

**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 10 MARCH 2025***

BUSINESS UNIT: NICD  
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE  
LOCATION: SANDRINGHAM  
POSITION: HEAD OF OUTBREAK RESPONSE UNIT  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0225/001-03

**Lead the Outbreak Response Unit and the Emergency Operations Centre of the NICD by providing clinical diagnostic support (differential diagnoses, interpretation of laboratory test results, infection prevention and control, disease epidemiology and outbreak investigation) and management of all aspects of outbreak-related activities, including outbreak preparedness, verification, response, after action review through collaboration with internal and external stakeholders including but not limited to NICD Centres, national, provincial and district health departments and the World Health Organization.**

#### Key Job Responsibilities

■ Provide differential diagnoses, diagnostic and treatment advice, interpretation of laboratory tests, and infection prevention and control management advice regarding infectious disease cases which are referred to NICD as part of outbreak verification ■ Provide technical support for outbreak investigations and communicable disease management in the following technical areas: diagnostic testing, clinical management, infection prevention and control, epidemiology, and others where appropriate to qualifications and experience ■ Ensure that the Outbreak Response Unit / Emergency Operations Centre (ORU/EOC) receives, investigates, documents and reports on outbreak alerts from diverse sources including NICD 24-hour hotline, media, health-care workers in public and private sector, while ensuring communication and collaboration between ORU, EOC, NICD Provincial epidemiology teams, NICD Centres, National and provincial departments of health is maintained ■ Be responsible for Emergency Operations Centre preparedness including development of surge capacity workforce, conducting risk assessments, training in incident management system, development of outbreak preparedness plans through collaboration and co-operation with diverse stakeholders ■ Be responsible for Emergency operations Centre response during an activation including development and implementation of specific emergency response plans, reporting at close-out and after action review ■ Conduct media interviews and respond to written enquiries from media pertaining to outbreak response investigations and activities in line with NICD policy ■ Develop and implement a strategic plan including budgets for the ORU/EOC including technical, human resources, financial and information technology components to ensure that the ORU/EOC is able to facilitate a coordinated NICD or national response to outbreak investigation activities through liaison within the Division of Public Health Surveillance and Response (DPHSR), with specialist NICD Centres, with Notifiable Medical Conditions Surveillance and with national, provincial and district departments of health and international stakeholders including the WHO ■ Provide and/or review material for NICD website in support of outbreak preparedness and in response to outbreak investigations ■ Represent NICD at national government and to international partners in appropriate contexts, including working groups, expert committees and outbreak response teams ■ Develop and promote operational research and obtain research funding regarding outbreak response in line with NICD's public health research mandate ■ Conduct teaching and training activities (including development of training material, learning objectives) in support of outbreak investigation for NICD staff and students rotating through the unit, (field epidemiology training programme residents, public health registrars, laboratory and epidemiology staff) and external stakeholders (health care workers at district, provincial and national levels, students at tertiary education facilities and others as the need arises) ■ Together with NICD Surveillance Information Management Unit (SIMU) and NICD IT staff, maintain existing and develop new information and communication technology systems including databases, dashboards, data collection and reporting systems to support event-based surveillance.

### Minimum Requirements and Key Competency

■ Medical Doctor (MBBCh/MBChB) ■ Public Health Emergency Management (PHEM) specialist (desirable) ■ Specialist medical qualification (FCP or FCPPath or FCPaeds or FCPublic Health) **OR** PhD/ Master's degree in Biostatistics / Public Health / Field Epidemiology ■ Diploma in Tropical Medicine and Hygiene (desirable) ■ Registration with HPCSA (desirable) ■ Experience in public sector diagnosis/management of communicable disease and/or outbreak response (> 5 years desirable) ■ Experience in writing research proposals, submission of grant applications, and data collection and analysis a (desirable) ■ Experience with preparation and delivery of presentations, report-writing, and submission of publications to peer-reviewed journals ■ Experience in teaching and training of undergraduates and post-graduates(> 5 years) ■ Administration of projects / department ■ Leading a team ■ Strategic management ■ Budgeting ■ Working with high-level stakeholders.

