

APRIL 2025**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.
13. **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 MAY 2025

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BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: FIELD EPIDEMIOLOGIST
PAY GRADE: D1
REFERENCE NUMBER: NICD0425/001-01

To provide epidemiological expertise and support with regards to training and service activities undertaken by the South Africa Field Epidemiology Training Programme (SAFETP), including the strengthening of public health surveillance systems, the investigation and response to public health emergencies, the analysis and use of data for public health decision making, as well as the scientific communication of data to stakeholders, with specific reference to supporting to the Frontline and Intermediate Field Epidemiology Training Programme (FETP) tiers of the unit. The incumbent will be based at SAFETP and will work under supervision and mentorship from the director of the SAFETP programme

Key Job Responsibilities

■ Provide epidemiological expertise and support to all activities of the SAFETP, with specific reference to providing academic and field epidemiological support to Frontline and Intermediate FETP training across South Africa. ■ Collaborate with mentors and SAFETP secretariat staff to provide mentorship, coaching, and supervision for the trainees during their field training to ensure acquisition of key field epidemiology skills and competencies. ■ Provide technical assistance to trainees to identify public health problems and conduct surveys to generate data that will guide public health decisions to solving such problems. ■ Provide technical assistance to trainees in developing research protocols and compiling reports for FETP core learning activities. ■ Collaborate with mentors to assist trainees to develop adequate and timely field investigations in response to acute public health problems such as epidemic outbreaks, clusters of disease cases, and case investigation. ■ Provide technical assistance to trainees in preparing scientific presentations for local, national and international level dissemination of key findings and recommendations from their field projects. ■ Assist with the development and teaching of in-class field epidemiology trainings. ■ Participate in disease surveillance, outbreak investigation and response activities at the national and subnational levels together with the trainees as a means to demonstrate best practices. ■ Orientate supervisors and mentors of trainees about the expectations for their roles in relation to the FETP. ■ 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. ■ Contribute to relevant training and service activities of the Division of Public Health, Surveillance and Response ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements & key competencies

■ Master Degree in Public Health or MSc Epidemiology and Biostatistics or other relevant qualification ■ 3 years field experience in disease outbreaks ■ Knowledge and understanding of the functionality of surveillance systems at national and subnational levels of the health system in South Africa. ■ Knowledge and experience with FETP programme structure, coursework, and core learning activities. ■ Strong scientific writing, publication and presentations skills including presentations at national and international scientific conference. ■ Experience verifying, analyzing and presenting data. ■ Proficiency in the use of the following software: Microsoft Word, Excel, PowerPoint. ■ Proficiency in the use of the following statistical packages: Epi Info and Stata ■ General management and administration ■ Attention to detail ■ Communication skills (verbal & written) ■ Self-motivated and ability to work under pressure ■ Interpersonal skills ■ Flexibility / Adaptability ■ Diplomatic skills ■ Analytical Skills ■ Report writing skills ■ Teaching / Training ■ Time management ■ Research skills.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: SEQUENCING CORE FACILITY
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – UNTIL 28
FEBRUARY 2026)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC0425/001-01

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 Responsibilities

■ 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 ■ Participate in research and development to assess the appropriateness of Next Generation Sequencing (NGS) applications improving on existing protocols and optimizing new applications ■ Perform a total Data Quality Management on the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Monitors and manages sequencing requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Monitor equipment calibration and maintenance to ensure the reliable results and implementing safety procedures in order to ensure safe working environment and compliance with all regulations.

Minimum requirements & key competencies

■ BSc Honours in molecular biology or related field (MSc / MTech preferred) ■ 1-3 years' molecular biology experience ■ Experience in genetic sequencing including operating sequencing instruments will be an advantage ■ Previous experience in a research laboratory is essential ■ Working knowledge of principles of good laboratory practice ■ Working knowledge of Accreditation principles ■ At least 1 year experience post internship ■ At least 1 scientific research abstracts ■ Involvement and validation of either 1 new diagnostic methodology or significant modification to existing applications/procedures ■ Ability to work under pressure with minimal supervision ■ Ability to optimize processes to achieve maximum efficiencies ■ Basic understanding of finance ■ Attention to detail ■ Informal or small group teaching ■ Analytical skill ■ Time management skills ■ Report writing skills ■ Computer literacy ■ Planning and organizing ■ Interpersonal skills

Enquiries may be directed to Lethabo Matlala @ 011 386 6090, email application to Recruiter6@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZONOTIC & PARASITIC DISEASES,
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT – UNTIL 30
SEPTEMBER 2025)
PAYGRADE: MSE
REFERENCE NUMBER: NICDCDC0425/001-02

