

**APRIL 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>), 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 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. Internal applicants must have served 12 months in their current post from date of appointment to the position as a new appointment, promotion or transfer before they may apply for new position.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.

**CLOSING DATE FOR ALL POSITIONS IS THE 18 APRIL 2017**

BUSINESS UNIT: NICD  
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE  
LOCATION: SANDRINGHAM  
POSITION: INFORMATION MANAGER (NOTIFIABLE MEDICAL CONDITIONS)  
PAY GRADE: PAY ZONE D1  
REFERENCE NUMBER: NICD0417/001-01

Design, develop and maintain information systems to meet strategic and operational reporting requirements for surveillance systems within the NICD with a specific focus on Notifiable Medical Conditions (NMC). Conduct and manage activities relating to extraction, storage, collection, management and reporting of clinical and laboratory NMC information

### Key Job Responsibilities

- Develop the NMC surveillance data management strategy and ensure that this strategy is aligned with the broader NICD surveillance vision and with the NDOH health information management strategy
- Assist with the development of an NMC data warehouse to coordinate the collection, storage, management and reporting of NMC surveillance data
- Develop and manage the NMC databases; where outsourcing of services is required, manage and guide the outsourced developments
- Support surveillance data management requirements for NICD specialist centres with a specific focus on NMC
- Modify existing database management systems for integration into the NMC surveillance information system
- Develop application programming interfaces to allow electronic data exchange between data systems
- Develop NMC surveillance data reporting tools and processes
- Prepare and provide datasets required for epidemiological analyses
- Compile and automate reports, graphs, tables, spread sheets for dissemination
- Develop and implement standards for use of database tools and the protection of confidential information including development and maintenance of standard operating procedures
- Initiate and participate in operational research projects related to NMC surveillance data and the data systems thereof
- Design and implement new data management applications and provide support and maintenance of existing applications
- Automation of daily tasks to ensure optimal performance of data storage environments
- Sustainable integration of spatial and non-spatial data
- Train and develop the NICD users/ data analysts
- Establish and maintain links with relevant internal and external stakeholders
- Develop and continuously update systems for long-term archiving of data, protecting the integrity of data for future applications and audits
- Maintain quality and strict confidentiality of information collected
- Recruitment and management of the relevant staff ensuring skills transfer
- Provide other tasks and contribute to organizational management as required.

### Key Competency Requirements

- Degree in computer science or information systems or health data management
- Proficiency in SQL, MS access, MS excel, .Net architecture, Microstrategy and/or other relevant data management software packages
- More than 2 yrs experience with data management software
- More than 2yrs experience in developing datasets for further scientific analyses
- More than 2yrs experience in generating operational and data quality reports
- Knowledge of and insight into laboratory reporting practice with specific reference to the NHLS and NICD
- Knowledge of development of data driven health dashboards
- Basic understanding of the health systems in South Africa
- Scientific publications in peer reviewed journals
- Self-driven with good organisational skills
- Excellent communication skills (verbal, written and presentation)
- Exceptional relationship building skills
- Strong time management and judgement skills
- Strong leadership and decision making skills
- Outstanding ability to pay attention to detail
- Good innovative and adaptability abilities.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090 or visit the NHLS career page at <https://careers.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** ADMINISTRATION AND MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ICT INFRASTRUCTURE ENGINEER (SENIOR)  
**PAY GRADE:** C5  
**REFERENCE NUMBER:** NICD0417/001-02

**To be responsible for the installation, maintenance, management, availability and security of the network, hardware/servers and software in order to provide an effective IT environment to support the activities of the Institute.**

