

**MAY 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: 10 MAY 2023**

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCY	3 – 17

BUSINESS UNIT: NICD  
 DISCIPLINE: CENTRE FOR ENTERIC DISEASES  
 LOCATION: SANDRINGHAM  
 POSITION: CENTRE HEAD: RE-ADVERTISEMENT  
 PAYGRADE: PHP FOR PATHOLOGIST /MSP FOR MEDICAL SCIENTIST  
 REFERENCE NUMBER: NICD0323/001-02

**The Centre for Enteric Diseases (CED) focuses on the surveillance of pathogens associated with diarrhoea and enteric fevers, and actively assists with the investigation and response to enteric disease outbreaks (including food- and water-borne disease outbreaks). The CED also provides specialised reference laboratory testing for enteric bacteria and viruses, including potential causes of food- and water-borne outbreaks. The centre staff provide policy advice, scientific and technical support to the government, and the necessary expertise for strengthening outbreak preparedness and response to public health emergencies in line with International Health Regulations (IHR). The CED, in addition, contributes to the training of medical professionals, including medical scientists, medical technologists, epidemiologists, public health workers, nurses and registrars.**

**A Centre Head is required to provide administrative and scientific leadership, management and strategic direction for the Centres in line with NICD's role and responsibilities. To facilitate close working relationships and cohesion between the Department of Health, various sections within the Centre and other NICD centres.**

#### Key Job Responsibilities:

- Provide administrative and scientific leadership for the Centre in line with NICD's strategic role and responsibilities
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant the Centre's area of focus
- Establish strategic goals for the Centre 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 and annual performance plan
- Facilitate closer working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and NDOH priorities
- Be responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial governance
- Ensure the Centre is compliant with NICD/NHLS policies and directives
- Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team
- Ensure that all sections contribute to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports
- Create/maintain a cross-Centre team to co-ordinate a high quality teaching and training programme responsive to national and international requirements
- Undertake section lead responsibilities for one Centre section according to experience/skills, where applicable
- Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NICD annual report
- Co-ordinate the Centre's interaction with media in line with NICD/NHLS policies
- Ensure that the Centre is responsive to outbreaks of Public Health Significance and to support the functions of the Emergency Operations Centre
- Ensure that the Centre is at cutting edge of latest developments and to encourage innovative initiatives
- Promote transformation and development in the Centre Management of all staff to ensure the centre is operated both efficiently and effectively
- Perform afterhours or call duties as rostered
- Be a brand ambassador for the NICD.

### Minimum Requirements and Key Competencies

■ Minimum Medical Qualification – Mmed/FC-Path or PHD Medical Scientist ■ HPCSA registered for independent practice as pathologist or Biomedical scientist in applicable discipline (Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology) ■ Ten (10) years communicable diseases/public health experience/epidemiology/ infectious diseases, of which 5 years must have been spent on Managerial/administrative experience ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD ■ Additional research degree desirable ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level) ■ Academic curriculum development at local level ■ Acting as examiner for CMSA. ■ Evidence of consultation on complex clinical queries locally / regionally ■ Nationally: Invited for participation in committees, symposia, congresses, working groups ■ National conference presentations ■ PI in research projects at local level ■ PI on national grant ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST
PAY GRADE:	MSP
REFERENCE NUMBER:	NICD0523/001-01

**To contribute to the management of the diagnostic service, conducting and communicating research and developing and providing training for viral haemorrhagic fevers, arboviral disease and rabies.**

### Key Job Responsibilities

■ Contribute to the management of diagnostic services for viral haemorrhagic fevers, arboviral disease and human rabies by overseeing daily operations of the laboratory/ies; recommending specialized test/ procedure to be used, interpretation, authorization and communication of the results. ■ Uses expertise and specialized knowledge to advise medical professionals on appropriate testing and interpretation of results. ■ Apply expertise in variety of laboratory tests including molecular detection techniques and sequencing, different serological platforms and virological testing including culturing of viruses in different systems. ■ Contribute to the management of the quality system including the implementation of appropriate quality assurance procedures, audit the quality control (QC) results, preventative and corrective actions ■ Contribute to management of SANAS accreditation requirements and support maintenance and expansion of accreditation schedule. ■ Contribute to the management of high and maximum containment laboratory facilities ■ Perform independent and collaborative research producing complex and scientific reports and responsible for overall management of multiple research projects, interpretation, techniques, and procedures. ■ Develop and implement proposals/ protocols/ new technologies/ new approaches ■ Publish peer-reviewed articles and participate in scientific forums such as conferences ■ Involved in development of research grant funding applications and the management of such grants ■ Training and formal supervision of staff and students at all levels.