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

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: SOFTWARE DEVELOPMENT LEAD  
PAY GRADE: D2  
REFERENCE NUMBER: NICDCDC0225-01-01

**To manage a team of Developers. To support existing software systems/solutions and successfully deliver new/enhanced software systems/solutions. To be accountable for the technical delivery of software projects and ensure consistent processes and toolsets for best practice development.**

### Key Job Responsibilities

■ Guide team development efforts towards successful project delivery ■ Provide technical leadership to teammates through coaching and mentorship ■ Establish and maintain coding standards, naming conventions and best practices. ■ Maintain high standards of software quality within the team by establishing best practice and good habits ■ Identify and encourage areas for growth and improvement within the team ■ Collaborate with other software developers and analysts to plan, design, develop, test, and maintain web- and desktop-based business applications built on Microsoft technologies ■ Assist in the collection and documentation of user's requirements, development of user stories, estimates and work plans ■ Prepare reports, manuals and other documentation on the status, operation and maintenance of software ■ Design, develop, and unit test applications in accordance with established standards ■ Participate in peer-reviews of solution designs and related code ■ Package and support deployment of releases ■ Work with teammates in the migration of legacy applications to current Microsoft technologies ■ Develop, refine, and tune integrations between applications ■ Analyse and resolve technical and application problems ■ Assess opportunities for application and process improvement and prepare documentation of rationale to share with team members and other affected parties ■ Adhere to high-quality development principles while delivering solutions on-time and on-budget ■ Provide third-level support to business users ■ Research and evaluate a variety of software products.

### Minimum requirements & key competencies

■ NQF 6 (Computer Science / Information Technology / Informatics) ■ Project Management qualification ■ 7 years experience as a Software Developer ■ 5 years Microsoft .NET 3.5+ development using C# ■ 5 years Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF ■ 5 years Experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ 5 years experience with database development including relational database design, SQL and ORM technologies 5 years experience with user interface design and prototyping ■ 3 years experience with source control management systems and continuous integration/deployment environments ■ 3 years experience in leading and managing the delivery of system/software development projects in a structured environment ■ 3 years Experience in the usage of UML ■ 2 years experience configuring and developing customizations for Microsoft SharePoint

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**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
**LOCATION:** SANDRINGHAM  
**POSITION:** SENIOR EPIDEMIOLOGIST (FIXED TERM CONTRACT UNTIL 31  
DECEMBER 2025)  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** NICDCDC0225-01-02

**Lead and conduct epidemiological studies to investigate the occurrence, distribution, and determinants of diseases, injuries, and other health conditions in populations.**

#### Key Job Responsibilities

■Design and implement surveillance systems to monitor disease trends, identify outbreaks, and evaluate the effectiveness of public health interventions■Responsible for infectious diseases modelling for the centre■Assist to establish strategic goals for the Epidemiology Section of the CRDM through a consultative process with creation/regular review of the Centre's annual and 5-year strategic plans■Ensure that operational objectives are met according to agreed project timelines as per the strategic plan■Interpret and communicate epidemiological findings to relevant stakeholders, including healthcare professionals and policymakers.■Collaborate with multidisciplinary teams to develop and implement evidence-based strategies for disease prevention, control, and health promotion■Stay updated with the latest research, methodologies, and advancements in the field of epidemiology to ensure best practices are implemented in research and analysis■Contribute to the development of research proposals, grant applications, and scientific publications■Collaborate with local and international organisations and agencies to share knowledge, expertise, and best practices in epidemiology■Initiate, develop and implement epidemiologic studies and surveillance programmes relevant to the CRDM activities, including study design, data collection, data entry, data management, data cleaning, data analysis and report writing ■Analyse large datasets using statistical software to identify trends, patterns, and risk factors associated with diseases and health conditions ■Assist with co-ordination of epidemiological investigations of diseases outbreaks and provide additional logistical support to the Department of Health epidemiological investigation of disease outbreaks as required ■Supervision and management of field staff for surveillance programmes and epidemiological studies ■Create and produce reports and contribute significantly to existing NICD publication such as communiqués and bulletin as well as produce scientific papers on relevant subjects ■Provide additional support for the other activities of the CRDM as well as other NICD requirements ■Participate in relevant internal, Provincial, National and International meetings and conferences, to facilitate the objectives of the CRDM ■Develop and implement laboratory-based early warning systems for outbreaks and analysis of communicable disease data generated from CDW ■Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■Ensure that coordinated quality assurance processes are in place throughout the Epidemiology Section of the CRDM■Train, develop and manage epidemiology staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives■Training and supervision of students -MSc/MPH/FETP/PhD ■Contribute at least 2 modules for FETP/MSc /MPH programme.

