

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, drivers 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: 8 NOVEMBER 2024

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BUSINESS UNIT: NICD

DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE (GERMS-SA laboratory and syndromic surveillance)

LOCATION: **NORTH WEST (KLERKSDORP AND TSHEPONG HOSPITALS)**
Based in NW but also responsible for FS and NC and other provinces
Depending on operational requirements

POSITION: FIELD PROJECT COORDINATOR (READVERTISEMENT)

PAY GRADE: C3

REFERENCE NUMBER: NICD0924/001-01

GERMS-SA is a national surveillance programme for diseases of public health importance: pneumonia, HIV and AIDS-related opportunistic infections, epidemic-prone diseases, vaccine-preventable and childhood diseases. GERMS-SA covers laboratory-based for specific pathogens and syndromic surveillance for pneumonia and diarrhoea.

We are looking for a dynamic professional nurse with an understanding of epidemiology and strong management skills/experience who will work with a team of medical officers and nurses involved in coordinating the GERMS-SA programme and other projects within the platform. If you are self-motivated, have good attention to detail, have strong management skills, are ready to be part of the GERMS-SA management team, are passionate about public health and epidemiology, enjoy travelling and want to contribute to public health in South Africa, you should apply.

Key Job Responsibilities

- Communicate effectively with national and international partners
- Understand and coordinate all NICD surveillance projects on the GERMS platform (including laboratory-based surveillance, pneumonia surveillance, influenza-like illness (ILI) and diarrhoea surveillance as core projects)
- Manage multiple surveillance sites in multiple provinces and numerous surveillance staff to ensure they are performing their delegated duties and to provide feedback to field surveillance team and management team
- Oversee that sufficient staffing levels are maintained for the project's smooth functioning
- Ensure Performance Management is done and HR issues dealt with through HR policies and processes timeously
- Manage and train a team of surveillance officers and research assistants on projects
- Compile own teaching materials and mark teachings for surveillance staff as part of GERMS-SA teaching when required
- Advise surveillance officers with surveillance related clinical and data queries
- Provide mentoring and skills development for surveillance staff at all levels
- Regular supervision of screening, enrolment and follow up of patients and assist if necessary
- Liaise with site laboratory staff and NICD centre staff regarding results, laboratory testing, stock etc.

■Review clinical case report forms for consistency and accuracy and ensure surveillance staff resolve queries timeously ■Follow up surveillance cases telephonically for certain organisms ■Be available for relevant and regular meetings locally and at NICD or other sites as well as arrange and hold/ chair weekly teleconferences with subordinates and management teams and take minutes ■Assist with site visits at enhanced and non-enhanced sites and do surveillance officer audits ■Update case report forms and instruction sheets ■Assist with organising and running surveillance officer meetings and assist with Surveillance Reviews ■Compile surveillance reports ■Assist with obtaining ethics approval and permissions for surveillance and research projects ■Update and write SOPs as well as supervise surveillance staff to accurately follow SOPs and study objectives pertaining to the different studies ■Present surveillance findings at national and international conferences and meetings, participate or lead in manuscript writing ■Understand and interpret epidemiological surveillance data for action as required.

Minimum requirements & key competencies

■Four-year Nursing degree/diploma (including midwifery)/ B Tech nursing ■Registration with SANC as a PROFESSIONAL/REGISTERED nurse ■Five years post-qualification clinical experience ■At least three years' clinical research/surveillance and knowledge of study protocols ■At least three years' experience in management/ leadership roles ■Self-motivated and able to work independently ■Strong management skills with experience in managing conflict ■GCP compliant ■Project management skills ■Communication skills: excellent English language proficiency (verbal and written; good telephone manner) ■Independently able to set and mark training/ teaching materials ■Identify gaps in knowledge and train surveillance staff ■Able to trouble shoot independently ■Experience in submitting and following up ethics protocols, updating SOPs ■Driver's license and own vehicle essential ■Attention to detail is essential ■Computer literacy ■Experience in presenting surveillance information to high level stakeholders ■Advantageous: Experience in public health, applied epidemiology and communicable diseases or working towards a Master's in Public Health/ Epidemiology.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE ASSOCIATED INFECTIONS, ANTIMICROBIAL
RESISTANCE AND MYCOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: MSP
REFERENCE NUMBER: NICD0824/001-02 (READVERTISEMENT)

To contribute to the management of the diagnostic service, conducting and communicating research and developing and providing training for healthcare associated infections, antimicrobial resistance and mycology.