### Minimum requirements and key competencies

■ MSc or equivalent in Medical Science or relevant field/ PhD preferred ■ Registration with HPCSA (virology) required ■ ≥ 5 years' experience as scientist; at least 1 year laboratory management experience ■ Experience in working in high and/or maximum containment laboratories required ■ Knowledge of viral haemorrhagic fevers, arboviral disease and rabies required ■ Experience with implementation of ISO15189 required ■ Demonstrate track record of scientific writing and scientific communication at conferences (≥10 and at least 2 first or last author research focused ≥20 and at least 8 first or last author, ■ ≥10 conferences proceeding (at least ≥2 international) ■ Successfully supervise /co-supervise BSc Hons, MSc MMED PhD (successful graduation of at least 3 postgraduates and at least 2 currently under supervision/co supervision ■ Excellent communication skills (verbal and written) recommended ■ Good interpersonal skills recommended ■ Analytical thinking with attention to detail is recommended ■ Ability to work within a multidisciplinary team and independently recommended ■ Problem solving skills recommended ■ Ability to work under pressure and dealing with high work volumes while keeping abreast with academic literature recommended.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV and STI  
LOCATION: SANDRINGHAM  
POSITION: BIOINFORMATICS SCIENTIST  
(FIXED TERM CONTRACT: 12 MONTHS) (RE-ADVERTISEMENT)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0622/001-02

**To analyse NGS HIV drug resistance data and apply molecular epidemiology and bioinformatics techniques to describe and characterize HIV Drug Resistance in a study population.**

### Key Job Responsibilities

■Analyze and report data, in particular, related to bioinformatics analysis of HIV drug resistance and mutational analysis ■Perform basic and advanced analysis and interpretation on data produced from Next-Generation Sequencing systems ■QC (phylogenetic analysis) ■Develop appropriate tools and pipelines and improve existing tools in order to optimize and enhance the provision of HIV drug resistance surveillance services ■Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■Contribute to the formal teaching and assessment of post-graduates to ensure that their knowledge and understanding of bioinformatics is met ■Responsible for overseeing and monitoring software tools and data resources ■Establish strong collaborative links with experts in the area of bioinformatics.

### Minimum requirements and Key Competencies

■MSc in Bioinformatics or related relevant field ■PhD desirable ■Five (5) years' experience with Next-generation sequencing data analysis ■One (1) year experience in HIV Bioinformatics or related relevant field ■Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g., Python, Java, Perl) ■Must have experience in using statistical programs such as STATA, R, relevant sequence analysis tools/best practices, and working in a Linux/UNIX environment ■Knowledge of PCR and its related techniques ■Strong demonstrated ability to deliver high quality work with attention to detail and the ability to meet strict deadlines ■Project leadership ■Peer-reviewed articles or conference outputs an advantage ■ Good Laboratory Practice and Quality Assurance experience beneficial • Research methodology ■Scientific writing and presentation skills ■Data management, analysis, and interpretation skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR TUBERCULOSIS  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST X2 (FIXED TERM CONTRACT 4 MONTHS)  
(RENEWABLE)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICDCDC0523/001-01

**This position is for a medical scientist who is able to conduct research and to provide scientific support in the area of Tuberculosis molecular surveillance and laboratory processing**

#### Key Job Responsibilities

■ Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems as well as develop, improve, modify and operate data analysis pipelines ■ Conduct and initiate research in the area of NGS data analysis ■ Work closely with researchers and collaborators to generate/ provide data analysis reports and perform custom analysis as requested ■ Participate in training staff/ students/ collaborators with bioinformatics skills and build confidence amongst African collaborators to analyze their own data ■ Monitor and manage bioinformatics request/ projects to ensure objectives of ongoing studies are achieved ■ Contribute to total quality management of the laboratory to ensure accurate and reliable results ■ Conduct relevant research (basic and applied) that promotes departmental interests in order to gain new knowledge and improve understanding in line with the NICD's goal of becoming a world-class public health institute and research organization.