### **Key Job Responsibilities**

■ Optimise and maintain the LAN, WLAN and WAN and in doing so provide an effective, reliable and secure communications infrastructure that follows industry best practise to underpin the Institutes infrastructure and systems ■ Design, install, configure and support all Microsoft servers and Microsoft services ■ Effectively implement and manage the delivery of ICT Infrastructure projects, based on a broad and detailed knowledge of the current and emerging technologies that will improve the ICT facilities throughout the Institute ■ Maintain and monitor the integrity of the Institutes electronically held information by performing regular reviews and testing of the back-up systems, disaster recovery planning and input into the Business Continuity plan where appropriate and informing the Institute of required changes and enhancements to continually improve the Institutes recovery position ■ Advise and inform Senior Management on technical issues as part of the decision making process for technical direction and procurement of new systems ■ Be responsible for maintaining the Institutes computer inventory, software inventory and computer audits. ■ Configure hardware, software and network solutions to meet business needs ■ Ensure that the network is operational during access hours ■ Support 1st and 2nd line support staff and be responsible for resolving failures in hardware and software while ensuring good communication with all staff within the School so all are aware of the issues and when they will be resolved ■ Ensure the preparation and maintenance of documentation, manuals, procedures (SOP) and user notes ■ Monitor the use of hardware and software and ensure all software is licensed ■ Be responsible for setting up and testing the ICT firewall security systems and ensuring virus checks are implemented ■ Assist the ICT Infrastructure and Support Lead as required in managing the ICT staff, including training, coaching and appraisal ■ Support and monitor the Helpdesk Management System.

### **Key Competency Requirements**

■ IT related Degree / Diploma (desirable) ■ IT Certification ■ MCSE ■ CCNA ■ ITIL Foundation Certification ■ 6 to 8 years IT experience ■ Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL, Hyper-V ■ Hands-on/technical background and knowledge of core Network/Cisco technologies like LAN/wLAN/WAN, subnets, firewalls, VLAN's, and VPN using Cisco switches, routers and ASA's ■ Troubleshoot and issue resolution ■ Project management experience ■ LAN, WLAN, WAN set up and configuration ■ VLAN, routing and routed protocols ■ Cabling standards(UTP and Fibre) ■ System monitoring and management (e.g. System Centre, Solar Winds) ■ Netflow STATS monitoring and interpretations ■ Incident management and IT service management process ■ Windows Server 2008/2012, Server network design and Hyper-V Virtualisation ■ Exchange Server ■ DHCP and DNS ■ SAN and storage ■ Active Directory and Group Policy ■ A demonstrable commitment to providing excellent customer service ■ Good level of verbal and written communication skills ■ Ability to discuss technical matters effectively with non-technical people ■ Self-motivated and able to work with minimal supervision ■ A willingness and motivation to continually develop own IT and business experience ■ Approachable and adaptable ■ High level of ethical behaviour.

BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: ANALYST DEVELOPER  
PAY GRADE: C5  
REFERENCE NUMBER: NICD0417/001-03

**Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes business processes.**

### Key Job Responsibilities

■ Follow and use proper project management principles on all projects ■ Participate in projects to understand new target systems' processes and provisioning needs and implement solutions ■ Communicate any and all progress, roadblocks, issues to the team and management in a timely manner ■ Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements. Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ Develop and debug complex system components in line with technical specifications for quality implementation purposes ■ Determine and evaluate performance measures of the system to ensure optimal utilization ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Provide code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

### Key Competency Requirements

■ BSc (Computer Science) ■ Project management qualification (desirable) ■ 4+ years experience as a Software Developer ■ Microsoft .NET 3.5+ development using C# ■ Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF ■ Experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ Experience with database development including relational database design, SQL and ORM technologies ■ Experience with user interface design and prototyping ■ Experience with source control management systems and continuous integration/deployment environments ■ Experience in leading and managing the delivery of system/software development projects in a structured environment ■ Experience in the usage of UML ■ SDLC ■ Automated testing ■ Software development approaches and methodologies including Agile and Waterfall ■ Multi-threading and concurrency ■ Debugging, performance profiling and optimization ■ Comprehensive understanding of object-oriented and service-oriented application development techniques and theories ■ Analytical and project management skills ■ Attention to detail ■ Self-motivated, able to work independently and work as part of a multidisciplinary team ■ Interpersonal and advanced communication skills (verbal and written) ■ Excellent personal organisation and ability to prioritise and carry out multiple tasks ■ Ability to discuss technical matters effectively with non-technical people ■ A desire to remain technically capable and an expert in current technologies ■ Gathering essential information from people ■ Documenting information.

