

JUNE 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: 13 JUNE 2023

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GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST (FIXED TERM CONTRACT 12 MONTHS)
PAY GRADE:	MSI
REFERENCE NUMBER:	NICDCDC0623/001-01

To apply specialised knowledge to develop and conduct bioinformatics analysis for respiratory pathogens 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.

Key Job Responsibilities

- Perform advanced bioinformatics analysis and interpretation of data produced from next generation sequencing systems as well as develop, improve, modify and operate data analysis pipelines
- Design, conduct and publish relevant NGS research for respiratory pathogens of public health importance
- Lead research projects and funding applications in the area of NGS of respiratory pathogens
- Generate data analysis reports and perform custom analysis
- Manage and maintain high quality sequence data and metadata
- Participate in training staff/ students/ collaborators to build bioinformatics capacity in Africa
- Manage bioinformatics projects and teams to ensure objectives of studies are achieved
- Contribute to total quality management of the laboratory to ensure accurate and reliable results.

Minimum requirements and Key Competencies

- MSc in Bioinformatics or related relevant field
- PhD in Bioinformatics or related relevant field desirable
- Three (3) years' experience in a diagnostic, public health or research laboratory or environment working independently with next-generation sequencing data analysis
- Extensive experience with the relevant sequence analysis tools/best practices
- Background or experience in molecular biology or microbiology/ virology
- Strong bioinformatics analysis and scripting experience including proficiency with scripting languages (e.g. Python, R, Perl)
- Able to work with the command line interface and on remote servers
- Data quality control
- Method validation
- Research methodology
- Scientific writing skills
- Computer literacy
- Good communication skills (verbal and written)
- Innovation and problem solving skills
- Good interpersonal skills and able to work within a multidisciplinary team and with national and international stakeholders
- Data management, analysis and interpretation skills
- Pays attention to detail
- Able to work flexible hours (including public holidays and weekends and during outbreaks).

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: MPUMALANGA: MAPULANENG HOSPITAL
POSITION: RESEARCH ASSISTANT (**FIXED TERM CONTRACT: 12 MONTHS**)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0623/001-02

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 NICD's Centre.

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 programmes ■ 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 ■ Experience with molecular based tests ■ Communication skills ■ Interpersonal skills ■ Accuracy skills ■ Attention to detail ■ Basic Numeracy skills ■ Listening skills ■ Customer care. ■ Computer skills (word and excel)

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: OFFICER: PUBLICATIONS (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C1
REFERENCE NUMBER: NICDCDC0623/001-03

Compile media, provide information in various forms and obtain printing for publications for the Institute.

Key Job Responsibilities

■ Copyediting, formatting, fact-checking, and proofreading as required ■ Circulate bulletins electronically and manually to subscribers and other interested parties locally and internationally to keep them updated and informed ■ Obtain quotes and liaise with suppliers ■ Assist with recording and tracking requests from media ■ Peer-Reviewed Journal quarterly management, coordination and collation ■ Manage the Bi-weekly NICD Communications Unit Status Meeting; booking the boardroom, updates on the meeting, compiling and distributing the minutes ■ Weekly NICD Newsround Up compilation and dissemination ■ Provide ISO reporting on Peer-reviewed stats ■ Assist with the Coordination of Communicable Diseases Awareness Days Communications Campaigns ■ Provide administrative assistance to the Senior Manager for Communications.

Minimum requirements and Key Competencies

■ National Diploma in English, Linguistics, Marketing Communications ■ One (1) year experience in editorial or publishing ■ Interpersonal skills ■ Attention to detail ■ Written and verbal communication skills ■ Interpersonal skills ■ Time management skills ■ Excellent computer skills (Pagemaker, Presentations and PowerPoint) ■ Meeting deadlines and working pressure

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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.

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BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT)
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. ■Post graduate degree in Computer Science or in Information Technology (desirable) ■Microsoft .NET 3.5+ development using C#, Microsoft .Net technologies including WCF, WPF, WF, LINQ and EF (Desirable) ■ Minimum 3 years' software developer experience essential for BSc or Postgraduate and 8 years for National Diploma ■ Understanding client-side JavaScript frameworks including but not limited to JQuery, React, Bootstrap, MetroUI...etc. ■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..

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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

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