hours) as needed and during outbreaks.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: INFORMATION MANAGER (FIXED TERM CONTRACT ENDING 31 MAY 2027)
GRADE: D1
REFERENCE NUMBER: NICDCDC0526/001-01

To manage the extraction, storage, collection, analysis and reporting of data. To design, develop and maintain information system projects to meet the strategic reporting requirements of surveillance data for the NICD.

Key Job Responsibilities

■ Manage extraction, storage, collection, analysis, probabilistic linkages, and reporting of data for the NICD CTB ■ Source and collect various spatial data sets and coordination of data quality and flow ■ Integrate o spatial and non-spatial data with maintenance options for future development ■ Develop and implement standards and guidance for use and acquisition of database tools and the protection of confidential information ■ Design and implement new applications and provide support and maintenance of existing applications ■ Modify existing database management systems to integrate into an NICD surveillance information system ■ Train and develop the NICD users/ data analysts to systematically identify, collect, analyse, review, share and retain important epidemiological and surveillance data ■ Analyze the data needs of all the Centres of the NICD and provide the required data extraction and analysis tools ■ Establish and maintain links with relevant internal and external stakeholders ■ Initiate and participate in scientific / operational research projects pertaining to epidemiologic research related to surveillance data surveillance data systems ■ Develop and continuously update systems for long-term archiving of data, protecting the integrity of data for future applications and audits ■ Collaborate with NICD Centres and senior management on developing and extracting database information, in line with the strategic planning of the NICD ■ Oversee the IT supervisory functions, including evaluating new advances in IT, which can benefit the NICD core functions ■ Develop web accessibility to relevant database systems ■ Prepare statistical and narrative reports ■ Perform daily back up of databases and ensure that data can be easily retrieved ■ Automation of daily tasks to ensure optimal performance of data storage environments ■ Maintain quality and strict confidentiality of information collected ■ Manage staff in the information Centre and ensure skills transfer ■ Compile and automate reports, graphs, tables, spread sheets for data distribution ■ Provide other tasks and contribute to organizational management as required. Working with data sharing partners nationally and internationally ■ Develop an application programming interface (API) to allow electronic data exchange (EDI) between data systems

Minimum requirements and key competencies

■ Honors degree in Science or Epidemiology or statistics or information systems ■ Project management certification desirable ■ 5 years' Experience in data management (extraction, analysis and manipulation) ■ Experience with data management software, particularly database development and automated report generation ■ 1 year experience in team supervision desirable ■ Understanding of Geographic Information Systems. ■ Analytical and project management skills ■ Proficient in .NET Architecture, MY SQL, MS SQL, MS Access, MS Excel. ■ Supervisory skills Self-motivated, able to work independently and work as part of a multidisciplinary team ■ Attention to detail ■ Interpersonal and advanced communication skills (verbal and written) ■ Organizational Skills ■ Analytical and project management skills.

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