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** ADMINISTRATION AND MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** IT SUPPORT ENGINEER x 2  
**PAY GRADE:** C1  
**REFERENCE NUMBER:** NICD0417/001-04

**To install, maintain and support peripheral as well as related computer equipment to ensure service continuity to the NHLS users.**

### **Key Job Responsibilities**

■ Diagnose hardware faults and arranges repairs with the service providers to ensure service continuity within NHLS ■ Install, troubleshoot and configure desktop application network activity and client's software (Antivirus Software etc.) ■ Analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications used within the NHLS to ensure optimal performance of systems ■ Perform administration duties with regard to calls allocated and to record actions taken to ensure proper knowledge base is developed ■ Adhere to SOP and adopted software standards to ensure standardised IT desktop environment and prevention of other software usage ■ Perform helpdesk tasks by taking after hour's calls ■ Install and support of scanners bar & code printers ■ Assist NHLS users with the NHLS Laboratory information System ■ Assist NHLS user with mobile devices.

### **Key Competency Requirements**

■ 3 Year Diploma/ or Degree in IT ■ ITIL Foundation Certification MCSA Certification (desirable) ■ 2- 3 years in Desktop Hardware and Software Support in a customer service environment ■ 1 -Year Mobile Device support experience ■ Knowledge of desktop hardware and software applications ■ Basic Networking principles (TCP/IP, DHCP, DNS) ■ Basic Knowledge of Mobile Operating Systems ■ Knowledge of Desktop Operating Systems ■ Customer Service Skills (for Example-Telephone Etiquette) ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills.

Enquiries may be directed to Zanele Zulu @ 011 885 5399 or visit the NHLS career page at <https://careers.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** ADMINISTRATION AND MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** SOFTWARE DEVELOPMENT LEAD (RE-ADVERTISEMENT)  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** NICD0317/001-01

**To manage a team of Developers, to support existing software systems/solutions and successfully deliver new /enhanced software systems/solutions and be accountable for the technical delivery of software projects and ensures consistent processes and tool sets for best practice development.**

### Key Job Responsibilities

- Guide team development efforts towards successful project delivery
- Provide technical leadership to teammates through coaching and mentorship
- Establish and maintain coding standards, naming conventions and best practices
- Maintain high standards of software quality within the team by establishing best practice and good habits
- Identify and encourage areas for growth and improvement within the team
- Collaborate with other software developers and analysts to plan, design, develop, test, and maintain web- and desktop-based business applications built on Microsoft technologies
- Assist in the collection and documentation of user's requirements, development of user stories, estimates and work plans
- Prepare reports, manuals and other documentation on the status, operation and maintenance of software
- Design, develop, and unit test applications in accordance with established standards
- Participate in peer-reviews of solution designs and related code
- Package and support deployment of releases
- Work with teammates in the migration of legacy applications to current Microsoft technologies
- Develop, refine, and tune integrations between applications
- Analyze and resolve technical and application problems
- Assess opportunities for application and process improvement and prepare documentation of rationale to share with team members and other affected parties
- Adhere to high-quality development principles while delivering solutions on-time and on-budget
- Provide third-level support to business users
- Research and evaluate a variety of software products.

### Key Competency Requirements

- BSc (Computer Science)
- 5+ years experience as a Software Developer
- Microsoft .NET 3.5+ development using C#
- Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF
- Experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS
- Experience with database development including relational database design, SQL and ORM technologies
- Experience with user interface design and prototyping
- Experience with source control management systems and continuous integration/deployment environments
- Experience in leading and managing the delivery of system/software development projects in a structured environment
- Experience in the usage of UML
- Knowledge of SDLC
- Automated testing
- Software development approaches and methodologies including Agile and Waterfall
- Multi-threading and concurrency
- Debugging, performance profiling and optimization
- Comprehensive understanding of object-oriented and service-oriented application development techniques and theories
- Analytical and project management skills
- Attention to detail
- Supervisory skills
- Self-motivated, able to work independently and work as part of a multidisciplinary team
- Interpersonal and advanced communication skills (verbal and written)
- Excellent personal organisation and ability to prioritise and carry out multiple tasks
- Coaching and mentoring skills
- Ability to discuss technical matters effectively with non-technical people
- A desire to remain technically capable and an expert in current technologies
- Gathering essential information from people
- Documenting information.

