

APRIL 2024

### 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: 12 APRIL 2024**

**BUSINESS UNIT:** CENTRE FOR HEALTHCARE – ASSOCIATED  
INFECTIONS, ANTIMICROBIAL RESISTANCE AND  
MYCOSES (CHARM)

**LOCATION:** SANDRINGHAM

**POSITION:** CENTRE HEAD – **FIXED TERM CONTRACT – 5 YEARS**

**PAYGRADE:** PHP FOR PATHOLOGIST /MSP FOR MEDICAL  
SCIENTIST

**REFERENCE NUMBER:** NICD0424/001-01

**The Centre for Healthcare-Associated Infections, Antimicrobial Resistance and Mycoses (CHARM) was established in April 2017. CHARM hosts two national reference laboratories and is supported by an epidemiology section. The centre was designated as a World Health Organization (WHO) Collaborating Centre for AMR (WHO SOA-43) in June 2017.**

**Healthcare-associated infections (HAIs) are among the commonest complications of hospital admission, are costly for the patient and the overall healthcare system, and may lead to patient deaths. This is an important new focus area for the centre. Antimicrobial resistance (AMR) is estimated to be associated with over 700 000 deaths every year, a number which could rise as high as 10 million in 2050.**

**AMR is a major focus area of the South African Department of Health and the NICD. CHARM works on AMR in bacterial and fungal pathogens causing human infections in healthcare facilities and in the community, spanning the public- and private-health sectors. The centre is supporting the “One Health” programme including surveillance for AMR in humans and animals.**

**Fungal diseases (mycoses) are responsible for an estimated 1.5 to 2 million deaths annually, including nearly half of those dying of AIDS and many of those with sepsis. Over the last seven years, the centre has led the scaling up of a cryptococcal antigen screening and pre-emptive treatment intervention, nested within the South African HIV treatment programme. The centre is now involved in evaluating the effectiveness of this national intervention to reduce mortality through a US National Institutes of Health R01-funded grant.**

**The national stock culture collection (NSCC) was established in April 2004 and is housed within CHARM. The NSCC provides a quality-controlled and reliable source of reference bacterial, fungal and mycobacterial strains to the National Health Laboratory Service laboratories**

**Centre Head is required to provide administrative and scientific leadership, management and strategic direction for the Centres in line with NICD’s role and responsibilities. To facilitate close working relationships and cohesion between the Department of Health, various sections within the Centre and other NICD centres.**

#### Key Job Responsibilities

- Provide administrative and scientific leadership for the Centre in line with NICD’s strategic role and responsibilities
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant the Centre’s area of focus
- Establish strategic goals for the Centre through a consultative process with creation/regular review of the Centre’s annual and 5-year strategic plans
- Ensure that operational objectives are met according to agreed project timelines as per the strategic plan and annual performance plan
- Facilitate closer working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and NDOH priorities
- Be responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial

governance ■Ensure the Centre is compliant with NICD/NHLS policies and directives ■Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■Ensure that all sections contribute to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports ■Create/maintain a cross-Centre team to co-ordinate a high quality teaching and training programme responsive to national and international requirements ■Undertake section lead responsibilities for one Centre section according to experience/skills, where applicable ■Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NICD annual report ■Co-ordinate the Centre's interaction with media in line with NICD/NHLS policies ■Ensure that the Centre is responsive to outbreaks of Public Health Significance and to support the functions of the Emergency Operations Centre ■Ensure that the Centre is at cutting edge of latest developments and to encourage innovative initiatives ■Promote transformation and development in the Centre Management of all staff to ensure the centre is operated both efficiently and effectively ■Perform afterhours or call duties as rostered ■Be a brand ambassador for the NICD ■Be a brand ambassador for the NICD.

### Minimum Requirements and Key Competencies

■Minimum Medical Qualification –Mmed/FC-Path or PHD Medical Scientist ■HPCSA registered specialist or PHD in Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology ■Management and Leadership qualification ■Ten (10)years Management experience preferably in a public health institution ■Eight (8) years communicable diseases/public health experience/epidemiology/ infectious diseases ■Managerial/administrative experience (> 10 years) ■Financial management (> 5 years) ■Public health surveillance experience (> 5 years) ■Laboratory experience (>3 years) ■Writing successful grant applications and performing research(> 5 years) ■Teaching and training experience (> 5 years) ■Knowledge of Microbiology, Virology, Immunology, Molecular Biology desirable ■Knowledge of statistics ■Knowledge of statistical software packages desirable ■Knowledge of quality management ■Communicable diseases knowledge ■Communication and interpersonal skills ■Team-building skills ■Time management skills ■Planning skills ■Project Management skills ■Research methodology ■Communication skills ■Interpersonal skills ■Report writing skills ■Computer Literacy.