#### Minimum requirements and key competencies

■ Bachelor of Science degree (Honors) ■ Registration with HPCSA in Microbiology ■ Experience, ideally in tuberculosis ■ Previous experience in a diagnostic laboratory ■ 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 ■ Communication skills (verbal and written) ■ Troubleshooting skills ■ Good interpersonal skills and able to work within a multidisciplinary team and independently ■ Teaching and training skills ■ Attention to detail ■ Scientific writing skills ■ Analytical skills ■ Basic Biostatistical Skills ■ Time management ■ Computer Literacy ■ Innovation and problems solving skills ■ Ability to write and publish findings in scientific journals.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE  
**LOCATION:** GAUTENG AND NORTH WEST  
**POSITION:** PROFESSIONAL NURSE – SURVEILLANCE OFFICER -  
**PAYGRADE:** C3 (FIXED TERM CONTRACT - 12 MONTHS) (RE-ADVERTISEMENT)  
**REFERENCE NUMBER:** NICDCDC0323/001-02

**The Notifiable Medical Conditions (NMC) surveillance system and GERMS-SA, laboratory-based surveillance programme on pathogens of public health importance, are looking for a professional nurse to act as a surveillance officer in Gauteng and North West Province.**

**This job plays a key role in strengthening, coordinating, and training health practitioners in both private and public sectors to report NMCs via the online NMC application. They will also be responsible for undertaking the surveillance work for GERMS-SA in Gauteng and North West.**

### Key Job Responsibilities

- Play a key role in surveillance activities (notifiable medical condition (NMC) surveillance system (24hrs) and GERMS-SA (16hrs) at facility and district levels)
- Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of NMC data to the public and private sector
- Maintain close liaison with all relevant NMC personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and disease specific programmes at district, sub-district and facility levels to enhance reporting of notifiable diseases and feedback thereof
- Strengthen the lab surveillance system within the provinces and facilitating linkages between private and public laboratories and health facilities
- Develop NMC surveillance related training materials together with the Notifiable Diseases Manager
- Routinely train health staff in private, public and NG sectors on the legislation aspects of NMC regulations and the process of notification
- Support and track performance of NMCSS process
- Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies
- Act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the NMC surveillance system
- Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the NMC surveillance system are adequately disseminated to all relevant users
- Provide support in the implementation of such SOPs by provincial DoH at district and facility level and to laboratories and the private health sector
- Trouble shoot and provide guidance to various stakeholders on the implementation and use of the NMC surveillance system
- In close collaboration with the NMC surveillance manager, ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks
- Follow up GERMS-SA surveillance cases by close liaison with clinicians and laboratory personnel
- Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data
- Complete case report forms by interview and/or record review and submit timeously
- Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol
- Collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol when necessary
- Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording
- 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 and do patient home visits
- Assist to obtain permission and ethics approval for surveillance and research activities in the region.
- Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking.



### Minimum requirements and Key Competencies

- Four year degree / diploma in nursing
- Registration with SANC as a professional nurse
- Minimum of 5 years relevant experience
- Good clinical practice certificate (GCP)
- Driver's License (manual car)
- HIV counseling and testing
- Experience in project management would be advantageous
- Experience in training diverse audiences essential
- Presentation Skills
- Knowledge of Notifiable Medical Conditions Legislation
- Professional ethics essential
- Computer literacy in databases and word processing
- Good Communication skills (verbal & written)
- Ability to work under pressure
- Interpersonal skills
- Time management
- Attention to detail
- Planning and organising skills
- Project management skills
- The successful candidate will be expected to travel.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	EPIDEMIOLOGIST (FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE:	D1
REFERENCE NUMBER:	NICDCDC0523/001 - 02

