

DECEMBER 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
7. proficiency matrix to determine the correct level.
8. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
9. Correspondence will be limited to shortlisted candidates only.
10. These positions are open to all employees of the NHLS Including the employees who are on
11. contract in similar or different positions.
12. Internal employees are required to complete a period of twelve months in their current role before
13. they can be eligible to apply for transfer.
14. The NHLS is an equal opportunity, affirmative action employer. The filling of posts will be guided by the NHLS employment Equity Targets.
15. 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: 08 DECEMBER 2023

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BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: GIS SPACIAL ANALYST (12 MONTHS CONTRACT)
PAYGRADE: C5
REFERENCE NUMBER: NICD1223/002-01

To coordinate, implement, and manage the organization's strategies and initiatives for GIS analysis. Responsible for ensuring the development and maintenance of applications based upon spatially referenced data and digital mapping, and preserving the integrity and design of geographic information databases and conducting spatial analyses

Key Job Responsibilities

■ Establish and implement policies, procedures, and technologies related to geospatial information ■ Lead, coordinate, and manage all aspects of GIS analysis ■ Participate in design of new GIS analysis methodologies, applications, and strategies ■ Coordinate the acquisition of new geospatial datasets and/or updates to existing datasets ■ Conduct research on GIS-related hardware and software in support of procurement and system development efforts ■ Coordinate and conduct GIS training sessions for GIS staff and end users with client-facing application needs ■ Provide GIS guidance and support to the organization, act as single point of contact for GIS-related issues ■ Design, develop (implement), customize and maintain (enhance) the discipline specific GIS i.e. understand data requirements and the GIS functionality that might be needed for deliverables ■ Lead transitions of GIS applications to next-generation environments and/or cross-functional systems ■ Coordinate with network engineering to ensure availability, reliability, and scalability of GIS applications to meet business demands ■ Troubleshoot and resolve GIS hardware and software problems and the GIS software integration with business intelligence (BI) products ■ Provide quality control with regard to discipline specific in-house data capture (data conversion), the evaluation of data acquired from outside of the organization and database construction ■ Recommend and execute modifications to GIS software in order to improve efficiency, reliability, and performance ■ Develop and maintain GIS manuals and systems documentation ■ Manage and provide guidance to junior members of the team.

Minimum requirements and key competencies

■ 3 Year Diploma/ or Degree in Computer science, IT, Geography, Cartography or Survey related fields (minimum NQF Level 6) ■ Registration with Plato as a GIS Practitioner or a Professional GIS Practitioner ■ Work experience in R spatial packages, ESRI Arc GIS,, ■ GIS experience in the Health Sector ■ Proven experience in Bayesian Spatial analysis ■ Experience using R spatial packages, Arc GIS, Arc Info, Arc Editor, Arc IMS, Arc SDE, and Arc View software products ■ Experience installing, configuring, and maintaining GIS systems ■ Hands-on hardware and software troubleshooting experience.

Enquiries may be directed to Palesa Nong @ 011 555 0581, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (12 MONTHS CONTRACT)
PAYGRADE: D1
REFERENCE NUMBER: NICD1223/001-02

Manage, Report on and track all project inputs and outputs between the Labs, NICD and NHLS.

Key Job Responsibilities

■ Prepare all reports to ensure that expenditures are within allotments and data is consistent ■ Accurate and timely input of project information in computerized programme system and issuing of status reports for monitoring and evaluation purposes ■ Acquisition of all expendable and non-expendable property, ensuring that procurement is made according to NHLS procedures and regulations ■ Manage the project targets to ensure that the general and overall tasks are effectively, efficiently and cost-effectively adhered to ■ Undertakes follow-up actions on project implementation activities and drafts changes in the programme work plans and interim reports as required ■ Attends technical cooperation meetings, prepares notes and undertakes follow-up actions related to project implementation ■ Selects and compiles training and orientation materials for project implementation ■ Reports the outcome of financial and/or project reviews to the Corporate Manager

Minimum requirements and key competencies

■ Diploma or Degree in a Relevant Qualification ■ Project Management qualification ■ 5 years post qualification relevant experience ■ Extensive computer knowledge ■ Experience in the Health Sector or Tertiary Educational Institute (Desirable) ■ Knowledge of Organizational policies and procedures ■ Knowledge of organizational policies and procedures ■ Knowledge of PFMA and GAAP ■ Good report writing skills ■ Analytical skills ■ Good communication skills ■ Attention to detail ■ Good Interpersonal and people skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: DATABASE ADMINISTRATOR (12 MONTHS CONTRACT)
PAYGRADE: C3
REFERENCE NUMBER: NICDCDC1223/001-03

To ensure that data processes are effectively managed, monitored and stored to ensure the comprehensive collection of data collected. To administer data to the highest standards, develop a SOP is followed and turnaround times are met.