**The closing date for this advert only is 19 April 2024**

Enquiries may be directed to Mammei Hlehlisi- Galo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: SENIOR COMMUNICATION MANAGER (RE-  
ADVERTISEMENT & AMENDMENT)  
PAYGRADE: D3  
REFERENCE NUMBER: NICD0224/001-01

**To develop, direct and oversee all communication strategies and implementation to ensure that the organization meet its public health mandate**

#### Key Job Responsibilities:

- Develop and deliver coordinated and integrated communication strategies to align with the organisation's strategy
- Collaborate with the NICD leadership to develop and implement an organisational communication and market branding strategy, ensuring visibility and impact for the NICD
- Partner with the National and Provincial Departments Communication Teams to ensure that joint initiatives are communicated seamlessly
- Identify, liaise and build strategic relationships with key media stakeholders to establish networks and communication channels for dissemination of information
- Manage the production of relevant publications and related materials from the NICD including the maintenance and updating of the NICD website content, the internal newsletters, annual reports, media releases, promotional material, and guidelines which may require technical input from relevant parties and social media
- Develop and cascade and internal communication strategy for employees to communicable organisational plans, priorities and goals to all employees
- Provide communications and engagement expertise, advice and support to NICD staff
- Ensure that the organisation can respond to all communication imperatives
- Develop risk communications strategies, which include outbreak/disaster, for different audiences (health, public and any other communities). Use evidence and data to inform the development of content
- Manage human and financial resources in the strategic communication portfolio and report on the performance of the NICD strategic communication group
- Oversee high-profile events at the NICD.

#### Minimum Requirements and Key Competencies

- Honours Degree in Communications / Marketing/ Journalism or relevant equivalent qualifications
- 8 to 10 years' experience as both practitioner and manager within a health/scientific environment
- Previous experience in communications IT technology
- Understanding of public health sector
- In-depth vocational knowledge e.g. branding, corporate communication, advocacy, graphics
- Knowledge of project management methodology
- Knowledge of creative computer packages
- Programme and project management
- Change management
- People management and empowerment
- Negotiation skills
- Business acumen
- Analytical thinking
- Ability to understand changing market dynamics
- Outstanding communication (verbal & written) and interpersonal skills including media liaison
- Computer literacy (MS Office and graphic packages)
- Innovative implementation (from strategy and ideas to innovative implementation)
- Adherence to extreme deadlines
- Presentation skills
- Ability to influence at all levels
- Proven ability to interact at a strategic level with stakeholders in government, public and private sectors on complex issues

Enquiries may be directed to Mammei Hlehlisi- Galo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: CENTER FOR TUBERCULOSIS  
LOCATION: SANDRINGHAM  
POSITION: SPECIALIST – GEOGRAPHIC INFORMATION  
SYSTEMS (12 MONTHS CONTRACT) – RE-  
ADVERTISEMENT  
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 in the Centre for Tuberculosis
- Participate in design of new GIS analysis methodologies, applications, and strategies
- Coordinate the acquisition of new geospatial datasets and/or updates to existing datasets in the Centre for Tuberculosis
- Coordinate and conduct GIS training sessions for GIS staff and end users with client-facing application needs
- Provide GIS guidance and support to the Centre for Tuberculosis, 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
- 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 @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTER FOR TUBERCULOSIS  
LOCATION: SANDRINGHAM  
POSITION: EPIDEMIOLOGIST (12 MONTHS CONTRACT) (RE-  
ADVERTISEMENT)  
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.

#### Minimum requirements and key competencies

- MSc Epidemiology or Biostatistics/ Master of Public Health
- PhD in Epidemiology 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
- 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)
- 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 Mkwazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

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

**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 extraction, storage, collection, analysis, probabilistic linkages, and reporting of data for the NICD CTB ■ Source and collect various spatial and non-spatial data sets and coordination of data quality and flow ■ Develop, implement and assess probabilistic linkages and deduplication between and within datasets ■ Design and implement new applications and provide support and maintenance of existing applications ■ 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 ■ Maintain quality and strict confidentiality of information collected ■ Develop an application programming interface (API) to allow electronic data exchange (EDI) between various data systems

#### Minimum requirements and key competencies

■ Masters /Honours Degree in Science or Epidemiology or Statistics or Information Management System/Database and Programming or Data Science or other health related discipline ■ 5 years' experience in database management in health sector environment ■ Experience with data management software, particularly database development, probabilistic linkages, and automated report generation ■ Understanding of TB coding and medical terms (desirable) ■ Knowledge of statistical packages eg. R, STATA, and/or python ■ 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 Kgaugelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR EMERGING ZOOONOTIC AND PARASITIC  
DISEASES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT: 12  
MONTHS)  
PAY GRADE: MSE  
REFERENCE NUMBER: NICDCDC0424/001-01

**To assist in the management of proficiency testing program for high consequence pathogens (including viral haemorrhagic fevers, mpox) including the development, production and quality assurance of such materials.**

#### Key Job Responsibilities

■ Conducts research under supervision of Medical Scientist Senior ■ Co-supervision of small projects (for example optimization of viral culturing protocols, culturing of batches of viruses, inactivation and safety testing of viral material for proficiency testing panels) ■ Conducts tests and procedures independently ■ Contributes to laboratory administration (e.g. records, procurement, stock, control and equipment maintenance) and ensure that maintenance logs/corrective action reports completed according to set requirements ■ Records completed in accordance with current policies/procedures and relevant SOP ■ Ensure that maintenance logs are accurate, up to date accessible and retrievable ■ Perform equipment maintenance ■ Participate in Quality Management (particularly ISO17043:2023) ■ Liaise with stakeholders for management of proficiency testing program including management of import and export permit applications ■ Develop and present at reports to relevant stakeholders as required.