Key Job Responsibilities

■ Contribute to the management of diagnostic services for resistant bacterial pathogens, fungal pathogens and pathogens causing healthcare-associated infections by overseeing daily operations of the laboratory/ies; recommending specialized test/ procedure to be used, interpretation, authorization and communication of the results. ■ Uses expertise and specialized knowledge to advise medical professionals on appropriate testing and interpretation of results. ■ Apply expertise in variety of laboratory tests including molecular detection techniques and sequencing, and other testing including culturing of bacteria and fungi. ■ Contribute to the management of the quality system including the implementation of appropriate quality assurance procedures, audit the quality control (QC) results, preventative and corrective actions ■ Contribute to management of SANAS accreditation requirements and support maintenance and expansion of accreditation schedule. ■ Perform independent and collaborative research producing complex and scientific reports and responsible for overall management of multiple research projects, interpretation, techniques, and procedures. ■ Develop and implement proposals/ protocols/ new technologies/ new approaches ■ Publish peer-reviewed articles and participate in scientific forums such as conferences ■ Involved in development of research grant funding applications and the management of such grants ■ Training and formal supervision of staff and students at all levels.

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science or relevant field/ PhD preferred ■ Registration with HPCSA (Microbiology) required ■ ≥ 5 years' experience as scientist; at least 1 year laboratory management experience ■ In depth knowledge of bacterial, fungal diseases, antimicrobial resistance and healthcare-associated infections required ■ Experience with implementation of ISO15189 required ■ Demonstrate track record of scientific writing and scientific communication at conferences (≥10 and at least 2 first or last author research focused ■ ≥10 conferences proceeding (at least ≥2 international) ■ Successfully supervise /co-supervise BSc Hons, MSc, MMED, PhD (successful graduation of at least 3 postgraduates and at least 2 currently under supervision/co supervision ■ Excellent communication skills (verbal and written) recommended ■ Good interpersonal skills recommended ■ Analytical thinking with attention to detail is recommended ■ Ability to work within a multidisciplinary team and independently recommended ■ Problem solving skills recommended ■ Ability to work under pressure and dealing with high work volumes while keeping abreast with academic literature recommended.

Enquiries maybe directed to Mammei Hlehli- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: HEAD – INFORMATION TECHNOLOGY
PAY GRADE: D4
REFERENCE NUMBER: NICD1124/001/04

To align technology vision with business strategy of both the NICD and NIOH by integrating company processes with the appropriate technologies. To be responsible for all aspects of developing and implementing technology initiatives within the organization/institute. To provide direction in all technology-related issues in support of information operations and core company values.

Key Job Responsibilities

Strategy and Planning:

■ Participate as a member of the senior management team in governance processes of the organization's architecture, telecommunications, networks, programming, media, and desktops ■ Lead strategic technological planning to achieve business goals by prioritizing technology initiatives and coordinating the evaluation, deployment, and management of current and future technologies ■ Collaborate with the appropriate departments to develop and maintain a technology plan that supports organizational needs ■ Develop and communicate business/technology alignment plans to executive team, staff, partners, customers, and stakeholders ■

Acquisition and development

Assess and communicate risks associated with technology-related investments and purchases ■ Develop business case justifications and cost/benefit analyses for technology spending and initiatives ■ Analyze and improve upon technology standards across the organization to maintain a technological and competitive edge ■ Act as primary liaison for the company's technology vision via regular written and in-person communications with the organization's executives, department heads, end users and external stakeholders ■ Define and communicate corporate procedures, policies, and standards for the organization for acquiring, implementing, and operating new network systems, equipment, software, and other technologies ■ Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems ■

Operational Management

Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations ■ Analyze and improve upon technology standards across the organization to maintain a technological and competitive edge ■ Define requirements for new technology implementations and communicate them to key business stakeholders ■ Creatively and independently provide resolution to technical problems in a cost-effective manner ■ Develop, track, and control the technical services annual operating and capital budgets for purchasing, staffing, and operations ■ Supervise recruitment, development, retention, and organization of all technical staff in accordance with corporate budgetary objectives and personnel policies ■ Ensure continuous delivery of technical services through oversight of service level agreements with end users and monitoring of systems, programs, and equipment performance ■ Ensure equipment, software operations and licensing adheres to applicable laws and regulations ■ Where necessary, oversee and develop patenting of intellectual property, inventions, and business processes ■ Manage all SLA's with service providers ■ Ensure provision of Help Desk service and support.