**To provide support for all the activities of the Data for Health Initiative with specific reference to the co-ordination of Data to Policy (D2P) training; scientific writing training; capacity building for the Public Health Bulletin and training, teaching and supervision of SAFETP residents.**

### Key Job Responsibilities

- Provide for the co-ordination and organisation of Data to Policy training, scientific writing and capacity building for the Public Health Bulletin
- Provide written reports of the training for D2P training, scientific writing and PHB training and to measure the impact of training and interventions
- Develop and maintain a log/database of all training and publications of the Public Health Bulletin and policy briefs
- Provide support for final editing of reports for grammar and scientific integrity of the various initiatives
- Work in liaison with the program officers to develop manuscripts for various projects and ensure timely submission of papers for publication
- Train the appropriate audiences on scientific writing in order to enhance the general awareness and transfer skills
- Contribute to the teaching within the SAFETP long and short courses
- Generate reports, interpret data and provide analyses to ensure that accurate data is available for trend analysis and management decisions
- 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 respective managers.

### Minimum Requirements and Key Competencies

- MSc in Public Health and/or MPH Field Epidemiology or equivalent
- Valid driver's license [Code E / EB]
- Three (3) years field experience in teaching/training
- Project management and administrative experience
- Research experience
- Additional training and experience in Scientific Writing, Research, and Research Analytics is required (desirable)
- Skilled in epidemiology and application of epidemiological skills to the public health laboratory
- Knowledge of and insight into laboratory practice
- Project management and administration
- Knowledge of and insight into NHLS and NICD public health practice.

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

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** MANAGEMENT AND ADMINISTRATION  
**LOCATION:** SANDRINGHAM  
**POSITION:** ANALYST DEVELOPER X2 (FIXED TERM CONTRACT: 12 MONTHS)  
**PAYGRADE:** C5  
**REFERENCE NUMBER:** NICDCDC0523/001 - 03

**Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes' surveillance processes.**

### Key Job Responsibilities

■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■ 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 ■ Provide code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■ Facilitate Joint Analysis and Design (JAD) sessions, oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth. ■ Ability to Analyse large amounts of information to discover trends and patterns ■ Follow and use proper project management principles on all projects ■ Participate in projects to understand new target systems' processes and provisioning needs and implement solutions ■ Learn and master new technologies and techniques ■ Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■ Strong documentation skills are necessary to create technical specifications and requirements documents ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ 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 ■ Support and monitor Internal and external application System ■ Support IT department if required.

### Minimum Requirements and Key Competencies

■ National Diploma (NQF6) or 3-year BSc Degree in Information Technology, Informatics, Computer Science or another relevant quantitative field. ■ Training in Business Intelligence package such as Power BI, Microstrategy and tableau (desirable) ■ Three (3) years knowledge of structured query language and use of data query tools ■ Three (3) years' BI developer experience essential for BSc or Postgraduate and 8 years for National Diploma ■ Knowledge in visualization platforms and/or web platforms and working with graphs etc. ■ Demonstrates knowledge of database management systems and SQL is necessary to design and implement database solutions ■ Knowledge of data collection, cleaning, pre-processing and analysis ■ Business analysis: Understanding of business processes, requirements, and industry standards is necessary to analyse and design software solutions that align with the business needs ■ Knowledge in visualization platforms and/or web platforms and working with graphs etc. ■ Strong communication and collaboration skills necessary to work effectively with business stakeholders, project teams, and other developers ■ Familiarity with Agile development methodologies, such as Scrum, required to work effectively on software development projects.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: ICT INFRASTRUCTURE ENGINEER  
(FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: C3  
REFERENCE NUMBER: NICDCDC0523/001-04