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** ADMINISTRATION AND MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ICT INFRASTRUCTURE AND SUPPORT LEAD (RE-ADVERTISEMENT)  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** NICD0317/001-02

**To manage IT technologies and a group of technical ICT Infrastructure personnel to ensure the efficient and secure delivery of ICT services.**

### Key Job Responsibilities

■Oversee all aspects of IT department operations including IT infrastructure, Communication (LAN, WAN, email, etc.), database, backup recovery, regulatory compliance ■Manage the day-to-day operations including downtime, reporting service levels, defining and tracking IT operational metrics and provide status to management ■Prepare overall status and activity metrics that documents and tracks delivery of IT services, planned and unplanned system outages, and other key IT performance metrics ■Maintains overall security of the network, systems, and data ■Ensures high availability of critical business systems ■Owns and maintains strict controls on data/system backups and recoverability ■Manage staff members in their daily activities as well as supporting business projects ■Manage 3rd party suppliers and service level agreements to ensure cost effective delivery of services ■Develop and manage relationships with vendors in support of staff augmentation and systems support ■Manage overall capacity utilization of server/hardware environment ensuring it is optimized to meet business requirements ■Contribute to the development of IT departmental strategies to align with the overall business strategy as well as corporate strategy ■Develop and implement hardware and software standards for network, servers, databases, wireless technology, file & print services, etc. ■Develop and implement data retention standards ■Develop and maintain overall backup and recovery strategy (Disaster Recovery & Business Continuity) ■Develop, implement, and maintain processes and procedures for effective delivery of services and compliance with regulatory guidance ■Establish and implement 'best-practice' standards as well as departmental policies and procedures ■Overall responsibility for strategic planning for system upgrades ■Determine, recommend and implement hardware and software upgrades for business applications, server hardware, network equipment, desktop, laptop, etc.

### Key Competency Requirements

■3 year Diploma / Degree in Information Technology ■7+ years IT experience ■Cisco Certified Network Professional (CCNP) ■MCSE ■ITIL ■Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL, Hyper-V ■Hands-on/technical background and knowledge of core Network/Cisco technologies like LAN/wLAN/WAN, subnets, firewalls, VLAN's, and VPN using Cisco switches, routers and ASA's ■ 2 years Project Management experience ■ Good understanding of user environment management, including desktops/laptops, profile management, software delivery, etc ■Good familiarity with other IT Infrastructure technologies like storage area networks (SAN), WAN acceleration devices, virtualization, and data warehouse ■Champion for pushing IT standards, procedures, policies, and best practices to the infrastructure team ■Stay up-to-date with industry technology trends and applicability of software/hardware solutions ■Interpersonal skills ■ Project Management Skills ■ Analytical Thinking ■Attention to detail ■Time Management ■People Management ■ Act as a go-to person for the Institutes business units and IT management when it comes to IT infrastructure technologies supporting both projects and operations ■Proactive in understanding and staying up-to-date on the current projects in progress, projects in pipeline and operational issues.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090 or visit the NHLS career page at <https://careers.nhls.ac.za>

BUSINESS UNIT: NICD  
DISCIPLINE: NATIONAL CANCER REGISTRY  
LOCATION: SANDRINGHAM  
POSITION: CLERK SPECIALIST  
PAY GRADE: C1  
REFERENCE NUMBER: NICD0417/001-05

**Code cancer reports according to international coding protocol.**

**Key Job Responsibilities**

■Receive test results categorize and code according to International Classification of Diseases for Oncology (ICD – O) ■Analyse data and identify challenging pathological reports and escalate report to the Supervisor ■Assist with any other registry as and when required.

**Key Competency Requirements**

■Diploma in Life Science or equivalent ■ 2 years post Diploma experience ■Knowledge of cancer terminology and human anatomy  
■Interpersonal and communication skills ■Computer skills ■Ability to work independently ■Ability to maintain confidentiality ■Self-motivated  
■Time management ■Previous use and understanding of ICD classification system desirable ■Fluency in Afrikaans desirable.

BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: DRIVER  
PAY GRADE: B1  
REFERENCE NUMBER: NICD0417/001-06

**Responsible for transportation of NHLS/ NICD staff, specimens, reports and/ or supplies within the designated area.**

**Key Job Responsibilities**

■Deliver reports/ letters and collect specimens from outlying clinics, hospitals and laboratories according to set schedules, to facilitate adherence to agreed turnaround time's ■Deliver equipment, stock and media to NHLS laboratories, as needed to ensure continuity of service  
■Maintain the motor vehicle by re-fuelling ensuring it is in good working order to supply a reliable transport service ■Complete log book to ensure compliance with company policies ■Transport visitors to and from the airport to ensure they arrive on time for meetings ■Transport students/ employees to designated areas when working off sites ■Liaise with customers internally and externally ■Observe and adhere to good hygienic and safety standards.

