



August 2023

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV and Qualifications to the relevant Practitioner/Administrator (Human Resources) by email.
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. This is an open advert. External applicants are welcome to apply for this bulletin.

CLOSING DATE: 31 AUGUST 2023

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GRANTS VACANCIES

BUSINESS UNIT:	ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE:	ACADEMIC AFFAIRS AND RESEARCH
LOCATION:	NPP/CMJAH/SEQUENCING
REGION:	GAUTENG
POSITION:	BIOINFORMATICIST (FIXED TERM CONTRACT ENDING 31 MARCH 2025)
GRADE:	D1
REFERENCE NUMBER:	CORPAARQA 0823-001-01

Key Job Responsibility

■ To engage with users and assist with next-generation sequencing (NGS) data analysis ■ Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems (e.g. Roche 454, Illumina or Ion torrent platforms) as well as develop, improve, modify and operate data analysis pipelines ■ To conduct and initiate research in the area of NGS data analysis ■ Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■ To participate in training employees/staff with bioinformatics skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■ To perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Monitors and manages bioinformatics requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■ To develop and implement costing model for Bioinformatic solutions ■ To maintain hardware and software infrastructure ■ To establish strong collaborative links with experts in the area of bioinformatics.

Minimum requirements & key competency:

■ MSc in Molecular Biology or Related discipline (NQF 9) ■ MSc in Bioinformatics and PHD (Desirable) ■ 6 years' experience with Next-generation sequencing data analysis ■ Experience with the relevant sequence analysis tools/best practices ■ Background or experience in molecular biology or microbiology ■ Experience with working in a Linux/Unix environment (Desirable) ■ Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl). ■ TCP/IP knowledge will be an added advantage ■ Project Management ■ Have proven ability in formulating and/or implementing high-level bioinformatics solutions ■ Project management, Financial management and costing skills ■ Innovation and problem-solving skills ■ Ability to write successful grant applications and reports to funders and to publish findings in scientific journals ■ Ability to work with others including international collaborators and to manage junior staff and students.

Enquiries may be directed to Ntsane Seleso @ (011) 386 6145, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT:	ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE:	ACADEMIC AFFAIRS AND RESEARCH
LOCATION:	IALCH VIROLOGY/SEQUENCING
REGION:	KWAZULU NATAL
POSITION:	BIOINFORMATICIST (FIXED TERM CONTRACT ENDING 31 MARCH 2025)
GRADE:	D1
REFERENCE NUMBER:	CORPAARQA 0823-001-02

Key Job Responsibility

■ To engage with users and assist with next-generation sequencing (NGS) data analysis ■ Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems (e.g. Roche 454, Illumina or Ion torrent platforms) as well as develop, improve, modify and operate data analysis pipelines ■ To conduct and initiate research in the area of NGS data analysis ■ Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■ To participate in training employees/staff with bioinformatics skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■ To perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Monitors and manages bioinformatics requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■ To develop and implement costing model for Bioinformatic solutions ■ To maintain hardware and software infrastructure ■ To establish strong collaborative links with experts in the area of bioinformatics.

Minimum requirements & key competency:

■ MSc in Molecular Biology or Related discipline (NQF 9) ■ MSc in Bioinformatics and PHD (Desirable) ■ 6 years' experience with Next-generation sequencing data analysis ■ Experience with the relevant sequence analysis tools/best practices ■ Background or experience in molecular biology or microbiology ■ Experience with working in a Linux/Unix environment (Desirable) ■ Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl). ■ TCP/IP knowledge will be an added advantage ■ Project Management ■ Have proven ability in formulating and/or implementing high-level bioinformatics solutions ■ Project management, Financial management and costing skills ■ Innovation and problem-solving skills ■ Ability to write successful grant applications and reports to funders and to publish findings in scientific journals ■ Ability to work with others including international collaborators and to manage junior staff and students.