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 Lethabo Matlala @ 011 386 6090, email application to Recruiter6@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASE AND MENINGITIS
LOCATION: WESTERN CAPE: RED CROSS HOSPITAL/MITCHELLS PLAIN DISTRICT
POSITION: SURVEILLANCE OFFICER (FIXED TERM CONTRACT – UNTIL 31
AUGUST 2025)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0425/001-03

GERMS-SA is a national surveillance programme for diseases of public health importance: pneumonia, HIV and AIDS-related opportunistic infections, epidemic-prone diseases, sexually transmitted, vaccine-preventable and childhood diseases, antimicrobial resistance and zoonotic diseases. To collect quality clinical data and samples from patients at designated sites for the relevant surveillance projects as per protocols. 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 laboratory 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 fulfil 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 counselling 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.

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 Keitumetse Tsoue @ 011 885 5404, email application to Recruiter1@nicd.ac.za

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST (FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025) (RE-ADVERTISEMENT)
PAY GRADE:	MSI
REFERENCE NUMBER:	NICDCDC0225-01-03

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 public of health-related issues.

Key Job Responsibilities

■ Perform bioinformatics analysis and interpretation on data produced from next generation sequencing (GNS) 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 genomic data and data systems to ensure accurate and reliable results.

Minimum requirements & key competencies

■ MSc in Bioinformatics or related relevant scientific field ■ Minimum of one (1) year of experience in a research/surveillance/public health laboratory working with large volume next-generation sequencing data analysis ■ Strong bioinformatics analysis and scripting experience

including proficiency with a scripting language (e.g. Python, Java, Perl) ■ Experience with relevant sequence analysis tools/best practices ■ Experience in molecular biology or microbiology ■ Ability to work with partners including international collaborators ■ Experience in training and capacity building ■ Method/pipeline/workflow validation ■ Research methodology ■ Scientific writing skills ■ 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.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC0425/001-04

To conduct research relevant to the pathology discipline, as well as to teach and train students to conduct diagnostic test development and to assist in troubleshooting related to diagnostic testing

Key Job Responsibilities

■ Conduct research under supervision of a senior medical scientist or pathologist ■ On the bench training of intern scientist, technologist and technicians ■ Co-supervision of small research project ■ Conducts tests and procedures independently ■ Conducts tests and procedures independently ■ Contributes to laboratory administration e.g. records, procurement, stock, control equipment maintenance) ■ Records completed in accordance with current policies/procedures and relevant SOP ■ Ensures that maintenance logs are accurate, up to date, accessible and retrievable ■ Ensures that error logs/corrective action reports completed according to set requirements ■ Perform equipment maintenance ■ Participation in Quality Management.

Minimum requirements & key competencies

■ BSc Hons in Medical Scientist or relevant field (post internship) ■ Registered with the HPCSA as a Medical Scientist ■ At least 1 year experience post internship ■ At least 1 scientific research abstracts ■ Involvement and validation of either 1 new diagnostic methodology or significant modification to existing applications/procedures ■ Writing of grant proposals ■ Writing publications ■ Preparation and presentation of lectures ■ Method validation ■ Exam Compilation ■ Quality control in the laboratory ■ Research Methodology ■ Attention to detail ■ Active participation in maintaining SANAS accreditation ■ Presentation at local conferences/ research days or forums ■ Specific Laboratory techniques ■ Communication skills ■ Troubleshooting skills Data analysis and interpretation ■ Computer literacy skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ADMINISTRATOR (DW/BI)
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)
PAY GRADE: C3
REFERENCE NUMBER: NICDCDC0425/001-05

To monitor and maintain the ETL (integration) environment, with a specific focus on the linkage hub.

Key Job Responsibilities

■ Monitor the ETL processes on a daily basis to ensure completeness and accuracy of data loads ■ Monitor automated data extracts and distribution of reports ■ Troubleshoot and take corrective action (if ETL processes fail) to ensure complete and accurate data loads ■ Perform administration of software upgrades, patches and troubleshooting to ensure a stable ETL environment ■ Assist with new ETL development and maintain the existing ETL to enhance data loading and transformation ■ Test ETL packages to ensure quality of development prior to implementation ■ Process data sets through the linking hub ■ Monitor and maintain the Informatica Cloud environment.

