

NOVEMBER 2024**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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
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 filling of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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: 22 NOVEMBER 2024

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BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTHCARE -ASSOCIATION INFECTIONS ANTIMICROBIAL RESISTANCE AND MYCOSES (CHARM)
LOCATION:	SANDRINGHAM
POSITION:	EPIDIMIOLOGIST (ENTRY) x2 (READVERTISEMENT)
PAYGRADE:	D1
REFERENCE NUMBER:	NICDCDC1124/002-01

The Centre for HAIs, AMR and Mycoses focuses its efforts on healthcare-associated infections, antimicrobial resistant infections and mycoses. The Epidemiologist will develop an epidemiology-focused research/public health agenda for the Centre, introduce and maintain new and existing surveillance and research projects, assist in epidemiological investigation of disease outbreaks and provide epidemiological support to laboratory staff.

Key Job Responsibilities

- Support the activities of the Centre for Healthcare-Associated Infections, Antimicrobial Resistance, and Mycoses (CHARM) with a focus on epidemiological expertise, including outbreak detection, response coordination in the field, and maintaining close communication with all key stakeholders.
- Lead the development and implementation of laboratory-based early warning systems for healthcare-associated outbreaks, including the analysis of communicable disease data to identify trends and trigger timely responses.
- Generate, interpret, and analyse data from public health surveillance programs and epidemiological studies to ensure the availability of accurate information for public health action and decision-making.
- Enhance systems for accessing National Health Laboratory Service (NHLS) and private laboratory data for epidemiological applications, with a focus on surveillance, data integration, and outbreak response.
- Deliver training on epidemiological methods, surveillance strategies, and outbreak response to relevant audiences to enhance skills, build capacity, and raise awareness.
- Provide oversight and mentorship to support staff involved in epidemiological studies, outbreak investigations, and public health surveillance programs, ensuring quality and accuracy in all project outputs.
- Provide field supervision and training for new NICD South Africa Field Epidemiology Training Programme (SA-FETP) residents during outbreak investigations. Assist residents in developing monthly reports on diseases of public health importance and contribute to the teaching and mentorship within the SA-FETP long and short courses.
- Keep abreast of emerging research, methodologies, and technologies in epidemiology and public health. Engage in relevant research activities and contribute to scientific publications, including peer-reviewed journals and NICD platforms such as the website and surveillance bulletins.
- Comply with all reasonable and lawful instructions from management, ensuring that activities align with organizational goals and standards.

Minimum Requirements and Key Competency

- MSc in Public health and/or MPH Field Epidemiology
- Valid Driver's license
- 3 – 5 years field experience in outbreaks
- 3-5 years' experience with laboratory data analysis
- Sensitivity and understanding in communication and unpleasant news
- Management and administration experience
- Research experience
- Skilled in field epidemiology and application of epidemiological skills to the public health laboratory
- Knowledge of and insight into laboratory practice
- General management and administration
- Knowledge of and insight into NHLS and NICD laboratory practice
- Assertiveness / firm
- Planning and Organising
- Deadline driven
- Attention to detail
- Computer Literacy
- Communication Skills (verbal and written)
- Problem – solving skills
- Attention to detail
- Ability to work under pressure
- Interpersonal skills
- Time Management
- Research Skills
- Planning, organizing and process management (Essential)
- Analytical skills (Essential).

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to Recruiter2@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC & PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – UNTIL 30
SEPTEMBER 2025)
PAYGRADE: MSI
REFERENCE NUMBER: NICDCDC1124/002-01

This position will contribute to laboratory investigation and quality management of laboratory services for viral hemorrhagic fevers, human rabies, mpox and other emerging zoonotic viral diseases of public health concern in South Africa.

Key Job Responsibilities

- Contribute to routine diagnostic testing (including interpretation of results and reporting) for viral haemorrhagic fevers, human rabies, mpox and other emerging zoonotic viral diseases including PCR and serological testing under supervision
- Contribute to research projects and peer-review papers under direction
- Contribute to training and co-supervision of staff, intern scientists, technologists and students including involvement in the development and delivery of training programs and /or other tools as required
- Provide input into changes, enhancements to SOPs, contribute to record keeping associated with quality management including maintenance and administration carried out according to internal and external requirements
- Participation in development and validation/verification of new tests
- Producing standard and complex reports
- Presents at meetings, national and/or international conferences/research days/forums, as required