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BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
 DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
 LOCATION: TYGERBERG VIROLOGY/SEQUENCING
 REGION: WESTERN CAPE
 POSITION: BIOINFORMATICIST (FIXED TERM CONTRACT ENDING 31 MARCH 2025)
 GRADE: D1
 REFERENCE NUMBER: CORPAARQA 0823-001-03

Key Job Responsibility

■ To engage with users and assist with next-generation sequencing (NGS) data analysis ■ Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems (e.g. Roche 454, Illumina or Ion torrent platforms) as well as develop, improve, modify and operate data analysis pipelines ■ To conduct and initiate research in the area of NGS data analysis ■ Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■ To participate in training employees/staff with bioinformatics skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■ To perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Monitors and manages bioinformatics requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■ To develop and implement costing model for Bioinformatic solutions ■ To maintain hardware and software infrastructure ■ To establish strong collaborative links with experts in the area of bioinformatics.

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BUSINESS UNIT:	ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE:	ACADEMIC AFFAIRS AND RESEARCH
LOCATION:	SANDRINGHAM
REGION	CORPORATE
POSITION:	DEMAND PLANNING SPECIALIST (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2024)
PAY GRADE:	C4
REFERENCE NUMBER:	CORPAARQA0823/001-04

Key Job Responsibilities:

■ Develop demand forecasts (operational forecasts) at multiple levels of aggregation for multiple time horizons as part of a demand planning function. ■ Review historical sales trends, research demand drivers, prepare forecast data, develop statistical forecast models- and evaluate forecast results ■ Examines and analyses departmental purchase requisitions ■ Coordinate cross-functional research activities to reconcile significant variances and refine the forecast model to reflect updated sales and marketing assumptions. ■ Interact with, customer finance to understand demand forecast drivers ■ Use and maintain the Demand Planning software as the primary forecasting system tool ■ Provide input to the supply planning organization in developing inventory strategies on existing items, new products and product phase-outs ■ Develop commodity and category lists for strategic goods and services ■ Closely coordinate and communicate customer action plans with supply planning ■ Coordinate with Demand Manager in analysing and troubleshooting issues related to material supplies and deliveries ■ Present, solicit and assess feedback on the various forecasts from sales and finance.

Minimum requirements & key competency:

■ 3 year National Diploma in Cost Accounting/Supply Chain Management (NQF 6) ■ 5 years' experience as a Demand Planning Specialist ■ Demonstrated proficiency in statistics ■ Forecasting and forecasting methods with an understanding of their financial and operational impacts ■ Knowledge of Oracle ■ Knowledge of other MS Office packages ■ Computer Literacy ■ Planning and Organising Skills ■ Strong analytical Skills ■ Decision Making Skills ■ Presentation Skills ■ Strong Interpersonal Skills ■ Good facilitation Skills

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BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
 DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
 LOCATION: SANDRINGHAM
 REGION: CORPORATE
 POSITION: FINANCIAL DATA ANALYST
 (FIXED TERM CONTRACT ENDING 31 MARCH 2025)
 GRADE: C3
 REFERENCE NUMBER: CORPAARQA0823-001-06

Key Job Responsibility

■ To extract and translate relevant statistical and financial data from the national database in order to provide meaningful reports to senior management to inform business management and planning ■ To monitor daily revenue generation of the NHLS from laboratories to the general ledger to ensure consistency of data flow and completeness of billing ■ To assist with the development of new financial information systems and their administration in order to re-engineer business processes that provide management with business tools that allow easy access to information ■ To validate accounts receivable sub-ledger accounts with general ledger accounts to ensure accuracy of information and resolve any discrepancies prior to month end ■ To analyse and report on monthly financial and non-financial accounts and publish it to business to assist them in their financial/budget control function ■ To assist with the implementation of the annual budget process, including processing of the corporate budget, to facilitate timeous capturing of the budget ■ To manage corporate capital expenditure [Capex] spend against the pre-determined budget to ensure accuracy of information and highlighting of over or underspend ■ To extract relevant statistical and financial data from the national databases and translate into meaningful daily, monthly and annual reports for senior management in order to facilitate ongoing business management and forward planning. ■ To generate monthly financial accounts for selected major public sector customers and provide electronic information in a customized format in order to facilitate interpretation and thereby prompt payment by the customer to the NHLS.

