

DEC 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: 14 DECEMBER 2022

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GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: SEQUENCING CORE FACILITY
LOCATION: SANDRINGHAM
POSITION: MANAGER – LABORATORY (FIXED TERM CONTRACT :12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1222/001-01

To manage a Next-Generation Sequencing laboratory and ensure that the laboratory constantly provides a high quality and efficient service in line with customer and business needs.

Key Job Responsibilities

- Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Review and recommend change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory
- Oversee asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Participate in research and development to assess the appropriateness of Next-Generation Sequencing (NGS) applications improving on existing protocols and optimizing new applications
- Monitor and manage sequencing requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service, liaises with customers/staff in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS 17025 accreditation requirements
- Contribute to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab
- Oversee the training of students
- Perform the role of a medical technologist as required as per operational needs.

Minimum requirements and Key Competencies

- Three (3) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7
- Seven (7) years post qualification and experience in a laboratory environment
- Knowledge of usage of NGS Laboratory Equipment
- Knowledge of data quality metrics produced by NGS Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and Processes
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management & computer skills
- Ability to work under pressure
- Communication skills
- Planning, organizing and process management
- Analytical skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOOONOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
(FIXED TERM CONTRACT :12 MONTHS)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC1222/001-02

This position requires the incumbent to apply specialised knowledge in order to perform tests, conduct research and assist with other laboratory functions in line with the centres strategic objectives, with regard to parasitic diseases of medical importance. More specifically the incumbent will work closely on a project to maintain a malaria slide bank for African countries moving toward malaria elimination.

Key Job Responsibilities

■ Performs specialised reference parasitology tests so that patients receive the appropriate treatment ■ Performs parasitology surveillance functions, including sample processing, data capturing and data analysis, to ensure a comprehensive knowledge is built up about the relevant parasites ■ Performs molecular biology tests to enable the laboratory to study parasites in more depth and enhance knowledge and keep abreast with current research ■ Perform R&D processes and source funding for projects under supervision to improve laboratory services ■ Assist with stock preparation, testing and management of the malaria slide bank ■ Assists with parasitology quality assessment programmes to help teach and upgrade the quality of laboratories ■ Assist with teaching and training offered by the laboratory to ensure that the participants are taught the correct methodology and their knowledge is improved ■ Actively participates in the laboratory's quality management systems to ensure the laboratory produces accurate and reliable results ■ Performs administrative, procurement and equipment maintenance duties to ensure the smooth running of the laboratory ■ Present at research forums, journal clubs and conferences and prepare scientific reports and manuscripts, as necessary.

Minimum Requirements and Key Competencies

■ Four (4) -year Bachelor of Science degree (Honours) in Microbiology ■ Registration with HPCSA (Microbiology) ■ One (1) year experience in a research laboratory (microbiology/molecular biology laboratory) advantageous ■ Microscopy experience extremely beneficial ■ Experience with parasitology techniques extremely beneficial ■ Good Laboratory Practice and Quality Assurance experience beneficial ■ Research methodology ■ Scientific writing and presentation skills ■ Specific laboratory techniques especially molecular techniques e.g. PCR ■ Computer literacy ■ Communication skills (verbal and written) ■ Troubleshooting skills ■ Interpersonal skills ■ Data management, analysis and interpretation skills ■ Attention to detail. ■ Ability to work accurately and quickly.

Note that a practical/technical interview may be included.

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BUSINESS UNIT: NICD
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: GRANT ACCOUNTANT (FIXED TERM CONTRACT:12 MONTHS)
PAY GRADE: C4
REFERENCE NUMBER: NICDCDC1222/001-03

To manage and ensure accurate and timeous reporting of all grants in line with the approved budget and in accordance with stakeholder requirements and agreements to ensure compliance with reporting requirements.

Key Job Responsibilities

■Develop and review budgets in order to comply with the Grantors and stakeholders requirements ■Ensure the loaded budget is correct and expenditure of grantee is within approved budget to avoid over-expenditure ■Review and supervise the opening and closing of cost centers to ensure correct fund allocation and project closure based on the agreement ■Monitor, verify and analyse monthly financial reports produced by Grants Administrators to ensure accuracy and compile the relevant reports to the Grantor based on the contract requirements ■Manage the query log and facilitate meetings with Principal Investigators (PIs) and relevant stakeholders to ensure timeous resolution of all queries ■Liaise with auditors (internal and external) and ensure timely response to audit queries to avoid qualifications ■Ensure adherence to all required accounting standards including PFMA and GAAP ■Ensure accurate debtors balances and timeous receipting of funds from Grantor in accordance with the required standards and procedures to avoid NHLS cash flow problems ■Oversee orientation, training and development of staff to ensure they are able to achieve their performance objectives ■File all documents in order to comply with archiving requirements and perform any other reasonable ad hoc task.