#### Minimum requirements & key competencies

■PhD in Epidemiology/Public Health or equivalent ■Code 8 valid Drivers Licens■6 years post qualification experience in infectious disease epidemiology surveillance within a public setting■ 4 years' experience as a leader in a public Health setting or database development ■ Experience in infectious disease modelling■Peer reviewed publications >5 first author publications

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BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: BIOINFORMATICS SCIENTIST (FIXED TERM CONTRACT 12 MONTHS)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0225-01-03

**To apply specialised knowledge to lead, develop and conduct bioinformatics analysis for pathogens of interest in the centre, in both surveillance and research activities in line with the strategic objectives of the centre, in order to improve knowledge and provide conceptual thinking and understanding of health-related issues. To promote, build expertise and provide high-level bioinformatics solutions within the centre.**

### Key Job Responsibilities

Perform and lead bioinformatics analysis and interpretation on data produced from next generation sequencing systems ■ Develop, improve, modify, and operate data analysis pipelines ■ Lead, conduct and publish relevant NGS research for respiratory and meningitis pathogens of public health importance ■ Initiate funding applications in the area of NGS and data analysis ■ Develop and generate data analysis reports and perform custom analysis ■ Manage and maintain high quality sequence data and metadata, as well as software infrastructure ■ Co-ordinate and participate in training activities to build bioinformatics capacity in-country and in Africa ■ Establish relationships and liaise with partners (e.g. WHO AFRO, CDC, ASLM) who provide training support (surveillance, testing, sequencing etc.) for respiratory pathogens surveillance in the region ■ Manage bioinformatics projects to ensure objectives of ongoing studies are achieved ■ Be responsible for total quality management of genome data and data systems to ensure accurate and reliable results ■ To establish strong collaborative links with experts in the area of bioinformatics.

### Minimum requirements & key competencies

■ PhD in Bioinformatics or related relevant scientific field ■ Minimum of three years of experience in a research/surveillance/public health laboratory working with large volume next-generation sequencing data analysis ■ Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■ Experience with relevant sequence analysis tools/best practices ■ Experience with working in a Linux/UNIX environment ■ Experience in molecular biology or microbiology ■ Ability to work with partners including international collaborators ■ Experience in training and capacity building ■ Method/pipeline/workflow development and validation ■ Research methodology ■ Scientific writing skills ■ Communication skills (verbal and written) □ Innovation and problem solving skills ■ Good interpersonal skills and able to work within a multidisciplinary team ■ Data management, analysis and interpretation skills ■ Pays attention to detail ■ Able to work flexible hours (including public holidays and weekends) as needed e.g. in the event of an outbreak.

Enquiries may be directed to Kgaogelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST  
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)  
PAY GRADE: MSI  
REFERENCE NUMBER: NICDCDC0225-01-04

**To apply specialised knowledge to conduct bioinformatics analysis for pathogens of interest in the centre, in both surveillance and research activities in line with the strategic objectives of the centre, in order to improve knowledge and provide conceptual thinking and understanding public of health-related issues.**

#### Key Job Responsibilities

■ Perform bioinformatics analysis and interpretation on data produced from next generation sequencing (GNS) systems ■ Conduct and publish relevant NGS research for respiratory and meningitis pathogens of public health importance ■ Contribute to research and funding applications in the area of NGS and data analysis ■ Generate data analysis reports and perform custom analysis ■ Manage and maintain high quality sequence data and metadata ■ Participate in and co-ordinate training initiatives to build bioinformatics capacity in-country and in Africa ■ Establish relationships and liaise with partners (e.g. WHO AFRO, CDC, ASLM) who provide training support (surveillance, testing, sequencing etc.) for respiratory pathogens surveillance in the region ■ Manage bioinformatics projects to ensure objectives of ongoing studies are achieved ■ Contribute to total quality management of genomic data and data systems to ensure accurate and reliable results.