Leadership and management

Lead and manage the IT Team ■ Ensure IT Team development and training ■ Performance manage and manage talent of the IT Team.

Minimum requirements and key competencies

■ Master's Degree in computer science or business administration ■ 8 years' experience managing and/or directing technological operations ■ 10+ years' experience in IT ■ Experience in strategic technology planning, execution, and policy development ■ Challenges others to develop as leaders while clarifying roles and responsibilities ■ Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change. ■ Builds expert knowledge in our industry and conveys knowledge to others ■ Evokes creative and innovative thinking from team members while helping them to bring their ideas and career plans to fruition ■ Helps to determine new, creative ways to employ teams on projects and distribute responsibilities ■ Anticipates internal clients' needs and proposes alternative business solutions. ■ Continually seeks and capitalizes upon opportunities to increase internal client satisfaction and deepen client relationships ■ Excellent knowledge of technology environments, including telecommunications, networks, programming, media, and desktops ■ Technical experience with systems networking, databases, Web development, and user support ■ Exposure to business theory, business processes, management, budgeting, and business office operations ■ Excellent understanding of project management principles ■ Proven experience in planning, organization, and development ■ In-depth knowledge of applicable laws and regulations as they relate to technology issues. ■ Effectively communicates relevant IT-related information to superiors and peers in other practices ■ Handles difficult personnel situations directly, using appropriate discretion, HR advice, and respect for the individual. ■ Ensures that appropriate network managers are monitoring, analyzing and evaluating performance and working on resolution of identified degradation trends and problem areas (Performance Management). ■ Ensures that support for around-the-clock information transfer, storage, and processing is timely, efficient and meets the service levels required ■ Proven leadership ability ■ Superior analytical, evaluative, and problem-solving abilities ■ Exceptional service orientation ■ Ability to motivate in a team-oriented, collaborative environment ■ Report writing skills.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: PATHOLOGIST
PAY GRADE: PHI
REFERENCE NUMBER: NICD1124/001-05

To contribute to the management of Centre reference laboratories within the framework of a quality system. To ensure that the reference diagnostic and surveillance/ research output is delivered in accordance with the principles of good laboratory practice and to provide a professional consultative service to clinicians and other centre stakeholders. To promote appropriate and cost effective utilisation of laboratory services so as to facilitate optimization of patient management and the public health objectives of the centre. To contribute to training and research outputs.

Key Job Responsibilities

Service

- Responsible for management of centre reference laboratories and supervision of laboratory staff in collaboration with the laboratory managers
- Contribute to the strategy of the centre as a member of the centre management team
- Responsible for implementation of short and longer term laboratory surveillance and research projects
- Support and/or coordinate national stock culture collections
- Provide expert advice to all internal and external customers in order to resolve clinical, reference diagnostic and infection outbreak-related queries and concerns in a professional and timely manner and responds to complaints about any aspect of the pathology service output in a professional and timely manner to promote sound customer relations
- Provide input into changes and improvement to SOPs
- Contribute to the adherence and compliance to quality systems in the centre to comply with SANAS requirements and ensure continuous quality improvement
- Comply with the principles of good laboratory practice, full SANAS accreditation requirements and relevant legislation
- Validate new instruments/tests for laboratory or national programmes.

Teaching and Training

- Teach and train pathology staff (Registrars, Scientists, Technologists, Technicians) and other healthcare workers
- Work with the team to coordinate teaching modules
- Contribute to the departmental CPD-accredited programmes
- Be involved in under graduate and post graduate teaching.

Research and surveillance

- Seek external funding for surveillance and research
- Responsible to design, implement and report on relevant surveillance programmes at a national and international level in collaboration with centre epidemiologists
- Conduct infection outbreak investigations in collaboration with centre epidemiologists and advise on appropriate reference laboratory investigations
- Conduct research in order to contribute to publications and other technical/scientific outputs and towards translation of policy and service
- Collaborate with other departments/ organisations at a national and international level and represent the NICD on national and international working groups/ committees.

