

NOV 2022

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. 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.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.

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: 16 NOVEMBER 2022

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GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC AND PARASITIC DISEASES
(MUSEUM OF MEDICAL ENTOMOLOGY)
LOCATION: SANDRINGHAM
POSITION: RESEARCH ASSISTANT
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC1122/001-01

To assist with the curation and management of the NICD's museum of medical entomology housed at the Vector Control Reference Laboratory (VCRL)

Key Job Responsibilities

■ Assist with the maintenance and management of the museum specimens and associated database by capturing and updating relevant information and specimen collection reports ■ Assist with teaching and training of students/visitors to the museum on aspects of insects of medical importance ■ Assist with the setting up of exhibitions and training materials as required ■ Assist with museum management and administration ■ Assist VCRL staff and students in locating museum and library materials ■ Assist in the preparation of presentations, report writing and other project-related topics ■ Assist with reagent stock maintenance and management of museum documents assist with generating museum documentation such as log sheets, visitor's logs and other museum-related forms ■ Assist with the induction and training of new staff on pertinent aspects of the museum and specimen collections ■ Attend laboratory and museum management meetings as requested to review ongoing performance ■ Actively participate in and contribute to museum research projects.

Minimum Requirements and Key Competencies

■ Grade 12 plus Higher certificate NQF level 5 equivalent ■ BSc Honours in biological sciences or arts advantageous ■ Two (2) years work experience in museum management or related work ■ Work experience in organising teaching/training events or as a facilitator of museum exhibitions ■ Teaching and administrative experience ■ General knowledge of museum curation and communication skills ■ Attention to detail ■ Basic computer knowledge (Ms Word, Ms Excel, Outlook) ■ Self-motivated, dedicated and resilient ■ Facilitation, planning and organizational skills ■ Good interpersonal skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION FOR PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST (FIXED TERM CONTRACT: 6 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1122/001-02

Key Job Responsibilities

■ Provide support for all activities of the outbreak unit with specific reference to epidemiological support including outbreak detection response in the field and close liaison with all role players including the NHLS, NICD, NDOH outbreak response teams in all the provinces and districts ■ Play a lead role in the development of laboratory-based early warning systems for COVID19 resurgence, other outbreaks and analysis of communicable disease data generated from the NICD data warehouse ■ Strengthen systems for accessing and analyzing NHLS and private laboratory/NMC data for epidemiological applications with specific reference to surveillance and outbreak response ■ Train the appropriate audiences on outbreak responses in order to enhance the general awareness and transfer skills ■ Generate reports, interpret data and provide analyses to ensure that accurate data is available for trend analysis and management decisions ■ Respond timeously to adhoc requests from stakeholders ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements and Key Competencies

■ MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent ■ Three (3) years field experience in outbreaks ■ Three (3) years' experience with laboratory data analysis ■ Sensitivity and understanding in communication of unpleasant news ■ Data management and administrative experience ■ Research experience ■ Application of epidemiological skills in the field of public health ■ Knowledge of and insight into laboratory practice ■ General management and administration ■ Knowledge of and insight into NHLS and NICD laboratory practice ■ Attention to detail ■ Communication skills (verbal & written) ■ Self-motivated and ability to work under pressure ■ Thinking on one's feet ■ Advanced computer skills ■ Interpersonal skills ■ Flexibility / Adaptability ■ Diplomatic skills ■ Analytical Skills ■ Report writing skills ■ Teaching / Training ■ Ability to produce statistics ■ Time management ■ Research skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C5
REFERENCE NUMBER: NICDCDC1122/001-03

Analyse and develop laboratory and study databases by working closely with various stakeholders in the Centre and provide technical support for study databases and work closely with IT to meet the business needs for the Centre

Key Job Responsibilities

■ Follow and use proper project management principles on all projects ■ Participate in projects to understand new target systems' processes and provisioning needs and implement database solutions ■ Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■ Analyse and document business requirements in consultation with users according to appropriate methodology and techniques to develop and support databases for operational needs ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ Develop and debug complex system components in line with technical specifications for quality implementation purposes ■ Determine and evaluate performance measures of the system to ensure optimal utilization ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Provides code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ Oversee resources associated with the design, development, testing and implementation phases of databases to ensure quality deliverables and assist in their growth ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum requirements and key competencies

■ Three (3) year Degree (Computer Science/ Software Development/Software Engineering/Database Development) or related qualification
■ Three (3) years' experience with software/database development including relational database design, SQL and Microsoft Access VBA (required) ■ Experience with user interface design and prototyping ■ Experience with Microsoft .NET 3.5+ development using C# (desirable)
■ Experience with source control management systems and continuous integration / deployment environments ■ Experience in leading and managing the delivery of system/ software development projects in a structured environment ■ Experience configuring and development customizations for Microsoft SharePoint ■ Software development approaches and methodologies including Agile and Waterfall ■ Debugging, performance profiling and optimization

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