

AUGUST 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: 16 AUGUST 2023

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BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: MEDICAL OFFICER
PAYGRADE: D2
REFERENCE NUMBER: NICD0823/001-05

To verify, investigate and respond appropriately to outbreaks as part of Outbreak Response in the Division of Public Health and Surveillance.

Key Job Responsibilities:

■ Initiate and supervise outbreak verification and investigation, and participate in interpretation of findings as part of the Outbreak Response in the Division of Public Health and Surveillance team ■ Liaise with clinicians, Department of Health and laboratory staff to obtain necessary information and provide technical expertise for outbreak verification and investigation ■ Work with NICD, Province and District staff in implementing public health responses to verified outbreaks ■ Assist with teaching and supervision of trainees (Public Health Registrars, Field Epidemiology Training Programme To Residents, or others) who spend time in the Division of Public Health Surveillance and Response ■ Keep up to date with current research to ensure professional growth, perform appropriate research and publish in relevant scientific journals ■ Participate in academic activities of the NICD, including assistance with protocol development, obtaining ethics review and institutional approval for research, writing Standard Operating Procedures, conducting research according to protocols, while adhering to good clinical practice guidelines and good laboratory practice guidelines and to analyse, interpret research data. ■ Monitor and report on call phone and outbreaks log, as part of the unit event based surveillance ■ Collate and edit monthly communique and other outbreak relevant internal publications ■ Assist with leadership within the Division.

Minimum Requirements and Key Competencies

■ MBBCH or equivalent medical degree and MPH or MSc Epidemiology or equivalent post graduate public health/epidemiology degree ■ Registered with HPCSA as a Medical Officer ■ Minimum 2 years' experience in public health or communicable diseases or medical microbiology or virology ■ Knowledge of laboratory diagnostics for infectious diseases will be an advantage ■ Knowledge of communicable diseases and epidemiology ■ Strong leadership) ■ Good Interpersonal skills ■ Good report writing ability | ■ Computer Literacy. ■ Time management ■ Ability to work under pressure.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINE AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: LABORATORY TECHNICIAN (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: LT1
REFERENCE NUMBER: NICDCDC0823/001-01

Conducts a variety of diagnostic and environmental testing of human and sewage specimens to aid in the production of accurate laboratory test results.

Key Job Responsibilities

- Receive and prepare human and environmental sewage specimens prior to analysis to ensure suitability for the specific test to be carried out
- Carry out routine testing procedures on human and sewage specimens in order to obtain accurate results under the general supervision of senior qualified staff
- Maintain quality assurance processes as per accreditation requirements
- Undertake troubleshooting where necessary
- Assist with the maintenance of excel and access databases of test results and patient information
- Observe health and safety regulations while working to ensure own and others' safety at all times
- Input data and results into databases and LIMS system for subsequent review and authorization.

Minimum requirements and Key Competencies

- Grade 12
- HPCSA registration as Medical Technician (Virology/ Microbiology or Clinical Pathology)
- Maths and science advantageous
- Health and safety regulations
- Knowledge of quality control procedures
- Basic knowledge of Microsoft excel required
- Knowledge of Microsoft access advantageous
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills
- Computer literacy
- Record keeping and filing skills

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINE AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: MT2
REFERENCE NUMBER: NICDCDC0823/001-02

Conduct and monitor a variety of diagnostic analyses of specimens to provide accurate laboratory test results to aid in and confirm clinical and environmental diagnosis in support of the Global Polio Eradication Initiative.

Key Job Responsibilities

■ Conduct a range of virology-related diagnostic and environmental tests, including cell culture, virus isolation, microscopy and PCR as part of routine testing in accordance with SOPs, monitoring quality at all times ■ Manage data required for the efficient functioning of the lab in order to meet project and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, stock, staff and equipment ■ Maintain safety standards in accordance with OHSA ■ Undertake to troubleshoot where necessary ■ Verification and validation of equipment and/or test methods for routine implementation ■ Interpret laboratory findings and completes technical reports ■ Maintain records and documentation of test results and patient information ■ Operate various analytical equipment for medical virology tests ■ Efficient stock control on bench ■ Liaise with healthcare Clinicians, Registrars and Pathologists. ■ Database entry and management for accurate distribution to stakeholders ■ Attend to and close off customer complaints.

QMS

■ Monitors, calibrates and maintains devices according to relevant standards ■ Monitors, calibrates and maintains devices according to relevant standards ■ Perform preventive equipment maintenance performed as per set 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

Assessments of results/Interpretation of results

■ Verify and report results (interpret where applicable), manually and electronically and ensure that results are delivered timeously ■ Perform Data Checks as per SOP.

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 Competencies

■ National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Sciences: Biomedical Technology ■ Registration with HPCSA in Virology, Clin Path, Microbiology advantageous ■ 3-6 year experience post qualification experience ■ Perform sampling and analysis of human and environmental samples ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ 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 ■ Time management and evaluation Skills ■ Able to accommodate overtime requirements in order to deliver timeous and accurate results where needed for programmatic purposes.

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