#### Minimum Requirements and Key Competencies

■ BSc Honours in Medical Science or relevant field ■ HPCSA registration as a Medical Scientist desirable ■ Knowledge of laboratory biosafety and biosecurity measures, and knowledge of biosafety level 3 and biosafety level 4 practices ■ Experience in biocontainment laboratory practice is desirable ■ Experience in mammalian cell culture procedures required ■ Experience in viral culture required ■ At least 1 scientific research abstract ■ Involvement in development and validation of either 1 new diagnostic methodology or significant modifications to existing applications or procedure ■ Writing of grant proposals ■ Knowledge of laboratory instruments ■ Writing of publications ■ Preparation and presentation of lectures, reports ■ Knowledge of quality control in the laboratory, experience recommended ■ Knowledge and experience in Good Laboratory Practice ■ Knowledge of the application of research methodology ■ Active participation in maintaining SANAS accreditations and knowledge of ISO17043:2023 ■ Presentation at local conferences/research days or forums ■ Good scientific writing and communication skills ■ Troubleshooting skills ■ Attention to detail ■ Interpersonal skills ■ Computer literacy ■ Data analysis and interpretation skills ■ Good time and project management skills ■ Good interpersonal skills. ■ Willing to work in biocontainment laboratories including biosafety level 4.

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



BUSINESS UNIT: NICD  
DISCIPLINE: SEQUENCING CORE FACILITY  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST ((FIXED TERM CONTRACT: 12 MONTHS)  
PAYGRADE: MSI  
REFERENCE NUMBER: NICDCDC0424/001-01

**To provide technical and scientific support to the Sequencing core facility and ensure that the facility constantly provides a high quality and efficient service.**

**Key Job Responsibility:**

■ Apply quality assurance processes and standard operating procedures in order to ensure that the Sequencing core facility is constantly able to provide a high quality, cost effective and efficient service ■ Manage and process high sample volumes in a sequencing laboratory environment, conducting tests and/or procedures independently, interprets and authorizes results ■ Participate in research and development to assess the appropriateness of Next Generation Sequencing (NGS) applications improving on existing protocols and optimizing new applications ■ Participation in Quality Management which includes identification and addressing quality related problems while actively contributing to upholding our SANAS 17025 accreditation standards. ■ Monitors and manages sequencing requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Perform primary analysis on data produced from NGS systems.

**Minimum requirements and Key Competency:**

■ MSc / M.Tech in Molecular Biology, PhD will be an added advantage ■ >3 years molecular biology experience ■ Experience in Next-generation sequencing (NGS) including operating NGS instruments will be an advantage ■ Previous experience in a research laboratory is essential ■ Experience with primary analysis on data produced from NGS systems will be an added advantage ■ Working knowledge of principles of good laboratory practice ■ Working knowledge of Accreditation principles ■ Ability to work under pressure with minimal supervision ■ Ability to optimize processes to achieve maximum efficiencies ■ Time management skills ■ Report writing skills ■ Computer literacy ■ Planning and organizing ■ Interpersonal skills ■ Management and administrative skills ■ Research funding appropriation skills.

**Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)**

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: EPIDEMIOLOGIST: **FIXED TERM CONTRACT: 12 MONTHS**  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0424/001-02

**Provide epidemiology expertise for HIV and STI surveillance activities undertaken by the Centre for HIV and STI.**

#### Key Job Responsibilities

■ Participate in the design, implementation and management of HIV and STI surveillance activities, predominantly within the HIV Drug Surveillance, Case Surveillance and STI sections ■ 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 meeting and trainings ■ Provide supervision and management of staff and participate in teaching and training within and outside NICD.

#### Minimum requirements and Key Competency

■ MSc Epidemiology and Biostatistics or MPH (Epidemiology focus) or MMed (Public Health) or MBChB and MPH ■ 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 ■ Knowledge of epidemiology and statistical methods ■ Computer literacy and high levels of competence with data management programmes (Excel, Access, SQL, etc.) ■ Knowledge of statistical analysis programmes (Stata, SAS) and or GIS ■ Understanding of the HIV epidemic in South Africa ■ South African driver's license (Code B) ■ 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 ■ Expected to travel outside Gauteng to provide technical support.

**Enquiries may be directed to Palesa Nong @ 011 386 6425, e-mail application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)**