

DECEMBER 2017

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources) by e-mail or logging on to the NHLS career page [https://careers.nhls.ac.za/\(I-Recruitment\)](https://careers.nhls.ac.za/(I-Recruitment)), quoting the reference number and the job title.
2. Response e-mail addresses of the relevant HR representative are 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.
3. Any credentials of the contract of employment will be subject to Security clearance, Competency /Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All positions that require an applicant to be registered with a professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
5. These positions are open to all employees of the NHLS including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 8TH DECEMBER 2017

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM (AMENDMENT)
POSITION:	FIELD PROJECT COORDINATOR (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE:	C3
REFERENCE NUMBER:	NICDCDC1217/001-02

Main Purpose of the Job

Assist in the planning, resourcing and co-ordination of all research for the Centre for Respiratory Diseases and Meningitis.

Key Job Responsibility

- Communicate effectively with national and international partners and stakeholders, including laboratories and surveillance departmental sections to ensure that research projects are supported effectively
- Review clinical case report forms and data for consistency and accuracy
- Update the principal investigator/s on study progress
- Assist with managing and training surveillance officers and other relevant staff
- Assist with surveillance and research work at local sites when surveillance officers are away
- Follow up surveillance cases telephonically
- Assist with organizing and running surveillance officer meetings and other unit meetings
- Compile surveillance reports
- Assist with obtaining ethics approval and permissions for surveillance and research projects
- Advise surveillance officers with Centre for Respiratory Diseases and Respiratory Diseases surveillance (and other projects) related queries
- Update and write SOPs and ensure that all surveillance staff comply therein
- Present surveillance findings at national and international conferences and meetings
- Assist in the development of targets for monitoring surveillance sites and report quarterly as to whether these targets were met or not
- Collate project statistics for surveillance sites
- Assist in research projects ensuring quality of data
- Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements and Key Competency

- Four-year professional qualification (Nursing, Pharmacy, Occupational therapy, Physiotherapy or appropriate registration with a regulatory body)
- Administration/Management qualification desirable
- 3 years' clinical experience
- 2 years' clinical research and knowledge of study protocols
- Interest in public health, applied epidemiology or communicable diseases
- Report writing skills
- Teaching skills
- Leadership skills
- Computer skills
- Communication skills
- Time management.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email: zinhlebu@nicd.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>