#### Minimum requirements & key competencies

■ MSc in Bioinformatics or related relevant scientific field ■ Minimum of one (1) year of experience in a research/surveillance/public health laboratory working with large volume next-generation sequencing data analysis ■ Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■ Experience with relevant sequence analysis tools/best practices ■ Experience in molecular biology or microbiology ■ Ability to work with partners including international collaborators ■ Experience in training and capacity building ■ Method/pipeline/workflow validation ■ Research methodology ■ Scientific writing skills ■ Communication skills (verbal and written) ■ Innovation and problem solving skills ■ Good interpersonal skills and able to work within a multidisciplinary team ■ Data management, analysis and interpretation skills ■ Pays attention to detail ■ Able to work flexible hours (including public holidays and weekends) as needed e.g. in the event of an outbreak.

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 HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: INFORMATION MANAGER  
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0225-01-05

**To manage the extraction, analysis, linkages and reporting of HIV data. To initiate projects to meet the strategic reporting requirements of the NICD Centre for HIV and STI.**

#### Key Job Responsibilities

■Manage extraction, storage, collection, analysis, probabilistic linkages and reporting of data for the NICD CHIVSTI ■Source and collect various spatial data sets and coordination of data quality and flow ■Design and develop new applications and provide support and maintenance of existing applications ■Oversee the development and achievement of the business objectives and project plans of for the NICD CHIVSTI ■Analyze the data needs of all sections of the CHIVSTI and provide the required data extraction and analysis tools ■Ensure that HIV case surveillance data can be readily accessed and easily retrieved ■Establish and maintain links with relevant internal and external stakeholders ■Develop and continuously update systems for long-term archiving of data, protecting the integrity of data for future applications and audits ■Develop and maintain HIV case surveillance systems ■Maintain quality and strict confidentiality of information collected.

#### Minimum requirements & key competencies

■Relevant 4 year Masters or Honours degree in computer science or statistics or information systems or other relevant field ■Experience with data management software, particularly database development and automated report generation, and SQL ■5 Years Data management and/or research experience ■2 years experience extracting and analyzing data from databases relevant to communicable diseases and/or public health ■2 years experience with data management software particularly database development, probabilistic linkages and automated report generation ■Relevant IT / data management experience or qualification ■Project management advantage ■Understanding of Geographic Information Systems ■Knowledge of R, STATA or Python.

Enquiries may be directed to Kgaogelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: PROJECT MANAGER  
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0225-01-06

**Manage, report and monitor progress of HIV-related surveillance programme(s) and supervise NICD and field-based staff. Oversee, coordinate, and implement healthcare-related projects for operational efficiency, and compliance with regulatory standards. Work closely with cross-functional teams to ensure that projects are delivered on time, within scope, and on budget.**

#### Key Job Responsibilities

■Administer coordination of the HIV-related surveillance programme(s)■Supervise project sites and implement programme monitoring and evaluation and assist with trouble-shooting ■Expand quality assurance activities for surveillance ■Liaise with the principal investigator, clients and site personnel and feedback to all stakeholders ■Employ, supervise, mentor, monitor and report on project field staff and coordinators ■Assist in protocol development and updates including ethics committee applications and hospital / clinics permissions ■Accurate and timely input of project information in computerized systems and issuing of status reports for monitoring and evaluation purposes ■Acquisition of all expandable and non-expandable property, ensuring that procurement is made according to NHLS procedures and regulations ■Manage the project and research targets to ensure that the general and overall tasks are effectively, efficiently and cost-effectively adhered to ■Define and manage projects scope, goals and deliverables ■Contribute to the development of an annual operational budget, and monitors and controls expenses against budget to support project delivery ■Attend technical meetings, prepare notes and undertake follow-up actions related to project implementation ■Select and compile training and orientation materials for project implementation and conduct training ■Report the outcome of financial and / or project reviews to the principal investigator ■Conduct post-project evaluations to identify areas for improvement. Compile project close-out report ■Be actively involved in the writing and submission of conference abstracts and scientific papers ■Participate in relevant internal, provincial, national and international meetings to facilitate the objectives of the screening programme.