Minimum Requirements and Key Competency

- MSc or equivalent in Medical Science or relevant field/PhD
- Three (3) experience as a scientist
- Registration with HPCSA in field of virology or molecular biology recommended but not required
- Project leader on at least 1 project protocol with evidence of co-managing project finances
- At least 1 peer reviewed journal manuscript/s or book chapters as first author or at least 2 co-authored publications
- Present at national (2 presentations) and international (1 presentation) presentations
- Experience with viral culture and cell culture required
- Experience with recombinant DNA technology including molecular cloning and sequencing methods
- Experience with recombinant antigen expression in at least one expression system. Knowledge of different protein expression systems recommended.
- Analytical skills
- Communication skills
- Good problem solving skills
- Attention to detail
- Ability to work under pressure
- Willingness to work in high and maximum containment laboratories
- Willingness to be trained to work in biocontainment laboratories (i.e. biosafety level 3)

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC & PARASITIC DISEASES,
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – UNTIL 30
SEPTEMBER 2025)
PAYGRADE: MSE
REFERENCE NUMBER: NICDCDC1124/002-02

To conduct research relevant to the pathology discipline, as well as to teach and train students to conduct molecular surveillance and to assist in troubleshooting related to molecular surveillance

Key Job Responsibilities

■ Conducts research under supervision of a Principal Medical Scientist/Pathologist ■ On the bench training for the Intern Scientists, Technologists and Technicians ■ ■ Conducts tests and procedures independently ■ Contributes 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.

Minimum Requirements and Key Competency

■ BSc Honours/ MSc in Medical Science ■ ■ Registration with HPCSA in field of microbiology or molecular biology recommended but not required ■ At least 1 scientific research abstracts or published article ■ Involvement in the development & validation of either 1 new methodology or significant modifications to existing applications/procedures ■ Knowledge of laboratory instruments ■ Knowledge of writing grant proposals & publications ■ Active participation in maintaining SANAS accreditation ■ Knowledge of method validation and research methodologies ■ Quality control in the laboratory ■ Communication skills ■ Troubleshooting skills ■ Scientific writing skills ■ Data analysis and interpretation skills Attention to detail ■ Ability to work under pressure ■ Presentation at local conferences/ research forums ■ Computer Literacy 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: DATABASE ADMINISTRATOR (FIXED TERM CONTRACT – UNTIL 30
SEPTEMBER 2025)
PAYGRADE: C1
REFERENCE NUMBER: NICDCDC1124/002-03

To ensure that data processes for the Science Communication Office are effectively managed, monitored and stored to ensure timely reporting. To administer data to the highest standards.

Key Job Responsibilities

■ Ensures systematic collection, coding and capturing of the data ■ Develops QA programmes for coding and capture data in accordance with ethical and GCP requirements and SOP's ■ Develops, implement and maintain all data systems related SOP's ■ De ■ Provides effective import and export of data for purpose and other request from approved external and internal clients ■ ■ 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 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 departments to ensure optimal performance and availability of the systems.

Minimum Requirements and Key Competencies

■ National Diploma in Information Management System/Database and Programming (NQF Level 6) ■ 2 years' experience in database management ■ 1 year IT technical background ■ Database management in health-related environment ■ Understanding of coding and medical terms ■ Knowledge of statistical Packages e.g. 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 Kgagelo Mkwazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (FIXED TERM CONTRACT – UNTIL 30
SEPTEMBER 2025)
PAYGRADE: D1
REFERENCE NUMBER: NICDCDC1123/002-04

To establish and manage the National Institute for Communicable Diseases Science Communication Office. The role of the Project Manager is to plan, execute and finalise projects according to strict deadlines and within budgets.

Key Job Responsibilities

■ Direct and manage the Science Communications Office projects in support of the monitoring and evaluation of the National Institute for Communicable Diseases research activities ■ Define project scope, goals and deliverables/objectives that support M&E and stakeholders including at a National and International level ■ Develop full scale project plans and associated communications documents aligning to the objective of the Institute ■ Effectively communicate or liaise with project team members and stakeholders about project expectations and progress timeously ■ Estimate the project resources and participants required to effectively achieve project goals as well as coordinating the efforts of the team members and third party partners or consultants in order to deliver projects according to plan ■ Draft and Submit Budget proposals and recommend or advice on subsequent budget changes as and when required as well as taking full responsibility and accountability of the allocated budget to ensure cost effective spending ■ Delegate and supervise tasks and responsibilities to project team members to ensure that project goals and objectives are met within time frames ■ Identify and manage project dependences and critical path ■ Plan, schedule and track project timelines, milestones and deliverables using appropriate tools ■ Develop and deliver projects progress reports, proposals, requirements documentation and presentations ■ Determine the frequency and content of status reports from the project teams analyse results and troubleshoot problem areas ■ Proactively manage changes in project scope, identify potential crises, and devise contingency plans ■ Address and resolve any issues or conflicts that arise during the project to keep it on track