**To install, deploy, maintain support and administer computer and systems to ensure service continuity to NICD users.**

#### Key Job Responsibilities

■ Create an accounts and administer them to ensure correct user access and availability ■ Setup administer and maintain antivirus software to protect data stored on computers ■ Maintain Windows security patches to protect data stored on computers ■ Administer a monitoring system tool to monitor the health of the users ■ Monitor the access to ensure user control and provide a platform for communication and research ■ Administer the email system to ensure that the organisation have effective mode of communication ■ Diagnose hardware faults & arrange repairs with the service providers to ensure services continuity ■ Support the LAN network infrastructure to provide connectivity to new and existing ■ Perform LAN related additional additions and changes to ensure that business requirements are meet timeously ■ Troubleshoot and resolve first LAN issues and escalate insolvable calls to Senior Engineers ■ Analyse, reviews desktop operating system and desktop applications and provide technical assistance to end users to various desktop applications to ensure optimal performance of systems ■ Perform administration duties with regard to calls allocated and record action taken to ensure proper knowledge base is developed ■ Adherence to SOP & adopted software standards to ensure standardized IT desktop environment and prevention of the other software usage ■ Performing helpdesk tasks ■ Assist users with mobile device.

#### Minimum Requirements and Key Competencies

■ Three (3) year Degree/Diploma in IT ■ IT Certification ■ MCSA Certification ■ CCNA ■ ITIL Foundation Certification ■ One (1) year IT Network experience ■ Project Manager experience ■ Troubleshooting and issue resolution ■ Mobile Device support ■ Desktop Hardware and Software Support in a Customer Service Environment ■ Knowledge of desktop hardware and software application ■ Basic networking principal ( TCP/IP, DHCP, DNS) ■ Cabling standards(UTP and Fibre) ■ Knowledge of Desktop Operating Systems ■ Basic knowledge of Mobile Operating systems.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: JUNIOR ANALYST DEVELOPER: BUSINESS INTELLIGENCE X2  
(FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: C4  
REFERENCE NUMBER: NICDCDC0523/001-05

**To develop reports, dashboard and documents to support business information requirements.**

**Key Job Responsibilities**

■Support the Technical Lead: BI Reporting in maintaining a stable BI environment that addresses the needs of both internal and external stakeholders ■Elicit end-user requirements for new reports/modified reports ■Translate business requirements into technical solutions that best support business needs ■Investigate end-user queries/problems and implement the appropriate solution and provide the necessary feedback ■Implement and enforce standards within the MicroStrategy environment ■Document end-user requirements, technical specifications, standards documents and SOPs to ensure stability of the system and environment ■Develop BI Reports and Dashboards using MicroStrategy ■Test and quality assure reports to ensure quality standards and the integrity of the information ■Liaise with MicroStrategy to resolve complex issues or request advancements.

**Minimum Requirements and Key Competencies**

■Three (3) years of Degree/Diploma in IT/Health Sciences/ Informatics/ Data Science/ Mathematics and statistics/ Business or Management Science or equivalent ■Certification in MicroStrategy (MCE or MCD) or PowerBI/ Tableau or equivalent ■Three (3) years of Business intelligence experience ■Knowledge of relational databases(preferable SQL) ■Understanding of data warehousing fundamentals and ETL warehouses ■Knowledge of BI presentation visualizations ■Knowledge of data warehouse appliances ■Knowledge of geospatial reporting.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: SENIOR ETL DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)  
(RE-ADVERTISEMENT)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0323/001-07

**To use data warehousing and business intelligence skills to technically assist the corporate data warehouse in delivering value to stakeholders through the optimised processing of data into data marts that will support analytics and BI Reporting**

#### Key Job Responsibilities

■Develop and maintain new and existing data marts and ETL processes which enable the acquisition of source system into SDW ■Ensure integrity of data from the source systems into the respective marts in the SDW to ensure accuracy of the reporting from SDW ■Develop new functionality in order to support the broader stakeholder business intelligence ■Assist in the development and maintenance of business intelligence back end processes in order to provide the foundation for data transformation and data cleansing ■Assist with data aggregation in order to optimize performance and improve end user experience ■Support the collection, integration and transformation of large volumes of data with data structures ranging from simple to highly complex in order to process the laboratory information ■Utilize methods in the data integration environment that maximise speed flexibility and effectiveness when building, deploying and updating data warehouse objects ■Liaise with users, analysts and support staff in order to maximise the efficiencies of the SDW team ■Collaborate or actively test new development to ensure accuracy of information ■Mentor junior members of the team.