#### Minimum requirements & key competencies

■Bachelor Degree or Post Grad Diploma in Project Management with 2 years of experience in Healthcare project management■ Research ethics certification (Good Clinical Practice or Introduction to research Ethics) ■Master Degree in a Healthcare related field ■Driver's License ■2 years' experience in Project Management ■At least 3 years healthcare research/surveillance■Knowledge of infectious diseases under surveillance ■Knowledge of HIV/AIDS particularly treatment, monitoring and management ■Strong management skills with experience in managing conflict■Attention to detail ■Ability to work under pressure ■Self-motivated and be able to work independently■Good communication skills■Project Management skills ■Able to troubleshoot independently ■Independently able to set and mark training/teaching materials■GCP Compliant■Analytical and problem-solving capabilities ■Computer literacy – MS Office Package ■Budgeting

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-ASSOCIATED INFECTIONS, ANTIMICROBIAL  
RESISTANCE AND MYCOSES  
**LOCATION:** SANDRINGHAM  
**POSITION:** SURVEILLANCE OFFICER (FIXED TERM CONTRACT – UNTIL 31 MAY 2025)  
(HALD DAY)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** NICDCDC0225-01-07

**To collect quality clinical data and samples from patients at designated sites for the relevant surveillance projects as per protocol. The surveillance officer will be involved in clinic, community and hospital-based surveillance and research for programmes/ projects that link with and fall under the GERMS-SA surveillance.**

#### Key Job Responsibilities

■ Collect quality patient clinical data at designated sites for the relevant surveillance projects as per protocol ■ Complete case report forms by interview and/or record review and submit timeously ■ Take/ collect relevant specimens (nasopharyngeal, swabs, stool samples/swabs, and rectal swabs) from study participants for laboratory testing as per protocol ■ Produce weekly stats reports ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance-related activities ■ Must be willing to travel between the various sites . ■ Assist to obtain permission and ethics approval for surveillance and research activities in the region ■ Perform tasks/duties assigned by the line manager, related to NICD surveillance and research programme.

#### Minimum requirements & key competencies

■ 3 years Nursing qualification ■ Registered as a Professional/Registered nurse. ■ Previous experience as Surveillance Officer, preferably for NICD-Germs SA programmes. Computer Literacy: Microsoft office skills (Word, Excel and Power Point) ■ Professional body registration SANC registration Knowledge of infection prevention and control procedures ■ Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■ Enthusiastic and keen to learn ■ Good clinical practice certificate (GCP) preferable ■ Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times. ■ Ability to work under pressure and adhere to deadlines ■ Strong organizational abilities with attention to detail ■ Self-motivated, able to work independently and as part of a multidisciplinary team

**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:** CENTRE FOR RESPIRATORY DISEASE AND MENINGITIS  
**LOCATION:** MPUMALANGA (1 AGINCOURT CHC) (READVERTISEMENT)  
**POSITION:** SURVEILLANCE OFFICER (FIXED TERM CONTRACT – UNTIL 30 SEPTEMBER 2025)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** NICD1124/001-12

**GERMS-SA is a national surveillance programme for diseases of public health importance: pneumonia, HIV and AIDS-related opportunistic infections, epidemic-prone diseases, vaccine-preventable and childhood diseases. GERMS-SA covers laboratory-based for specific pathogens and syndromic surveillance for pneumonia and diarrhoea.**

**We are looking for a dynamic professional nurse with an understanding of epidemiology and strong management skills/experience who will work with a team of medical officers and nurses involved in coordinating the GERMS-SA programme and other projects within the platform. If you are self-motivated, have good attention to detail, have strong management skills, are ready to be part of the GERMS-SA management team, are passionate about public health and epidemiology, enjoy travelling and want to contribute to public health in South Africa, you should apply.**

#### **Key Job Responsibilities**

■Communicate effectively with national and international partners ■Understand and coordinate all NICD surveillance projects on the GERMS platform (including laboratory-based surveillance, pneumonia surveillance, influenza-like illness (ILI) and diarrhoea surveillance as core projects) ■Manage multiple surveillance sites in multiple provinces and numerous surveillance staff to ensure they are performing their delegated duties and to provide feedback to field surveillance team and management team ■Oversee that sufficient staffing levels are maintained for the project's smooth functioning ■Ensure Performance Management is done and HR issues dealt with through HR policies and processes timeously ■Manage and train a team of surveillance officers and research assistants on projects ■Compile own teaching materials and mark teachings for surveillance staff as part of GERMS-SA teaching when required ■Advise surveillance officers with surveillance related clinical and data queries ■Provide mentoring and skills development for surveillance staff at all levels ■Regular supervision of screening, enrolment and follow up of patients and assist if necessary ■Liaise with site laboratory staff and NICD centre staff regarding results, laboratory testing, stock etc.