Minimum Requirements and Key Competencies

■Degree in Accounting e.g. BComm Accounting or related (NQF Level 7) ■Five (5) years overall experience in a finance environment of which (Two) (2) years must have been spent in financial management/ accountant and three 3 years in Grants finance management ■Supervisory experience (highly advantageous) ■Knowledge of IFRS, PFMA and GAAP legislation ■Knowledge of financial reporting ■Knowledge of grant management ■Knowledge of accounting practices for foreign exchange ■Limited knowledge of medical research industry ■Attention to detail ■Analytical thinking ■Ability to work in a team ■Communications skills (written and verbal) at all levels ■Supervisory skills ■Interpersonal skills ■Time management skills ■Computer literacy (Advanced MS Office, oracle).

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to Recruiter1@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT)
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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (SENIOR)
(FIXED TERM CONTRACT: 06 MONTHS)
(MATERNITY REPLACEMENT)
PAY GRADE: MSI
REFERENCE NUMBER: NICDDCD1222/001-04

To perform laboratory testing to identify, type and determine the antifungal resistance profile of fungal pathogens using phenotypic and molecular assays; for conceptualizing, designing and managing research projects and for scientific reporting of results. AND/OR To conduct research and to provide scientific support for other researchers in order to fulfill the research mandate of the NHLS.

Key Job Responsibilities

- Perform ethical and relevant research (basic and applied) that will provide new information on human diseases or disease-causing agents and which promotes the NHLS' goal of becoming a world-class research organisation
- Apply specialised knowledge (molecular testing as well as classical microbiology) and provide interpretation of results so that appropriate treatment or control methods can be implemented in order to diagnose fungal infections/diseases and fungal pathogens that are submitted to CHARM-MRL as part of surveillance or outbreak activities
- Evaluate and implement appropriate tests relevant to the activities of the MRL including assay design, laboratory testing, data entry, data management, data cleaning, data analysis and report-writing/ publishing in scientific journals
- Improve existing laboratory tests and expand the test repertoire in order to enhance the provision of pathology services
- Contribute to the teaching of students (from NHLS or academic institutes), health professionals and technical staff in research skills in order to develop research capacity
- Train students, health professionals and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services and have better knowledge of fungal infections
- Write and submit research grant proposals to further the research capacity of the NHLS
- Write scientific reports and papers for submission to scientific, peer reviewed journals and congresses in order to disseminate new research findings
- Liaise with research collaborators and research supervisors on project implementation, both nationally and internationally, in order to stimulate debate and ensure that the research meets high standards
- Maintain total quality management of the laboratory to ensure accurate and reliable results of both diagnostic and research analyses as per SANAS accreditation
- Responsible for writing SOP, procurement duties
- Maintain safety standards in accordance with OHSA- (MRL HSR).

Minimum requirements and key competencies

- MSc in Science
- PhD in Science (desirable)
- Registration with HPCSA as a Medical Scientist (Microbiology)
- Three (3) year post qualification experience in a diagnostic laboratory
- Project leader on at least 1 project protocol
- Publish peer reviewed articles
- Training and co-supervision of staff, interns scientist, technologists and students including involvement in the development of training programs or other tools
- Scientific research experience
- Knowledge of grants applications processes
- Knowledge of research ethics
- Knowledge in the use of web based databases
- Knowledge of new research technologies
- Basic Knowledge of relevant discipline
- Knowledge of Quality control in the laboratory
- Good Laboratory Practice
- Method validation
- Policy Translation or diagnostic improvement
- Troubleshooting skills
- Interpersonal skills
- Data management, analysis and interpretation skills.

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT: 06 MONTHS)
(MATERNITY REPLACEMENT)
PAY GRADE: MSE
REFERENCE NUMBER: NICDDCD1222/001-05

To perform laboratory testing to identify, type and determine the antifungal resistance profile of fungal pathogens using phenotypic and molecular assays; for conceptualizing, designing and managing research projects and for scientific reporting of results. Contribute to the daily operation of the Mycology Reference Laboratory, assist with surveillance and research projects, and coordination of the proficiency testing scheme AND/OR To conduct research and to provide scientific support for other researchers in order to fulfill the research mandate of the NHLS.