Minimum requirements and Key Competencies

■ Medical degree plus FCPATH or MMed in microbiology or clinical pathology (essential) ■ MSc or PhD in clinical microbiology or a related field (desirable) ■ Post-graduate qualification in epidemiology or infection control (desirable) ■ Registration with the HPCSA as a pathologist in

microbiology or clinical pathology (Independent practice category) ■ At least 3 years' experience as pathologist consultant; at least 1 year of laboratory management experience ■ Successfully supervised undergraduate and post graduate students (BSc-Hons, MSc, MMed, PhD) ■ Evidence of peer recognition such as invitations to national conferences/ working groups and to review manuscripts for journals. ■ An active NRF rating would be an advantage ■ Active as a co-investigator/collaborator on research projects ■ Familiar with laboratory safety procedures ■ Working knowledge in medical conditions, in particular clinical pathological correlation ■ Principles of analytical methodology ■ Laboratory quality assurance processes ■ Method validation including statistical calculations ■ Familiar with the principles of applied research methodology with evidence of at least 3-5 peer reviewed publications in clinical microbiology over last 3 years (average 1-2 per year) ■ Practical laboratory techniques where relevant ■ Computer literacy ■ Communication skills ■ Presentation skills ■ Analytical and diagnosing ■ Problem solving.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: MANAGER: FINANCE AND ADMINISTRATION
FIXED TERM CONTRACT – 36 MONTHS
PAY GRADE: D2
REFERENCE NUMBER: NICD1124/001-06

To manage and oversee the corporate finance and administration support service of the NICD in line with business requirements and needs.

Key Job Responsibilities

■ Implement and communicate all NICD and NHLS policies, systems, procedures and internal controls to ensure smooth operation of the NICD and compliance with audit requirements ■ Facilitate the development and implementation of branch business plans and budgets to ensure NICD compliance with National Strategic requirements and objectives ■ Monitor, control and report on financial performance of the NICD against the budget to ensure cost effective, efficient service that is compliant with PFMA requirements ■ Responsible for preparation of the NICD budget ■ Review, recommend and report on capital expenditure for authorisation by the Executive Director to ensure that expenditure remains within allocated budget and is distributed equally between various business units in the NICD ■ Facilitate the implementation of Service Level Agreements (SLA's) and contracts to ensure that the needs of customers and NICD business objectives are met. ■ Manage and oversee the overall financial systems of the NICD in accordance with the NHLS rules, policies and procedures ■ Contribute to the strategic imperatives of the NICD. ■ NICD grant related financial management ■ Manage and oversee the entire procurement function for the NICD in line with regulatory requirements and business needs ■ To ensure that staff have adequate training to conduct respective duties ■ Manage and oversee the stores and receiving offices ■ Manage and oversee the General Services (including Facilities, Security, Cleaning Services) of the NICD in order to support logistical business needs and improve overall efficiency of the NICD ■ Control flow management to ensure the availability of funds to meet the needs of the business ■ Responsible for all financial internal and external audits for NICD ■ Design and support the preparation of budget requirements for NAPHISA. ■ Engage in ad-hoc duties as allocated by Executive Director.

Minimum Requirements and Key Competency

■ Three year degree in Financial management or Accountancy ■ Honors degree in Financial Management or Accountancy (desirable) ■ 8 to 10 years post qualification experience in Financial and General Management. ■ Demonstrated Leadership and Supervisory experience. ■ Project Management skills ■ Completed articles at an Audit firm (Signed off by SAICA) (desirable) ■ Knowledge of PFMA Regulations ■ Knowledge of external grant management ■ Knowledge of IT Systems ■ Knowledge of HR Policies and relevant legislature ■ Basic knowledge of networks and laboratory IT systems ■ Knowledge of procurement policies and principles ■ General Management – of security, transport, facilities etc. ■ In-depth knowledge of Financial Principles ■ Knowledge of Financial Analysis. ■ Interpersonal skills ■ Problem solving skills ■ Excellent work ethic ■ Deadline driven ■ Attention to detail. ■ Advanced excel skills. Advanced reporting skills.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI and CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: CENTRE HEAD *2
PAYGRADE: PHP FOR PATHOLOGIST
REFERENCE NUMBER: NICD1124/001-07

To provide administrative and scientific leadership, management and strategic direction for the centre 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:

- Pathologist responsible for management of a unit / laboratory / facility in collaboration with a lab manager
- Active involvement within the NHLS/ University /Professional bodies promoting discipline and/or organisational strategic objectives at a regional or national level
- Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology)
- Participation in the development of teaching program/modules and/or participation in regional / national discipline specific teaching programs
- Undergraduate and/or postgraduate external examiner (national level)
- Academic curriculum development at local level
- Successfully supervise/co-supervise BSc Hons, MSc, MMED, PhD (Successful graduation of at least 3 postgraduates and at least 2 currently under supervision/co-supervision)
- Acting as examiner for CMSA
- Manages several pathologists and/or a large laboratory
- Implements improvements to local / regional laboratory practices or clinical programmes
- Contribute to the development of pathology diagnostic policies and/or responsible for supporting several laboratories and/or providing a referral consultative and/or clinical diagnostic service at a regional level
- Lead the QA team of the Unit/Laboratory to comply with SANAS requirements and ensure continuous quality improvement
- Introducing or improving diagnostic and interpretation techniques and procedures
- Evidence of consultation on complex clinical queries locally / regionally
- Validation of new instruments / tests for national programmes (e.g. via HTA)
- Participation in committees, symposia, congresses, working groups (1-2 national conference presentations / year for last 3 years)
- At least 10 Peer Reviewed Publications over last 3 years (avg 3-4 per year), at least 4 as first/senior author. Additional metrics such as h-index, citations, or journal to be included
- Collaboration of research with other departments at a national level
- PI in research projects at local level and PI on national grant
- Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc. (4-8 activities for principal/year; sustained over 3 years).

Minimum Requirements and Key Competencies

- Medical Qualification –Mmed/FC-Path HPCSA registered specialist or PHD in Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology
- Additional research degree (desirable)
- At least 5 years' experience as pathologist consultant; at least 1 year laboratory management experience
- Knowledge of General Medical virology
- Knowledge of principles and practice of all diagnostic virology laboratory methods
- Knowledge of principles and practice of all diagnostic virology laboratory methods
- Knowledge of Statistics and assay validation
- Knowledge of research methodology
- Knowledge of Disease surveillance and outbreak investigation
- Knowledge of HIV patient management and laboratory support
- Quality assurance
- Laboratory management
- Scientific writing
- Interpretation of tests results
- Informal or small group teaching
- Preparation and delivery of formal lectures
- Time management skills
- Report writing skills
- Computer literacy
- Planning and organising
- Interpersonal skills
- Management and Financial skills.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: MSP
REFERENCE NUMBER: NICD1124/001-08

To contribute to the management of the diagnostic service, conducting and communicating research and developing and providing training for viral haemorrhagic fevers, arboviral disease and rabies.

Key Job Responsibilities

■ Contribute to the management of diagnostic services for viral haemorrhagic fevers, arboviral disease and human rabies by overseeing daily operations of the laboratory/ies; recommending specialized test/ procedure to be used, interpretation, authorization and communication of the results. ■ Uses expertise and specialized knowledge to advise medical professionals on appropriate testing and interpretation of results. ■ Apply expertise in variety of laboratory tests including molecular detection techniques and sequencing, different serological platforms and virological testing including culturing of viruses in different systems ■ Contribute to the management of the quality system including the implementation of appropriate quality assurance procedures, audit the quality control (QC) results, preventative and corrective actions ■ Contribute to management of SANAS accreditation requirements and support maintenance and expansion of accreditation schedule ■ Contribute to the management of high and maximum containment laboratory facilities ■ Perform independent and collaborative research producing complex and scientific reports and responsible for overall management of multiple research projects, interpretation, techniques, and procedures ■ Develop and implement proposals/ protocols/ new technologies/ new approaches ■ Publish peer-reviewed articles and participate in scientific forums such as conferences ■ Involved in development of research grant funding applications and the management of such grants ■ Training and formal supervision of staff and students at all levels.