**Key Competency Requirements**

■Grade 10 ■Knowledge of routes/ road hazards or risks reading and writing ■Communication and interpersonal skills ■Ability to take instructions ■Time management ■Valid driver's license with PDP essential.



BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: MESSENGER – GENERAL SERVICES  
PAY GRADE: A3  
REFERENCE NUMBER: NICD0417/001-07

**To collect and deliver mail to and from various departments to ensure a consistent flow of documents to enable communication.**

### **Key Job Responsibilities**

- Collect and deliver mail to and from the correct staff members to ensure that mail is not lost or damaged
- Sort and distribute internal courier/mail in the receiving office to ensure correct delivery of mail to different departments
- Ensure shipping lists are filed according to SOP
- Collect and distribute mail to various departments at the mail room on a daily basis
- Collect posts from the post office and distribute to the relevant departments
- Sort out packing for coring and franking of mail for posting.

### **Key Competency Requirements**

- Grade 10
- 3 to 6 months of relevant experience
- Knowledge of logistics of campus
- Knowledge of SA postal service requirements (e.g. weight and size) advantageous
- Reading and writing skills
- Basic communication skills
- Must be able to walk around a huge campus and carry items.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404 or visit the NHLS career page at <https://careers.nhls.ac.za> alternatively email to [Zinhle.buthelezi@nhls.ac](mailto:Zinhle.buthelezi@nhls.ac)

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HIV AND STI
LOCATION:	SANDRINGHAM
POSITION:	MANAGER (QA MONITORING AND COMPLIANCE) FIXED TERM CONTRACT FOR 12 MONTHS (RE-ADVERTISEMENT)
PAYGRADE:	D2
REFERENCE NUMBER:	NICDCDC RE-ADD 0117/001-02

**The NICD supports the National and Provincial Departments of Health in the implementation of Quality Assurance and Quality Improvement (QA-QI) activities for Point of Care HIV rapid testing. The purpose of the position is to set, monitor and evaluate the efficiency and effectiveness of quality standards in provincial HIV testing services (HTS) facilities in order to ensure the provision of high quality testing services in line with provincial needs. Responsibilities of the position are at a National and Provincial level.**

### Key Job Responsibilities

- Manage the implementation of a National M&E framework for HIV Rapid Testing QA at provincial HIV testing services (HTS) facilities
- Performs gap analysis if/when new versions of quality standards are available and make recommendations to provincial HIV programmes accordingly
- Formulate and devise new internal standards of excellence as and when required
- Manage the audit processes to ensure consistency and objectivity
- Managing and monitoring the activities and processes of technical audits conducted across the provinces
- Responsible for the timeous production and evaluation of and dissemination of the results for all QA surveys and audits to relevant provincial programme managers
- Production and evaluation of monthly summary reports of technical audit performance for National and Provincial Departments of Health
- Review issues/problems identified within the provinces to determine the level of the risk to patient care
- Allocate audit teams to conduct Pre-External audits of the HTS facilities prior to accepting their application for PT participation
- Ensure all communications with HAST Programme Managers, Regional Training Centres and Implementation partners are disseminated appropriately
- Monitor and evaluate the progress of facilities identified for accreditation
- Produce and evaluate national summary report for facility accreditation progress.

### Key Competencies Requirements

- National Diploma in Biomedical Technology/B-tech degree /BSC(Hons)/MSC/PhD/MPH
- Qualified and Registered with the HPCSA as a Medical Technologist /Medical Scientist
- 8 -10 years Laboratory experience
- 5-8 years laboratory accreditation experience
- 2-3 Years of M&E Experience
- Knowledge of ISO standards
- Expert knowledge of QA principles
- Advanced knowledge of Norms and standards
- Change management knowledge
- Advanced computer literacy
- Advanced analytical skills
- Leadership skills
- Good report writing skills
- Verbal and written communication skills.
- Valid code 08 driver's license essential.
- Must be willing to travel nationally for on-site data validation and accuracy.