Key Job Responsibilities

■ Ensures systematic collection, coding and capturing of data and other projects as requested)■ Develops QA programmes for coding and capturing data in accordance with GCP requirements and SOP's■ Develops, implement and maintain all data systems and SOP's■ Develops, implements and assesses tools for deduplication data sets■ Provides effective import and export of data for purpose and other request from approved external and internal clients■ Support data capturers and other staff in their daily duties of capturing and coding data ■ Analyze and document functional system activities to ensure that the system related incidents are recorded for future use and provide progress report as required■ Ensures the maintenance and archiving of all files related to the data collection and processing activities■ Assist Operations Manager in final cleaning of data (duplicate removal and checking of coding), assessment of data completion of coding and capturing■ Enhances, identify, recommend and initiate application enhancement request to ensure that changes in business are identified while liaising with different IT departments to ensure optimal performance and availability of the systems.

Minimum requirements and key competencies

■ Diploma or Degree in Information Management System/Database and Programming ■ 2 years' experience in database management ■ Database management ■ Understanding of coding and medical terms ■ Knowledge of statistical packages eg. R, STATA SAS, SQL and Access■ Ability to work under pressure■ Good communication skills (written and verbal) ■ Attention to detail ■ Good Interpersonal and people skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR HIV and STI
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST X 2 (12MONTHS CONTRACT)
PAYGRADE: MT1
REFERENCE NUMBER: NICD1223/001-04

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis.

Key Job Responsibilities

- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOP's
- Knowledge of principles of various serological tests
- Verify test results
- Ensure compliance with health and safety measures at all times
- Perform preventive equipment maintenance performed as per set schedule
- Record temperature readings and equipment maintenance in according with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Maintain efficient stock control

QMS

- Receive samples and determine if sample is acceptable to proceed with further analysis
- Run instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC")
- Record customer complaints

Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected requirements as per SOP and report any test failures
- Perform data checks' as per SOP
- Enter and verify results in Laboratory Information management systems (LIMS).

Teaching, Training & Dev of Laboratory staff

- Attend CPD activities/lectures

Minimum requirements and key competencies

- National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Science- Biomedical Technology
- HPCSA registration as a Medical Technologist in Virology
- 0-3 years' experience in a laboratory
- At least 1 year experience in an HIV Serology Laboratory
- Perform sampling and analysis of blood and dried blood spot specimens
- Knowledge on the use of specified instrumentation
- Accurate interpretation of results
- Accuracy and organizational skills
- Attention to detail
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (Verbal, written and presentation) and Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Palesa Nong @ 011 555 0581, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST (12 MONTHS CONTRACT)
PAYGRADE: D1
REFERENCE NUMBER: NICD1223/001-05

Provide epidemiology expertise for surveillance activities undertaken by the Centre of Tuberculosis.

Key Job Responsibilities

- Participate in the design, implementation and management of TB and surveillance activities, predominantly within the NICD Surveillance Data warehouse
- Monitor and report on surveillance activities to ensure the surveillance meets stated objectives
- Provide epidemiological support in the development of research protocols, research design and supervision, grant proposals and dissemination of results
- Participate in the writing and submission of scientific papers and presentations to relevant scientific meetings
- Participate in relevant internal, provincial, national and international meetings
- Provide supervision and management of junior staff and participate in teaching and training within and outside NICD.