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science or relevant field/ PhD preferred ■ Registration with HPCSA (virology) required ■ ≥ 5 years' experience as scientist; at least 1 year laboratory management experience ■ Experience in working in high and/or maximum containment laboratories required ■ Knowledge of viral haemorrhagic fevers, arboviral disease and rabies required ■ Experience with implementation of ISO15189 required ■ Demonstrate track record of scientific writing and scientific communication at conferences (≥10 and at least 2 first or last author research focused ≥20 and at least 8 first or last author, ■≥10 conferences proceeding(at least ≥2 international) ■ Successfully supervise /co-supervise BSc Hons, MSc MMED PhD(successful graduation of at least 3 postgraduates and at least 2 currently under supervision/co supervision ■ Excellent communication skills (verbal and written) recommended ■ Good interpersonal skills recommended ■Analytical thinking with attention to detail is recommended ■Ability to work within a multidisciplinary team and independently recommended ■ Problem solving skills recommended ■ Ability to work under pressure and dealing with high work volumes while keeping abreast with academic literature recommended.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
 DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
 LOCATION: SANDRINGHAM
 POSITION: MEDICAL OFFICER
 PAY GRADE: D2
 REFERENCE NUMBER: NICD1124/001-09

To contribute towards diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed

Key Job Responsibilities

- Initiate and supervise outbreak verification and investigations and participate in interpretation of findings as part of the Outbreak Response sub-division of 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 Outbreak 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 analyze, interpret research data. ■ Assume delegation of responsibility if Head of ORU unavailable. ■ Assist with teaching and supervision of trainees who spend time in outbreak response and external stakeholders as required. ■ Monitor and report on call phone and outbreak logs, as part of the unit's event-based surveillance. ■ Contribute to outbreak relevant internal publications ■ Collaborate with CEZPD and other centres in investigating clinical queries and relevant documentation (alerts, FAQs, guidelines) as required. ■ Participate in all phases of EOC activity. Including preparing documentation for outbreak preparedness (FAQs, SOPs, guidelines etc.), risk assessment, training NICD and other stakeholders on IMS or disease specific responses, and participation in activated EOC response as required (risk assessment, coordinating call centre, assisting with NICD call phone, maintaining line list/data bases, document control, monitoring and evaluation etc.)

Minimum Requirements and Key Competency

- Medical Doctor (MBBCh/MBChB) ■ Diploma in Tropical Medicine and Hygiene (desirable) ■ Registration with HPCSA as a Medical Doctor
- 1 year experience in public health or communicable diseases or medical microbiology or virology ■ Outbreak response experience, involved in at least one large outbreak responses in the past 24 months ■ experience managing a clinical hotline for infectious diseases queries ■ Project Management Skills ■ Leadership and policy development skills ■ Leading a team ■ Strategic management ■ Troubleshooting Skills, Analytical Skills, Attention to Detail ■ Innovation Skills ■ Budgeting ■ Working with high-level stakeholders ■ Ability to multi-task ■ Mentoring and Coaching.

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTER FOR HIV and STI
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST X 3 (FIXED TERM CONTRACT – 12 MONTHS)
PAYGRADE: MT1
REFERENCE NUMBER: NICDCDC1124/001-01

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 @ 011 386 6425, email application to Recruiter2@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – 12 MONTHS)
(READVERTISEMENT)
PAY GRADE: MSI
REFERENCE NUMBER: NICDCCD0824/001-02

Key Job Responsibilities

■ 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 ■ Conducts tests and/or procedures independently, interprets and authorizes results ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff ■ Maintenance and administration carried out according to internal and external requirements. ■ Participation in Quality Management ■ Maintenance logs are accurate, up to date, accessible and retrievable. ■ Solves standard and complex routine technical problems independently ■ Perform equipment maintenance. ■ Perform root cause analysis. ■ Interprets results of internal and external quality assessment test ■ Ensure compliance with SOP's and non-conformances raised. ■ Verify results/techniques of others in addition to processing own work ■ Active participation in maintaining SANAS accreditation ■ Development and validation of new diagnostic methodology or significant modifications to existing scientific applications/procedures.

Minimum requirements and key competencies

■ MSc or equivalent in Medical Science in relevant field ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA (Virology / Microbiology) ■ Peer reviewed journal manuscript/s or book chapters as first author or co-authored publications desirable ■ Supervision of undergraduate and postgraduate students desirable – BSc Hons, MMed, MSc ■ Producing standard and complex reports ■ Co-managing project finances where applicable ■ Competency evaluations ■ Presentation at national or international forums desirable ■ Knowledge and experience in amplification and sequencing techniques ■ Knowledge of bioinformatics is desirable

Enquiries may be directed to Kgaogelo Mkwanazi @ 011386 6090, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZONOTIC & PARASITIC DISEASES,
SPECIAL VIRAL PATHOGENS LABORATORY (CEZPD)
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – 12 MONTHS)
(READVERTISEMENT)
PAYGRADE: MSI
REFERENCE NUMBER: NICDCDC0824/001-03

This position will contribute to research for the development of immunoreagents, in particular monoclonal antibodies, for Ebola virus. These antibodies may be useful for the development of immunoassays for the laboratory diagnosis of Ebola virus disease. The medical scientist will use recombinant DNA technology, protein expression in different expression systems, cell and viral culture methods in support of the goals of this research.