#### Minimum Requirements and Key Competencies

■BSc Degree/ Diploma in Information Systems ■Post graduation qualification or other courses in data warehousing/ ETL ■Four years data warehousing/ ETL experience ■Experience in Practical Data Warehouse Development Life Cycle ■Experience in SQL programming ■Trouble shooting with Informatica ETL design tool ■Oracle database/ other mainstream relational database/ data warehouse appliance ■Knowledge of Informatica ■Dimensional Data modelling and design understanding ■ETL development knowledge ■Knowledge of methodologies underlying data warehouse development ■Knowledge of data warehouse appliances ■ Understanding of BI reporting tools ■Well-developed communication skill ■Ability to work under pressure ■ Team work ■Assessment and information interpretation skills ■Research/ information collection skills ■Report writing ■Supervisory and mentoring skills ■ Deadlines oriented ■Customer oriented ■Planning and organising skills

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: WEB CONTENT SPECIALIST (FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: C4  
REFERENCE NUMBER: NICDCDC0523/001-06

**To manage, edit, and site manage content and to ensure integration of messaging onto other online/social media platforms.**

#### Key Job Responsibilities

■ Develop and manage content for the organisation's PHB SA web presence using content management software ■ Coordinate communication campaigns across departments and centres ■ Brand the identity of the organisation on all online platforms for PHBSA ■ Work with cross-departmental teams, maintain and develop the master content calendar for all web properties, coordinating activities and housing them in a central point of location ■ Copyedit and proofread all web content in order to maintain a high quality of content on electronic channels for PHB SA and other organisational platforms when required ■ Manage and engage social media community ■ Assure web based information is achieved for future needs and reference ■ Track and report metrics on web platforms ■ Work with librarian to manage the institutes publication repository ■ Provide support for team meetings and operations ■ Perform other / ad hoc duties as assigned from time to time.

#### Minimum Requirements and Key Competencies

■ BA Arts English/ Media/Journalim or related ■ Experience Web content writing ■ Knowledge of content management systems (WordPress) ■ Advanced knowledge of HTML ■ Web design principles ■ Knowledge of communications delivery ■ Project Management.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: GRANT ADMINISTRATOR (FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: C2 (AMENDMENT)  
REFERENCE NUMBER: NICDCDC0323/001-03

**To administer the grants according to the agreements/ conditions of the grant, and that monies are invoiced and collected and reports are submitted timeously in order to adhere to all regulations and stakeholder requirements and NHLS policies**

#### Key Job Responsibilities

- Ensure that budgets are loaded and expenditure of the grantee is within approved budget to ensure accurate grant management and reporting
- Follow up and manage grants awarded and distribute funds received to ensure funds are spent within budget in accordance with NHLS and donor requirements
- Open and close cost centres and to ensure correct fund allocation and project closure based on the agreement
- Compile, analyse and monitor monthly financial reports for each cost centre, distribute to donors and relevant PI's both internally and externally and monitor spending on grants project
- Resolve all queries within agreed timeframes and liaise with stakeholders as required ensuring alignment with project agreement
- Oversee the administration of acquiring assets from ordering to delivery to ensure that research is undertaken within budget and in accordance with stakeholder requirements
- Perform monthly reconciliations and proper analysis required for accurate reporting to stakeholders
- Prepare for the audit (internal and external) and assist auditors during the audit period to ensure compliance with requirements
- Ensure adherence to all required accounting standards including PFMA and GAAP
- Liaise with the shared Accounts Payable and Accounts Receivable Team to have an overview of payments and invoicing across the Organization
- Liaise with the shared Account Payable Account Receivable Team to have an overview of payments and invoicing across the Organization
- Review and approve expenses and raise invoices for donors and allocate funds received accordingly.