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR HIV AND STI  
**LOCATION:** EASTERN CAPE  
**POSITION:** PROJECT MANAGER (RE-ADVERTISEMENT) (FIXED TERM CONTRACT: 12 MONTHS)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** NICDCDC RE-ADD 0816/001-01

Manage, Report on and track all project inputs and outputs at Provincial Level. Manage programmatic coordination of HIV RTD QA-QI implementation at Provincial level.

### Key Job Responsibilities

- Administrative coordination of Provincial QA –QI implementation for HIV Rapid Test QA■ Supervise and implement programme of monitoring and evaluation (RTQII) ■Accurate and timely input of project information in computerized programme system issuing of status reports for monitoring and evaluation process ■Provide technical assistance to and liaise with Provincial Departments of Health (HST and RTC), Implementation Partners in the implementation plans for provincial –specific QA-QI ■ Monitor and manage allocation of resources at trainings/ site visits ■Manage the project targets to ensure that the general and overall tasks are effectively, efficiently and cost-effectively adhered to ■Undertake follow-up actions on project implementation activities and drafts changes in the programme work plans and interim reports as required ■Attends technical cooperation meetings, prepares notes and undertakes follow-up actions related to project implementation ■Selects and compiles training and orientation materials for project implementation.

### Key Competency Requirements

- National Diploma in Biomedical Technology / MSc /, PhD in Nursing Science or Epidemiology ■Experience in field based operations, project work and IT■ 5 years post qualification relevant experience. Preference will be given to candidates with experience in programme or project management and M&E ■Advanced Computer skills (Access, MS Project, Excel) ■Extensive knowledge and experience in QA implementation ■Extensive knowledge on M&E ■Report writing skills ■Analytical skills ■Communication skills ■Negotiation skills ■Interpersonal and people skills ■ Attention to detail.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email: [kgaugelo.mkwazi@nhls.ac.za](mailto:kgaugelo.mkwazi@nhls.ac.za) or visit the NHLS career page at <https://careers.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR HIV AND STI  
**LOCATION:** SANDRINGHAM  
**POSITION:** CONTROLLER (QUALITY ASSURANCE)  
FIXED TERM CONTRACT FOR 12 MONTHS  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** NICDCDC0417/001-01

**The NICD supports the National and Provincial Departments of Health in the implementation of Quality Assurance and quality Improvement (QA-QI) of HIV rapid testing at the public health facilities. The main purpose of the position is to provide technical assistance, monitor and improve the effectiveness of the quality system of HIV rapid testing at HIV Testing Sites (HTS) and as part of a technical assistance programme and in accordance with the principles of Good Laboratory Practice and ISO 15189, ISO 22780 for POCT and CLS guides for point of care testing for HIV.**

### Key Job Responsibilities

The provision of technical assistance as part of PEPFAR – lab support in the following areas:

- Develop, maintain and review the Guidelines for HIV rapid testing and Standard Operating Procedure (SOP) database to ensure that contents are aligned with current guides including ISO 15189, ISO 22780 with regard to HIV rapid testing at HTS sites
- Develop and maintain a system to control and distribute current SOPs in accordance with HIV rapid testing policy and to ensure compliance with ISO 15189 and/ or equivalent guides for point of care testing for HIV
- Institute programmes for monitoring and evaluation (technical audits) to assess effectiveness and ensure continued improvement of the quality system in line with ISO15189 and /or other regulatory requirements for HIV rapid testing
- Liaise with the National and Provincial Departments of Health to facilitate training, monitoring and evaluation programmes to ensure objective review of the quality system and corrective action of non-conformances raised
- Facilitate Quality Assurance meetings and co-ordinate management review meetings to ensure continued self-assessment
- Train staff at HTS sites countrywide on the quality management of HIV rapid testing
- Provide input on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within across the country for HIV rapid testing
- Provide input to ensure a safe working environment and compliance with all safety legislation
- Report writing including monitoring and evaluation and development of appropriate plans.

### Key Competencies Requirements

- 3 year relevant Medical Technology Diploma /Degree
- Relevant training in quality management essential
- Auditing experience an advantage
- 5 years' experience post qualification within an appropriate laboratory setting. Application of relevant ISO standards
- Communication skills (written and verbal) essential
- Knowledge of principles and practice of quality management systems essential
- Experience and knowledge of relevant ISO standards essential
- Computer literacy (Word, Excel and Q pulse) essential
- Internal Auditing advantageous.

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