Key Job Responsibilities

■ Co-manage research and development with a medical scientist or pathologist ■ Contribute to management of grant funding and grant reporting
■ Design workflows and experiments and conduct tests and/or procedures independently, interprets results and troubleshooting as required ■ Publish peer-reviewed articles, producing standard and complex reports. ■ Presents at national and/or international conferences/research days/forums, as required ■ Contribute to management of grant funding ■ Conducts tests and/or procedures independently, interprets results and troubleshooting 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

Enquiries may be directed to Kgaogelo Mkwanazi @ 011386 6090, e-mail application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: **MPUMALANGA: (1 XAGINCOURT: CHC & 1 MAPULANENG)**
POSITION: RESEARCH ASSISTANT X2 **(FIXED TERM CONTRACT: 12 MONTHS)**
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0623/001-04

To assist with the execution of hospital-based/ clinic-based surveillance for respiratory infections and associated special studies, which forms part of the research and surveillance activities of the NICD's Centre.

Key Job Responsibilities

■ Assist the research team with the identification of patient's meeting the surveillance or research study case definition ■ Collect/ Assist the Surveillance Officer with collection of clinical data from patients meeting the surveillance or research study case definitions ■ Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance or research projects ■ Obtain/ assist the Surveillance Officer to obtain informed consent from case patients or their next of kin ■ Receive and courier specimens ■ Trace results of routine investigations such as imaging and laboratory test ■ Assist in preparation of presentations, reporting writing and other projects related topics ■ Assist with maintaining stocks and inventories of surveillance documents ■ Complete surveillance related documentation such as logs and case investigation forms ■ Prepare patient and site study files (including photocopying) ■ Help with the induction and training of new staff to the project ■ Effective team-working with other key surveillance, search and hospital-based staff ■ Attendance at any necessary programme related meetings to review performance with the study team ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance and research-related activities, e.g. special research studies nested within the surveillance programme ■ Perform tasks assigned by the line manager, related to respiratory illness surveillance and research programmes ■ Performance of other study related duties, such a photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■ Follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■ Provide administrative support in all surveillance activities.

Minimum requirements and Key Competencies

■ Grade 12 ■ 6 months' work experience ■ Experience with molecular based tests ■ Communication skills ■ Interpersonal skills ■ Accuracy skills ■ Attention to detail ■ Basic Numeracy skills ■ Listening skills ■ Customer care. ■ Computer skills (word and excel).

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: GRANTS ADMINISTRATOR (**FIXED TERM CONTRACT: 12 MONTHS**)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC1124/001-05

To administer the grants according to the agreements/ conditions of the grant, and that monies are invoiced and collected and reports are submitted timeously in order to adhere to all regulations and stakeholder requirements and NHLS policies

Key Job Responsibilities

■ Ensure that budgets are loaded and expenditure of the grantee is within approved budget to ensure accurate grant management and reporting
■ Follow up and manage grants awarded and distribute funds received to ensure funds are spent within budget in accordance with NHLS and donor requirements
■ Open and close cost centres and to ensure correct fund allocation and project closure based on the agreement
■ Compile, analyse and monitor monthly financial reports for each cost centre, distribute to donors and relevant PI's both internally and externally and monitor spending on grants project
■ Resolve all queries within agreed timeframes and liaise with stakeholders as required ensuring alignment with project agreement
■ Oversee the administration of acquiring assets from ordering to delivery to ensure that research is undertaken within budget and in accordance with stakeholder requirements
■ Perform monthly reconciliations and proper analysis required for accurate reporting to stakeholders
■ Prepare for the audit (internal and external) and assist auditors during the audit period to ensure compliance with requirements
■ Ensure adherence to all required accounting standards including PFMA and GAAP
■ Liaise with the shared Accounts Payable and Accounts Receivable Team to have an overview of payments and invoicing across the Organization
■ Liaise with the shared Account Payable Account Receivable Team to have an overview of payments and invoicing across the Organization
■ Review and approve expenses and raise invoices for donors and allocate funds received accordingly.