#### Minimum requirements and key competencyies

- Diploma in Finance or bookkeeping (essential)
- Financial degree (desirable)
- Experience with financial management principles; grant management principles; project management principles (essential)
- Knowledge of financial management principles; grant management principles; project management principles (essential)
- Good administration skills essential
- High level of computer literacy
- Attention to detail recommended
- Analytical skills recommended
- Good interpersonal skills with a customer satisfaction focus required
- Good written and verbal communication skills required
- Good time management skills recommended
- Budgeting skills required.

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

BUSINESS UNIT: NICD  
 DISCIPLINE: CENTRE FOR EMERGING ZONOTIC AND PARASITIC DISEASES  
 LOCATION: SANDRINGHAM  
 POSITION: MEDICAL TECHNOLOGIST (FIXED TERM CONTRACT: 12 MONTHS)  
 PAY GRADE: MT2  
 REFERENCE NUMBER: NICDCDC0523/001-07

**To develop, maintain and operate a malaria slide bank to support African countries moving toward malaria elimination, in the Parasitology Reference Laboratory**

**Key Job Responsibilities**

■Manage blood sample collection and assess suitability for use ■Prepare, stain, quality control and label blood films as per standard operating procedures ■Undergo microscopist training and certification in order to accurately identify and quantitate malaria parasites ■Prepare reports for the project as required ■Travel within and out of country to collect and prepare samples for the project ■Keep abreast with research in order to make suggestions on existing lab procedures

**Operational efficiency of laboratory:**

■Conduct a range of tests, including parasite identification in accordance with SOPs, monitoring quality at all times ■Manage data and databases required for the efficient functioning of the lab in order to meet project and clinical requirements ■Prepare reagents where applicable and perform administrative and procurement duties/stock control to ensure smooth running of the lab ■Maintain records and documentation ■Ensure that quality services are supplied to customers ■Maintain safety standards in accordance with OHSA ■Undertake to troubleshoot where necessary ■Verification and validation of equipment and/or test methods as needed ■Operate various analytical equipment for laboratory tests. ■Liaise with clinicians, registrars and pathologists. ■Attend to and close off customer complaints

**QMS**

■Monitors, calibrates and maintains equipment/devices according to relevant standards/schedule ■Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■Log non-conformances, identify corrective and preventive actions and determine root cause ■Trend analysis of non-conforming events with appropriate corrective and preventive measures ■Participate in EQA up to review and distribution of results.

**Assessment and interpretation of test and PTS results**

■Verify and report results, manually and electronically and ensure that results are delivered timeously ■Perform data checks and analyses.

**Teaching, Training & Dev of Laboratory staff:**

■Training, coaching and provide technical support to lab technicians, student medical technologists, registrars, pathologists and laboratory assistants.

**Minimum requirements and key competencyies**

■National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Sciences: Biomedical Technology ■HPCSA registration as a Medical Technologist (microbiology or clinical pathology) ■4 years of post-qualification experience ■Willingness and ability to travel ■Perform sampling and analysis of human samples ■Malaria sample processing and microscopy very beneficial ■Knowledge for the usage of specialised reference laboratory instrumentation ■Accuracy and organisational skills ■Attention to detail and strive for an error free standard ■Ability to identify problems and troubleshoot ■Ability to work independently and collaboratively ■Communication skills (verbal, written & presentation) ■Computer literacy, including MS Excel, experience with online databases beneficial ■Time management and evaluation skills ■Able to accommodate project requirements in order to deliver timeous and accurate results.

Enquiries may be directed to Kgaugelo 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: WESTERN CAPE  
 POSITION: FIELD PROJECT COORDINATOR  
 (FIXED TERM CONTRACT: 12 MONTHS)  
 PAY GRADE: C3  
 REFERENCE NUMBER: NICDCDC0523/001-08

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

### 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
- 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 and Key Competencies

- Four (4) year Nursing degree/diploma
- Registration with SANC as a PROFESSIONAL/REGISTERED Nurse
- Three (3) years post qualification clinical experience
- Three (3) years' clinical research/surveillance and knowledge of study protocols
- Two (2) years' experience as a project coordinator
- 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 Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)