Key Competency Requirements

- MSc Epidemiology and Biostatistics
- PhD in Epidemiology/ Public Health will be an added advantage
- 1- 3 years' experience in applied infectious disease epidemiology, surveillance and/or outbreak investigation and response
- Track record in public health research as indicated by record of publications and or presentations at scientific meetings
- Valid Driver's license
- Knowledge of epidemiology and statistical methods
- Knowledge of

TB (Advantageous) ■ Computer literacy and high levels of competence with data management programmes (Excel, Access, SQL, etc.) ■ Knowledge of statistical analysis programmes (Stata, R) and or GIS ■ Understanding of the TB epidemic in South Africa (Advantageous) ■ Excellent interpersonal and written / verbal communication skills ■ Leadership and management skills ■ Problem-solving skill ■ Time management skills ■ Thorough attention to detail ■ Team-orientated ■ Scientific writing skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: INFORMATION MANAGER (12 MONTHS CONTRACT)
PAYGRADE: D1
REFERENCE NUMBER: NICD1223/001-06

Key Job Responsibilities

To manage the extraction, analysis, linkages and reporting of data, and to initiate projects to meet the strategic reporting requirements of the NICD CTB

Key Job Responsibilities

■ Manage data extraction, analysis, probabilistic linkages, and reporting for the NICD CTB ■ Develop, *implement and assess probabilistic linkages and deduplication between and within TB datasets* ■ Oversee the development and achievement of the business objectives and project plans for the NICD CTB ■ Analyze the data needs of all sections of the CTB and provide the required data extraction and analysis tools ■ Ensure that TB data can be readily accessed and easily retrieved ■ Establish and maintain links with relevant internal and external stakeholders ■ Initiate scientific / operational research projects pertaining to TB data systems ■ Develop and continuously update systems for long-term archiving of data, protecting the integrity of data for future applications and audits. ■ Develop and maintain TB surveillance systems

Minimum requirements and key competencies

■ Diploma or Degree in Information Management System/Database and Programming or Data Science or equivalent ■ 2 years' experience in database management ■ Database management in health sector environment ■ Understanding of TB coding and medical terms ■ Knowledge of statistical packages eg. R, STATA ■ Proven experience in implementing probabilistic data linkages ■ Ability to work under pressure ■ Good communication skills (written and verbal) ■ Attention to detail ■ Good Interpersonal and people skills.

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



NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR HIV and STI
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (12 MONTHS CONTRACT)
PAYGRADE: MSE
REFERENCE NUMBER: NICD1223/001-07

To conduct research relevant to the pathology discipline, and to assist in troubleshooting related to diagnostic testing.

Key Job Responsibilities

- Conduct research under supervision of a Medical Scientist
- Conduct tests and procedures independently
- Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance)
- Record Administration in accordance with current policies / procedures and SOP
- Ensuring that maintenance logs are accurate, up to date and accessible for retrieval
- Ensure that error logs/ corrective action reports are completed according to set requirements
- Perform equipment maintenance
- Participate in quality management

Minimum requirements & key competencies

- BSc Hons in Medical Scientist or relevant field (post internship)
- Registered with the HPCSA as a Medical Scientist
- At least 1 year of laboratory experience in a molecular virology field, preferably HIV
- Knowledge of laboratory instruments
- Quality control in the laboratory
- Knowledge of good laboratory practices
- Knowledge of method validation and research methodologies
- Active participation in maintaining SANAS accreditation
- Communication skills (verbal and written)
- Scientific writing skills
- Interpersonal skills
- Specific laboratory techniques
- Troubleshooting skills
- Attention to detail
- Data Analysis and interpretation skills
- Computer literacy skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STIs
LOCATION: SANDRINGHAM
POSITION: CLERK: LABORATORY (12 MONTHS CONTRACT)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC1223/001-08

Responsible for the receiving, capturing and distribution of all specimens; and general administrative duties to ensure correct information is obtained and recorded to facilitate the speedy processing of specimens and duties in terms of service objectives.

Key Job Responsibilities

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channeling of specimens to various departments ■ Keeps specimens request forms for audit purposes ■ Stock control/management and procurement of stock in accordance with standard operating procedures

Minimum Requirements and Key Competencies

■ Grade 12 ■ One (1) year experience in an HIV Serology/Molecular Laboratory ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: OFFICE ADMINISTRATOR (12 MONTHS CONTRACT)
PAYGRADE: B5
REFERENCE NUMBER: NICD1223/001-09

To provide general services administration support to the business in order to facilitate communication between departments and create an audit trail.