Minimum requirements and key competencyies

■ Diploma in Finance or bookkeeping (essential)
■ Financial degree (desirable)
■ Experience with financial management principles; grant management principles; project management principles (essential)
■ Knowledge of financial management principles; grant management principles; project management principles (essential)
■ Good administration skills essential
■ High level of computer literacy
■ Attention to detail recommended
■ Analytical skills recommended
■ Good interpersonal skills with a customer satisfaction focus required
■ Good written and verbal communication skills required
■ Good time management skills recommended
■ Budgeting skills required.

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: NICDCDC1224/002-06

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 channelling 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: CENTRE FOR RESPIRATORY DISEASE AND MENINGITIS
LOCATION: NORTH WEST (KLERKSDORP/TSHEPONG HOSPITALS)
POSITION: SURVEILLANCE OFFICER X2 **(FIXED TERM CONTRACT – 12 MONTHS)**
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC1124/001-07

To collect quality clinical data and samples from patients at designated sites for the relevant surveillance projects as per protocol. The surveillance officer will be involved in clinic, community and hospital based surveillance and research for programmes/ projects that link with and fall under the GERMS-SA surveillance and syndromic surveillance programme. This includes syndromic pneumonia, diarrhoeal and acute febrile illness surveillance at certain sites.

Key Job Responsibilities

■ Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■ Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■ Complete case report forms by interview and/or record review and submit timeously ■ Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■ Take/collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ Produce weekly stats reports ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance-related activities ■ Must be willing to travel between the various sites and may be required to do patient home visits ■ Assist to obtain permission and ethics approval for surveillance and research activities in the region ■ Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking

Minimum requirements & key competencies

■ 3 years Nursing qualification ■ Registered as a Professional/Registered nurse. Computer Literacy: Microsoft office skills (Word, Excel and Power Point) ■ Valid driver's licence (manual) ■ Professional body registration SANC registration Knowledge of infection prevention and control procedures ■ HIV counselling and testing certificate will be advantageous ■ Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■ Enthusiastic and keen to learn ■ Own car would be preferable ■ Good clinical practice certificate (GCP) preferable ■ Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times. ■ Ability to work under pressure and adhere to deadlines ■ Strong managerial and organizational abilities with attention to detail ■ Self-motivated, able to work independently and as part of a multidisciplinary team

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASE AND MENINGITIS
LOCATION: **MPUMALANGA (1 AGINCOURT CHC & 1 TINTSWALO HOSPITAL)**
POSITION: SURVEILLANCE OFFICER X 2 (**FIXED TERM CONTRACT – 12 MONTHS**)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC1124/001-08

To collect quality clinical data and samples from patients at designated sites for the relevant surveillance projects as per protocol. The surveillance officer will be involved in clinic, community and hospital based surveillance and research for programmes/ projects that link with and fall under the GERMS-SA surveillance and syndromic surveillance programme. This includes syndromic pneumonia, diarrhoeal and acute febrile illness surveillance at certain sites.

Key Job Responsibilities

■ Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■ Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■ Complete case report forms by interview and/or record review and submit timeously ■ Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■ Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venepuncture) from patients for laboratory testing as per protocol ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ Produce weekly stats reports ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance-related activities ■ Must be willing to travel between the various sites and may be required to do patient home visits ■ Assist to obtain permission and ethics approval for surveillance and research activities in the region ■ Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking

Minimum requirements & key competencies

■ 3 years Nursing qualification ■ Registered as a Professional/Registered nurse. Computer Literacy: Microsoft office skills (Word, Excel and Power Point) ■ Valid driver's licence (manual) ■ Professional body registration SANC registration Knowledge of infection prevention and control procedures ■ HIV counselling and testing certificate will be advantageous ■ Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■ Enthusiastic and keen to learn ■ Own car would be preferable ■ Good clinical practice certificate (GCP) preferable ■ Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times. ■ Ability to work under pressure and adhere to deadlines ■ Strong managerial and organizational abilities with attention to detail ■ Self-motivated, able to work independently and as part of a multidisciplinary team.

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