Minimum Requirements and Key Competencies

■ Degree in Business Management / Public Health (NQF Level 7) ■ Project Management Certificate (essential) ■ 6 years in Project management ■ 6 years' experience in project management environment of which 3 should be as Project Lead ■ Monitoring & Evaluation knowledge in the medical laboratory / pathology related ■ Project Management skills ■ Analytical skills ■ Planning and Organising skills ■ Attention to detail ■ Budgeting skills ■ Extensive Computer literacy (statistical packages, Access, LIMS) ■ Negotiation skills ■ Problem solving ■ Negotiation skills ■ Ability to work in a team.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST (FIXED TERM CONTRACT – UNTIL 30 SEPTEMBER 2025) WITH THE POSSIBILITY OF EXTENSION FUNDING PERMITTING
PAYGRADE: D1
REFERENCE NUMBER: NICDCDC1124/002-05

To provide support for all the activities of the Data for Health Initiative with specific reference to Curriculum development of Data to Policy (D2P) training; scientific writing training; capacity building for the Public Health Bulletin and training, teaching and supervision of SAFETP residents

Key Job Responsibilities

■ Curriculum development and organisation of Data to Policy training, scientific writing and capacity building for the Public Health Bulletin
■ Provide written reports of the training for D2P training, scientific writing and PHB training and to measure the impact of training and interventions
■ Develop and maintain a log/database of all training and publications of the Public Health Bulletin and policy briefs ■ Provide support for final editing of reports for grammar and scientific integrity of the various initiatives ■ Work in liaison with the program officers to develop manuscripts for various projects and ensure timely submission of papers for publication ■ Train the appropriate audiences on scientific writing in order to enhance the general awareness and transfer skills ■ Contribute to the teaching within the SAFETP long and short courses ■ Generate reports, interpret data and provide analyses to ensure that accurate data is available for trend analysis and management decisions ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■ Comply with any reasonable and lawful instruction issued by the respective managers.

Minimum Requirements and Key Competencies

■ MSc in Public Health and/or MPH Field Epidemiology or equivalent ■ Valid driver's license [Code E / EB] ■ Three (3) years field experience in teaching/training ■ Project management and administrative experience ■ Research experience ■ Additional training and experience in Scientific Writing, Research, and Research Analytics is required (desirable) ■ Additional training and experience in Economic analysis (desirable) ■ Skilled in epidemiology and application of epidemiological skills to the public health laboratory ■ Knowledge of and insight into laboratory

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BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (FIXED TERM CONTRACT – UNTIL 30
SEPTEMBER 2025 - RENEWABLE)
PAYGRADE: C4
REFERENCE NUMBER: NICDCDC1124/002-06

Provide project management/coordination expertise to reach the project targets and timelines and ensuring high quality of data received.

Key Job Responsibilities

- Implement and coordinate clinical trials, observational, research studies and surveillance projects in accordance with all relevant guidelines, legislation and standard operating procedures (SOP) and oversee the applicable projects in order to ensure that correct procedures are followed.
- Develop a detailed project plan to implement, monitor and track progress; track project/s performance, specifically to maintain successful completion of short and long-term goals.
- Monitor the progress of the studies against the project plan and performance indicators for timeliness, quality and budget
- Develop spreadsheets, diagrams and process maps to document requirements for successful project implementation and completion.
- Create and maintain comprehensive project documentation, including project files to comply with GCP and research ethics.
- Coordinate the drafting, review, finalisation and submission of project protocol, training materials, SOP, manuals of operations, and other necessary study documentation.
- Train study staff on procedures (where within scope).
- Draft weekly, monthly, annual and ad hoc progress reports.
- Report progress to the internal project team and stakeholders.
- Identify risks, and develop and implement plans to mitigate risks in collaboration with team members and other stakeholders.
- Act as a daily point of contact for all stakeholders.
- Manage and promote good relationship with all stakeholders.
- Manage project logistics, including procurement, stock and sample transport, travel arrangements, etc.
- Schedule meetings and take minutes (operational, steering, technical, scientific committee meetings, etc.).
- Report and escalate problems to management as needed.
- Perform site visits for staff training and project monitoring.
- Perform other related duties as assigned.

Minimum Requirements and Key Competencies

- Degree in relevant health sciences degree [e.g. nursing, clinical associate, occupational therapist, physiotherapist, (bio)medical science] (NQF Level 7) (essential)
- Project Management Certificate (essential)
- Registration with the appropriate regulatory board (essential)
- Valid driver's license (essential)
- 2-3 years post qualification experience in clinical trials and project management
- BSc(Hons) Public Health or Epidemiology (desirable)
- Valid good clinical practice certificate (desirable)
- Experience in supervision of staff (essential)
- Experience in budget management (desirable)
- Knowledge of good clinical practice
- Knowledge of clinical trial management
- Knowledge of REDCap
- Computer literacy
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Attention to detail
- Project management skills
- People management skills
- Administrative skills
- Research Skills.

