

NOVEMBER 2023

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title.
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional advert. 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.
4. Candidates' credentials will be subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests, or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the published scale associated with the post grade. 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.

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: 24 NOVEMBER 2023

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BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: MEDICAL OFFICER (12 MONTHS FIXED TERM)
PAYGRADE: D2
REFERENCE NUMBER: NICDCDC1123/001-01

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

■ MBChB or equivalent medical 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 Ketsitseng Maseko @ 011 712 6528, email application to Recruiter4@nioh.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: MANAGER - COMMUNICATION (12 MONTHS FIXED TERM)
PAYGRADE: D1
REFERENCE NUMBER: NICDCDC1123/001-02

To assist in the development and execution of the organizations branding and marketing communications strategy in order to present the organization in a professional light and clearly articulate its services and value proposition.

Key Job Responsibilities:

■ Develop, manage and implement communication campaigns and strategies & build public awareness ■ Manage the daily internal communication activities of the organisation ■ Identify, liaise and build strategic relationships with key media stakeholders for the purposes of establishing networks and communication channels for dissemination of information ■ Manage the communication channels in order to ensure standardised communication process and dissemination of information ■ Manage the creation, editing content development and production of the organisation's official publications to align with the NHLS brand ■ Manage and support assigned communication and organisation wide projects/events under the direction of the Executive to ensure effective, timely execution that meets the department and organisation's standards ■ Lead the execution and support of the Annual Report and Customer Satisfaction Index Survey including associated reporting, planning and communication support ■ Communicate the NHLS initiatives to staff and management to ensure appropriate levels of awareness through various modes of communication ■ Conduct ongoing business, trend analysis and other relevant research and evaluate new media technologies and their use for corporate communication by developing and implementing improvement/innovative ideas in order to stay abreast of developments in the field and to make recommendation for change which impacts positively on corporate communication ■ Monitor daily media trends to enable the department to respond proactively and accurately to media queries ie. assist in social media content creation and channel management ■ Work closely with practice groups as appropriate to achieve communication objectives ■ Provide required assistance to the Senior Communication Manager, Executive and communication team on special projects and assignments. Develop a risk communications strategies which include outbreak/disaster for different audiences (health, public and any other communities) ■ Ensure quality management within the communications unit and support monitoring and evaluation in terms of ISO 9001.

Minimum Requirements and Key Competencies

■ 3 year Bachelor Degree preferably in Communication or Marketing related field/BA communication science degree ■ 8years' experience in communication, public Relations or Journalism ■ 3 years in management of staff ■ 5 years knowledge for media production, communication and dissemination techniques and methods ■ Knowledge of structure and content of the English language ■ Principles and process for providing stakeholder services ■ 3 years knowledge of Project Management ■ Working knowledge of environment/studies ■ 5 year journalism ■ Proficiency in MS Publisher Design.

Enquiries may be directed to Palesa Nong @ 011 555 0581, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: IT SUPPORT ENGINEER X2 (06 MONTHS FIXED TERM)
PAYGRADE: C1
REFERENCE NUMBER: NICDCDC1123/001-03

To install maintain and support peripheral as well as related computer equipment to ensure service continuity to the NICD/NHLS Users.

Key Job Responsibilities:

- Diagnose hardware faults and arrange repairs with the service providers to ensure service continuity with the NHLS
- Install, trouble shoot and configure desktop application network activity and clients software (antivirus software etc.)
- Analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications used with the NHLS to ensure optimal performance of systems
- Perform administration duties with regard to calls allocated and to record actions taken to ensure proper knowledge base is developed
- Adherence to SOP and adopted software standards to ensure standardised IT desktop environment and prevention of other software usage
- Performing helpdesk tasks by taking after hours calls
- Installing and support of scanners bar and code printers
- To assist NHLS users with the NHLS Laboratory Information System
- Assist NHLS user with mobile devices

Minimum Requirements and Key Competencies

- 3-year diploma or a degree in IT
- ITIL Foundation certification
- MCSA Certification (desirable)
- 2 -3 years in Desktop Hardware and software support in a customer service environment
- 1-year mobile device support experience
- Knowledge of desktop hardware and software applications
- Basic Knowledge of Mobile Operating Systems
- Knowledge of Desktop Operating Systems
- Knowledge of multi-functional printers.

Enquiries may be directed to Palesa Nong @ 011 555 0581, e-mail application to Recruiter3@nicd.ac.za.