Key Job Responsibilities

- Receive and prepare all samples for analysis and carry out all testing procedures in accordance with relevant SOP's within specified TAT's
- Responsible for specialized mycology tests for surveillance and research purposes
- Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards. (e.g. Sensititre, Vitek, MALDI-TOF,)
- Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results
- Perform ethical and relevant research (basic and applied) that will provide new information on human diseases or disease-causing agents and which promotes the NHLS' goal of becoming a world-class research organisation
- Apply specialised knowledge(molecular testing as well as classical microbiology) and provide interpretation of results so that appropriate treatment or control methods can be implemented in order to diagnose fungal infections/diseases and fungal pathogens that are submitted to CHARM-MRL as part of surveillance or outbreak activities
- Evaluate and implement appropriate tests relevant to the activities of the MRL including assay design, laboratory testing, data entry, data management, data cleaning, data analysis and report-writing/ publishing in scientific journals
- Improve existing laboratory tests and expand the test repertoire in order to enhance the provision of pathology services
- Contribute to the teaching of students (from NHLS or academic institutes), health professionals and technical staff in research skills in order to develop research capacity
- Train students, health professionals and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services and have better knowledge of fungal infections
- Write and submit research grant proposals to further the research capacity of the NHLS
- Write scientific reports and papers for submission to scientific, peer reviewed journals and congresses in order to disseminate new research findings
- Liaise with research collaborators and research supervisors on project implementation, both nationally and internationally, in order to stimulate debate and ensure that the research meets high standards
- Maintain total quality management of the laboratory to ensure accurate and reliable results of both diagnostic and research analyses as per SANAS accreditation
- Responsible for writing SOP, procurement duties
- Maintain safety standards in accordance with OHSA- (Fire Warden)

Minimum requirements and key competencies

■Bachelor of Science Honours degree ■Registration with HPCSA as a Medical Scientist (Microbiology) ■One (1) year experience in a diagnostic laboratory ■Scientific research experience ■Published scientific research ■Knowledge of appropriate research methodologies ■Knowledge of writing research publications ■Knowledge of grants applications processes ■Knowledge of research ethics ■Knowledge in the use of web based databases ■Knowledge of new research technologies ■Basic Knowledge of relevant discipline ■Teaching and assessment experience ■Knowledge of Quality control in the laboratory ■Good Laboratory Practice ■Method validation ■Policy Translation or diagnostic improvement.

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOOBOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST
(FIXED TERM CONTRACT 12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1222/001-06

To provide epidemiology expertise for the malaria surveillance activities undertaken by the Centre for Emerging Zoonotic and Parasitic Diseases (CEZPD)

Key Job Responsibilities

■Assist with case history taking of patients referred for malaria-related laboratory diagnostic testing within CEZPD ■Ensure a useful malaria patient information and diagnostic test result database is maintained for the Centre ■Assist with case notification of malaria cases from both endemic and non-endemic provinces to the Notifiable Medical Conditions Surveillance System (NMCSS) ■Provide support to ensure malaria cases reported by the NMCSS are also reported by the District Health Information System 2 (DHIS2) ■Develop and maintain a NICD malaria dashboard ■Produce a monthly update on malaria prevalence ■Help with epidemiological investigation of malaria and other disease outbreaks and volunteer to be recruited as required to support the emergency operations centre (EOC) at NICD when activated ■Provide epidemiology support for routine malaria surveillance activities and projects as required (including but not limited to advice on study conception and design, protocol development, write grant proposals and secure funding, ethics application, field implementation, adequacy of projected sample sizes and data collection processes that will lead to sound inferences analysis) ■Provide bio-statistical/epidemiological support to the malaria researchers within the centre ■Facilitate and deliver capacity building for data analysis and epidemiology ■Perform statistical analysis of data generated from the centre's malaria parasite and vector surveillance and projects ■Contribute to dissemination of findings through stakeholder (including the Department of Health) meetings, centre reports for the existing NICD channels (herein included but not limited to communiqués and bulletins and website) and conference presentations ■Lead and contribute to manuscript writing on relevant subjects for peer reviewed publications.

Minimum Requirements and Key Competencies

■MSc degree in Epidemiology/ Statistics or MPH (Epidemiology or Statistics focus) ■Advanced knowledge of epidemiology and statistical methods ■Computer literacy and high levels of competence with data management programmes (Excel, Access, SQL, etc.) ■Knowledge of statistical analysis programmes, (Stata/R/Open Epi/Epi and Arc/qGIS/R) ■Good scientific writing skills ■Strong interpersonal communication and presentation skills ■Proven track record in public health research as indicated by record publications and or presentations at scientific meetings ■Excellent analytical skills, with the ability to process scientific and medical data ■Expertise in manipulating and analysing data ■Able to work independently ■Capability of communicating technical concepts clearly, concisely and understandably ■Good leadership, organisational and time management skills, with the ability to multitask ■Valid South African Driver's license (Code B) or equivalent.

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