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (BIO INFORMATICS) (FIXED TERM CONTRACT
12 MONTHS)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC1124/002-07

To apply specialised knowledge to conduct bioinformatics analysis for pathogens of interest in the centre, in both surveillance and research activities in line with the strategic objectives of the centre, in order to improve knowledge and provide conceptual thinking and understanding of health related issues.

Key Job Responsibilities

■ Perform bioinformatics analysis and interpretation on data produced from next generation sequencing systems ■ Conduct and publish relevant NGS research for respiratory and meningitis pathogens of public health importance ■ Contribute to research and funding applications in the area of NGS and data analysis ■ Generate data analysis reports and perform custom analysis ■ Manage and maintain high quality sequence data and metadata ■ Participate in and co-ordinate training initiatives to build bioinformatics capacity in-country and in Africa ■ Establish relationships and liaise with partners (e.g. WHO AFRO, CDC, ASLM) who provide training support (surveillance, testing, sequencing etc.) for respiratory pathogens surveillance in the region ■ Manage bioinformatics projects to ensure objectives of ongoing studies are achieved ■ Contribute to total quality management of genome data and data systems to ensure accurate and reliable results.

Minimum requirements & key competencies

■ MSc in Bioinformatics or related relevant scientific field ■ Minimum of 2-3 years of experience in a research/surveillance/public health laboratory working with large volume next-generation sequencing data analysis ■ Experience with relevant sequence analysis tools/best practices ■ Experience in molecular biology or microbiology ■ Bioinformatics analysis and scripting experience ■ Ability to work with funding partners including international collaborators ■ Experience in training and capacity building ■ Method/pipeline/workflow validation ■ Research methodology ■ Scientific writing skills ■ Computer literacy ■ Communication skills (verbal and written) ■ Innovation and problem solving skills ■ Good interpersonal skills and able to work within a multidisciplinary team ■ Data management, analysis and interpretation skills ■ Pays attention to detail ■ Able to work flexible hours (including public holidays and weekends) as needed e.g. in the event of an outbreak.

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BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	FINANCIAL ACCOUNTING MANAGER (FIXED TERM CONTRACT: 12 MONTH)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC 1124/002-08

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 and reconciliations to the grants management
- 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 @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
 DISCIPLINE: CENTRE FOR HIV AND STI
 LOCATION: KWAZULU-NATAL
 POSITION: CASE SURVEILLANCE TRAINER (READVERTISEMENT)
 PAY GRADE: C3
 REFERENCE NUMBER: NICDCDC 0524/001-04

Provide support for training, mentoring and coaching for health staff of public sector to improve the Case Surveillance uptake and contribute to the implementation, co-ordination, training, mentoring and coaching for health practitioners in the public sector to improve the uptake of Case Surveillance as defined in the relevant regulations.

Key Job Responsibilities

- Establish case surveillance system networks and foster good working relationships with case surveillance key role players from provincial to district and facility levels, to ensure the smooth implementation and running of the case surveillance system within the provinces
- Play a key role in the implementation and establishment of an integrated national case surveillance system at facility and district levels
- Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of case surveillance data to the public sector information/data
- Maintain close liaison with all relevant case surveillance personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and HIV-related programmes at district, sub-district and facility levels to enhance reporting of HIV and HIV-related conditions and feedback thereof
- To develop case surveillance related training materials together with the case surveillance team. To routinely train health staff in public sector on the utilization of case surveillance to enhance the management of people living with HIV
- mentor and coach Health Care Workers in the process and use of the case surveillance system
- To support and track performance of the case surveillance system
- Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies
- To act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the case surveillance system
- Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the case surveillance system including SOPs for data collection, collation, analyses, interpretation and dissemination are adequately disseminated to all relevant users by using the systems and channels already existing within the provinces
- Provide support in the implementation of such SOPs by provincial DOH at district and facility level
- Trouble shoot and provide guidance to various stakeholders on the implementation and use of the case surveillance system
- In close collaboration with the case surveillance team, ensure optimum data quality and timely analyses of surveillance data
- Benchmark the case surveillance system against local best practice to ensure alignment with national standards and regulations.

Minimum requirements and key competencies

- 4 years degree/diploma in Nursing
- Registration with SANC
- Driver's License
- 5 years of relevant working experience
- Experience in Project (Desirable)
- Experience in training diverse audiences
- Presentation skills
- Nursing Principles
- Knowledge of SA DoH systems at district and local levels
- Computer literacy in database and word processing
- Good Communication skills
- Ability to work under pressure
- Interpersonal Skills
- Time management
- Attention to detail
- Planning and organizing skills
- Project management skills



NATIONAL HEALTH
LABORATORY SERVICE

Enquiries may be directed to Palesa Nong @ 011 386 6425, e-mail application to Recruiter3@nicd.ac.za

VACANCY