■Review clinical case report forms for consistency and accuracy and ensure surveillance staff resolve queries timeously ■Follow up surveillance cases telephonically for certain organisms ■Be available for relevant and regular meetings locally and at NICD or other sites as well as arrange and hold/ chair weekly teleconferences with subordinates and management teams and take minutes ■Assist with site visits at enhanced and non-enhanced sites and do surveillance officer audits ■Update case report forms and instruction sheets ■Assist with organising and running surveillance officer meetings and assist with Surveillance Reviews ■Compile surveillance reports ■Assist with obtaining ethics approval and permissions for surveillance and research projects ■Update and write SOPs as well as supervise surveillance staff to accurately follow SOPs and study objectives pertaining to the different studies ■Present surveillance findings at national and international conferences and meetings, participate or lead in manuscript writing ■Understand and interpret epidemiological surveillance data for action as required.

### Minimum requirements & key competencies

■Four-year Nursing degree/diploma (including midwifery)/ B Tech nursing ■Registration with SANC as a PROFESSIONAL/REGISTERED nurse ■Five years post-qualification clinical experience ■At least three years' clinical research/surveillance and knowledge of study protocols ■At least three years' experience in management/ leadership roles ■Self-motivated and able to work independently ■Strong management skills with experience in managing conflict ■GCP compliant ■Project management skills ■Communication skills: excellent English language proficiency (verbal and written; good telephone manner) ■Independently able to set and mark training/ teaching materials ■Identify gaps in knowledge and train surveillance staff ■Able to trouble shoot independently ■Experience in submitting and following up ethics protocols, updating SOPs ■Driver's license and own vehicle essential ■Attention to detail is essential ■Computer literacy ■Experience in presenting surveillance information to high level stakeholders ■Advantageous: Experience in public health, applied epidemiology and communicable diseases or working towards a Master's in Public Health/ Epidemiology.

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: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST  
(FIXED TERM CONTRACT – UNTIL 30 SEPTEMBER 2025)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICDCDC0225-01-08

**To conduct research relevant to the pathology discipline, and to assist in troubleshooting related to diagnostic testing.**

#### Key Job Responsibilities

■ Conduct research under supervision of a Medical Scientist ■ Conduct tests and procedures independently in molecular and serology ■ Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Record Administration in accordance with current policies / procedures and SOP ■ Ensure that maintenance logs are accurate, up to date and accessible for retrieval ■ Ensure that error logs/ corrective action reports are completed according to set requirements ■ Perform equipment maintenance ■ Participate 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  
■ At least 1 year of laboratory experience in a molecular virology field, preferably HIV ■ Knowledge of laboratory instruments ■ Quality control in the laboratory ■ Knowledge of good laboratory practices ■ Knowledge of method validation and research methodologies ■ Active participation in maintaining SANAS accreditation ■ Communication skills (verbal and written) ■ Scientific writing skills ■ Interpersonal skills ■ Specific laboratory techniques ■ Troubleshooting skills ■ Attention to detail ■ Data Analysis and interpretation skills ■ Computer literacy 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-ASSOCIATED INFECTIONS, ANTIMICROBIAL  
RESISTANCE AND MYCOSES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST (4 MONTHS MATERNITY REPLACEMENT)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICDCDC0225-01-09

**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

■ Conducts research under supervision of a Senior Medical Scientist/Pathologist ■ On the bench training for the Intern Scientists, Technologists and Technicians ■ Co-supervise small research projects ■ Conducts tests and procedures independently ■ Contributes to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Record administration in accordance with current policies/procedures and SOP ■ Ensuring that maintenance logs are accurate, up to date and accessible for retrieval ■ Ensure that error logs/corrective action reports are completed according to set requirements ■ Perform equipment maintenance ■ Participate in quality management

#### Minimum requirements & key competencies

■ BSc Hons /MSc or equivalent in Medical Science or relevant field (post internship) ■ 2 Years experience post internship ■ Registered with HPCSA ■ Presentation of scientific research abstracts and publication of research plus experience with report writing ■ Involvement in the development & validation of new diagnostic methodology or significant modifications to existing applications/procedures ■ Knowledge of laboratory instruments ■ Knowledge of writing grant proposals & publications ■ Preparation and presentation of lectures ■ Exam compilation ■ Quality control in the laboratory ■ Knowledge good laboratory practices ■ Knowledge of method validation and research methodologies.