Minimum requirements & key competency:

■ 3 year National Diploma in Financial/Management Accounting (NQF 6) ■ 3 years experience in analytical and financial accounting environment with exposure to top level reporting ■ Thorough knowledge of mathematical/statistical formulae (Excel) ■ Advanced computer literacy (MS office, especially Excel with emphasis spread sheets and databases) ■ Advanced system knowledge (ERP) ■ Analytical Skills ■ Innovative thinking ■ Communication Skills ■ Interpersonal Skills ■ Numerical Ability.

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FIRST 12 MONTHS WILL BE GRANT FUNDED, AND THERE AFTER THE ROLES MAY BE MADE PERMANENT

BUSINESS UNIT: OFFICE OF THE CEO
 DISCIPLINE: BUSINESS INTELLIGENCE UNIT
 LOCATION: SANDRINGHAM
 POSITION: EPIDEMIOLOGIST – **FIXED TERM CONTRACT (12 MONTHS)**
 GRADE: D1
 REFERENCE NUMBER: CORPCEO0823/001-07

Key Job Responsibility

■ Provide bio-statistical/epidemiological support and guide NHLS interventions. ■ Participate in planning of surveys in conjunction with Principal investigator including the determination of sample size ■ Keep track of all research activities within the NHLS and maintain a useful research database ■ Facilitate and deliver capacity building for data analysis ■ Advise and facilitate preparation of scientific reports and articles ■ Perform statistical analysis of data generated from the NHLS surveillance and research activities and contribute to dissemination of findings through stakeholder meetings, reports, conferences and peer reviewed publications ■ To advise on applications and protocols to ensure consistency, sound research approach and advice on adequacy of projected sample sizes and data collection processes which will lead to sound inferences ■ Implementation of statistical and epidemiological research tools relevant to supporting activities ■ To give advice on best public health intervention strategies and practices and ensure best adherence to scientific methodology ■ To provide advice on designs and implementation of epidemiological studies and surveillance systems including monitoring and evaluation ■ To comply with the data integrity, research and business ethics requirements ■ Perform other related duties supplementary to the work described herein including data management and training programmes in biostatistics / epidemiology.

Minimum requirements & key competency:

■ MSc Epidemiology / Biostatistics or related qualifications (NQF Level 9) ■ PHD in Epidemiology / Biostatistics (desirable) ■ 6 (six) years post qualification experience ■ At least 2 publications as first Author ■ Sound knowledge of statistical packages preferably SAS or STATA: SQL or advanced Excel ■ Knowledge of record database management and data analysis ■ Good scientific writing skills ■ Excellent analytical skills, with the ability to process scientific and medical data ■ Able to work independently ■ Ability to identify data issues, present problems, and implement solutions ■ Capability of communicating technical concepts clearly, concisely and understandably ■ Good Leadership, organisational and time management skills with the ability to multitask ■ Strong interpersonal communication and presentation skills ■ Ability to effectively collaborate across functional teams.

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BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: BUSINESS INTELLIGENCE UNIT
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST – **FIXED TERM CONTRACT ENDING 31 MARCH 2025**
GRADE: D1
REFERENCE NUMBER: CORPCEO0823/001-08

Key Job Responsibility

■ Provide bio-statistical/epidemiological support and guide NHLS interventions. ■ Participate in planning of surveys in conjunction with Principal investigator including the determination of sample size ■ Keep track of all research activities within the NHLS and maintain a useful research database ■ Facilitate and deliver capacity building for data analysis ■ Advise and facilitate preparation of scientific reports and articles ■ Perform statistical analysis of data generated from the NHLS surveillance and research activities and contribute to dissemination of findings through stakeholder meetings, reports, conferences and peer reviewed publications ■ To advise on applications and protocols to ensure consistency, sound research approach and advice on adequacy of projected sample sizes and data collection processes which will lead to sound inferences ■ Implementation of statistical and epidemiological research tools relevant to supporting activities ■ To give advice on best public health intervention strategies and practices and ensure best adherence to scientific methodology ■ To provide advice on designs and implementation of epidemiological studies and surveillance systems including monitoring and evaluation ■ To comply with the data integrity, research and business ethics requirements ■ Perform other related duties supplementary to the work described herein including data management and training programmes in biostatistics / epidemiology.

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