Minimum Requirements and Key Competencies

■ Degree/Diploma in Information Technology / Systems ■ Informatica Certification ■ Two years data warehouse/ BI experience ■ One-year ETL and ETL tool (Informatica and Cloud) experience ■ Knowledge of monitoring and troubleshooting ETL processes ■ Communication and interpersonal skills ■ Problem analysis and troubleshooting ■ Interpersonal and ability to work in a team

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: BIOINFORMATICS SCIENTIST
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0425/001-06

To promote, build expertise and provide high level bioinformatics solutions to all NICD users involve in both surveillance and research activities.

Key Job Responsibilities

■ Engage with NICD users and assist with next generation sequencing (NGS) data analysis ■ Perform basic and advanced and interpretation on data produced from next generation sequencing systems (e.g. Roche 45, Illumina or Ion torrent platforms) as well as develop, improve, modify and operate data analysis ■ Conduct and initiate research in the area of NGS data analysis ■ Work closely with researchers and collaborators to generate /provide data analysis reports, project reports and perform custom analysis as requested ■ Participate in training employees/staff with bioinformatic skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■ Perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Monitors and manages bioinformatics requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■ Develop and implement costing model for Bioinformatics solutions ■ Maintain hardware and software infrastructure ■ Establish strong collaborative links with experts in the area of Bioinformatics.

Minimum Requirements and Key Competencies

■ MSc in Bioinformatics or related field ■ PHD in Bioinformatics (Desirable) ■ Five years' (5 years) experience with next generation sequencing data analysis ■ Three Years (3 Years) Experience with relevant sequence analysis tools/ best practices ■ Background or experience in molecular biology or microbiology ■ Experience with working in a Linux/Unix environment ■ Strong Bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■ TCP/IP knowledge (advantageous) ■ Project Management ■ Have proven ability in formulating and/or implementing high level bioinformatic solutions ■ Financial Management and Costing skills ■ Innovation and Problem-solving skills ■ Ability to write successful grant applications and reports to funders and to publish findings in scientific journals

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: PHOTOGRAPHER
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)
PAY GRADE: C1
REFERENCE NUMBER: NICDCDC0425/001-07

To record and use a variety of photographic equipment to build a photographic and audiovisual institutional memory of the NHLS by providing pictorial and videography records of people, events and objects to build the NHLS photo library that will translate and project the NHLS brand identity

Key Job Responsibilities

■ Coordinate photographic and videographic assignments and production activities. Serves as a principle source of information on photographic and audiovisual equipment and techniques ■ Maintain the NHLS photographic and videographic library and archives both digital and analogue and documenting all NHLS related images and audio-visual for future searches ■ Participate in strategic and creative concept development for various collaterals ■ Plan the composition of the photograph and videography, analysing the subject material and selecting the angle, lighting, and background to enhance desired or to eliminate unwanted features to produce the most aesthetically effective and informative photograph ■ Provide technical assistance and advice on photographic and videography equipment and techniques to NHLS personnel ■ To arrange photo shoot and videography on different locations as per client's need and for own photo shooting ■ To execute maintenance of photography equipment to ensure it is in working conditions ■ To prepare photographic and audiovisual materials used in exhibits, publications, presentations, websites, etc ■ To scan pictures, illustrations, slides and x-rays with a multi-purpose, multi-functional electronic scanner for use in medical lectures ■ To check and maintain stock levels of photographic and administrative supplies to ensure availability of photographic materials when required ■ Photograph and videography all NHLS strategic / corporate events ■ work with clients to discuss the images they require and how they want to use them ■ Understand traditional film and digital photography and keeping up to date with industry trends, developments and new techniques ■ Develop expertise with software to digitally enhance images by, for example, changing emphasis, cropping pictures, correcting minor faults, or moving objects around ■ Print and distribute certificates, business cards ensuring that they reach the right destinations on time ■ Receive, and keep stock of promotional merchandise and distribute to keep stock of promotional items to the regions ■ Assist in the distribution of the annual reports

Minimum Requirements and Key Competencies

■ Photography Diploma or Diploma in film and television production or Diploma in Digital Arts, Photojournalism, Film and Media Production or related field ■ 5 years in general photography and audiovisual production ■ Knowledge of apertures, shutter speeds, camera focus, etc. ■ Multi-media (Desirable) ■ Computer literacy ■ Proficiency in video and photography editing software such as Adobe Photoshop, Adobe Premiere Pro, Final Cut Pro, or similar tools ■ Photographing samples / minute images ■ Knowledge of production process for publishing and printing and content development

Enquiries may be directed to Keitumetse Tsoue @ 011 885 5404, email application to Recruiter1@nicd.ac.za