Key Job Responsibilities

■ Support the collation of information from the different Centre's and Division within the Institute ■ Work as part of a team to facilitate sound administration on assigned projects ■ Support reasonable request from the line manager ■ Facilitate proper reporting-management and report writing ■ Keep and maintain efficient administrative support to the business to ensure maximum efficiency and smooth running of the office ■ Handle general incoming and outgoing correspondence including taking any necessary action and maintaining accurate records ■ Develop and maintain relationships with key stakeholders within NICD NHLS, and other relevant organizations in order to improve administrative processes, communications and information flows ■ Responsible for organizing meetings and workshops from conception through to completion, including liaison with international coordinators/ budget holders, suppliers and venue; also including liaison with participants and organizing travel and accommodation ■ Perform routine administrative (minute taking, filling, faxing, follow up on outstanding issues etc.) duties for the business to ensure that the office operates smoothly ■ Support preparation of operational reports and schedules, formatting and compiling monthly/ project reports to ensure efficiency and to collate documents and make sure they get handed in on time.

Minimum requirements and key competencies

■ Grade 12 with Office Administration Certificate ■ Diploma or Degree in Office Administration advantageous ■ Two years of office admin experience ■ Experience in a medical environment (desirable) ■ General office administration procedures ■ MS Office, including Outlook ■ Ability to work independently as well as in a team ■ Communication skills ■ Planning and organizing skills ■ Interpersonal skills ■ Attention to detail ■ Computer literacy (MS Office) ■ Ability to work in a pressurized environment ■ Time management.

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: FINANCIAL ACCOUNTING MANAGER
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC1223/001-10

The Financial Accounting Manager is responsible for performing highly specialized accounting work required to maintain the grants general ledger. Working under the direction of the Financial Accountant, the Financial Accounting Manager directs and coordinates the daily activities of the grants accounting staff to quickly and accurately record the revenues, expenditures, assets, and liabilities and deliver effective support to Principal investigators.

Key Job Responsibilities

■ Supervise, direct, and review the work and deliverables of the grant administrators to ensure compliance and effective deliverables, cash reconciliations, grants account statement reconciliations, and all aspects of the NICD grant projects, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, recording of revenue and expenses, etc.) ■ Oversee the proper reporting and communication channels are maintained with both the Grants Administrators and stakeholders to ensure compliance and standardization of processes ■ Improve accounting processes and procedures and address any deviances ■ Manage the compilation of all general ledger reconciliations and liaise with, corporate finance and relevant departments on resolution of reconciling items and reports to the Financial Accountant ■ Ensure proper documentation, filing and record maintenance of all project financial transactions ■ Manage the oracle projects module ■ Ensure that all transactions are correctly recorded in their sub-ledgers ■ Produce grants/grantor financial reports timeously ■ Management of payments and claiming of due and outstanding funds and ensure efficient cash management ■ Liaise with corporate finance to ensure the correct transactions are passed between the various bank accounts ■ Plan and oversee both internal and external audits processes ■ Be responsible for maintaining and updating NRF accounting records as well as the NHLS research Trusts projects ■ maintain the grants debtors ■ Resolve complex accounting issues and assists other management and staff in resolving financial issues ■ Produce quarterly and annual financial statements and ad hoc financial reports ■ Perform any other duties as assigned or required.

Minimum requirements and key competencies

■ Degree or Advanced Diploma in Finance/Accounting (NQF Level 7) ■ Qualification in project management (desirable) ■ Five (5) years Grant and Finance related experience ■ Five (5) years Accounting experience ■ Three (3) years budgeting and reporting experience ■ At least 2 year experience in the health industry desirable ■ Knowledge of grant management ■ Knowledge of financial reporting and Management ■ Knowledge of Budgeting ■ Analytical skills ■ Management skills ■ Advanced Computer literacy ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Attention to detail ■ Planning and organising skills ■ Time management ■ Flexibility.

Enquiries may be directed to Palesa Nong @ 011 555 0581, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: SENIOR ETL DEVELOPER
(FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC01223/001-11

To use data warehousing and business intelligence skills to technically assist the corporate data warehouse in delivering value to stakeholders through the optimized 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 CDW ■ Ensure integrity of data from the source systems into the respective marts in the CDW to ensure accuracy of the reporting from CDW ■ 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 CDW 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 (4) years data warehousing/ ETL experience ■ Practical Data Warehouse Development Life Cycle ■ 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 Palesa Nong @ 011 555 0581, email application to Recruiter2@nicd.ac.za