**Enquiries may be directed to Kgaogelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)**

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR VACCINE AND IMMUNOLOGY  
**LOCATION:** DURBAN, CAPE TOWN AND JOHANNESBURG  
**POSITION:** PHLEBOTOMY TECHNICIAN X5, (FIXED TERM CONTRACT – 6 MONTHS)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** NICDCDC0525/001-10

**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)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: OFFICE ADMINISTRATOR (FIXED TERM CONTRACT – ENDING 30 SEPTEMBER 2025)  
PAY GRADE: B5  
REFERENCE NUMBER: NICDCDC0525/001-11

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

#### Key Job Responsibilities

■Receive queries and ensure that they are resolved timeously ■Monitor SLAs and liaise with external Suppliers in order to adhere to SLAs ■Supervise support to ensure effective service to the Laboratory■ Maintain a safe and secure working environment■ Supervise Support Services staff services staff and other services to the Laboratory ■Receive and dispatch courier parcels and/or specimen to facilitate efficient transportation of goods■Take responsibility for receipt of cash received for pathology services rendered ■Liaise and follow up with other laboratories regarding outstanding results■ Register specimens and enter reports■ Liaise with IT for new codes ■Teach new staff, e.g. policies, procedures, systems etc.

#### Minimum requirements and key competencies

■ Grade 12 ■ 2years of office admin experience ■ Experience in Medical environment (Desirable) ■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 details, Computer literacy (MS Office) ■ Ability to work in pressurized environment ■Time Management.

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**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
**LOCATION:** HELEN JOSEPH HOSPITAL/RAHIMA MOOSA MOTHER & CHILD HOSPITAL  
**POSITION:** RESEARCH ASSISTANT (FIXED TERM CONTRACT – ENDING 30 SEPTEMBER 2025)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** NICDCDC0525/001-12

**To assist with the execution of hospital-based/ clinic-based surveillance for respiratory infections and associated special studies, which forms part of the research and surveillance activities of the NICDs Centres**

#### Key Job Responsibilities

■ Assist the research team with the identification of patient's meeting the surveillance or research study case definition ■ Collect/ Assist the Surveillance Officer with collection of clinical data from patients meeting the surveillance or research study case definitions ■ Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance or research projects ■ Obtain/ assist the Surveillance Officer to obtain informed consent from case patients or their next of kin ■ Receive and courier specimens ■ Trace results of routine investigations such as imaging and laboratory test ■ Assist in preparation of presentations, reporting writing and other projects related topics ■ Assist with maintaining stocks and inventories of surveillance documents ■ Complete surveillance related documentation such as logs and case investigation forms ■ Prepare patient and site study files (including photocopying) ■ Help with the induction and training of new staff to the project ■ Effective team working with other key surveillance, search and hospital-based staff ■ Attendance at any necessary Programme related meetings to review performance with the study team ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance and research-related activities, e.g. special research studies nested within the surveillance Programme ■ Perform tasks assigned by the line manager, related to respiratory illness surveillance and Research Programme ■ Performance of other study related duties, such a photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■ Follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■ Provide administrative support in all surveillance activities.

#### Minimum requirements and key competencies

■ Grade 12 ■ 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).

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BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STIs  
LOCATION: SANDRINGHAM  
POSITION: CLERK – DATA (FIXED TERM CONTRACT – ENDING 30 SEPTEMBER 2025)  
PAY GRADE: B2  
REFERENCE NUMBER: NICDCDC0525/001-13

**Responsible for the receiving, capturing and distribution of all specimens and data to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens and data in terms of service objectives.**

### **Key Job Responsibilities**

■ Verifies the suitability of specimens and data for processing ■ Receives, labels and sorts data and specimens for processing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping list of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines ■ Daily data checks on the relevant system to ensure data accuracy and consistency ■ Keeps all data forms and log books for audit purposes

### **Minimum Requirements and Key Competencies**

■ Grade 12/NQF level 4 ■ Secretarial Certificate (desirable) ■ 1-year experience in data capturing ■ 1-year laboratory experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer Skills (Excel essential) ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail

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