

FEBRUARY 2023

## 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: 7 FEBRUARY 2023**

TABLE OF CONTENT

<b>TABLE OF CONTENT</b>	<b>PAGE</b>
NICD VACANCY	3 -3

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY  
LOCATION: SANDRINGHAM  
POSITION: FIELD EPIDEMIOLOGIST X2 (FIXED TERM CONTRACT: 6 MONTHS)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0223/001-01

**To provide support for current measles outbreak and polio surveillance activities at the Centre with specific reference to epidemiological support.**

### Key Job Responsibilities

- Provide support for all activities of CVI specifically epidemiological support including measles and polio surveillance and outbreak activities
- Play a significant role in real time data checks, preparing and presenting weekly surveillance/research reports and supporting epi staff with project activities
- Assist with other CVI related surveillance and activities as needed
- Generate reports, interpret data and provide analyses to ensure that accurate data is available for analysis and preparation of reports/manuscripts
- 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 (essential)
- PhD or progress towards a PhD (desirable)
- Valid driver's license [Code E / EB]
- Field experience in epidemiology and experience in data analysis and database development
- Infectious diseases epidemiology experience (desirable)
- Research experience
- Skilled in epidemiology and application of epidemiological skills
- Understand the research process, field research experience
- General management and administration (desirable)
- Knowledge of and insight into NHLS and NICD laboratory practice (desirable)
- Communication skills (verbal & written)
- Ability to work under pressure
- Interpersonal skills
- Time management
- Attention to detail
- Planning and organizing skills
- Thinking on one's feet
- Assertiveness
- Flexibility / Adaptability
- Ability to produce statistics
- Report writing skills
- Diplomatic skills
- Teaching / Training.

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