

APRIL 2019

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. 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 criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
6. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
7. Correspondence will be limited to shortlisted candidates only.
8. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
9. 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.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE: 22 April 2019

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BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: FIELD EPIDEMIOLOGIST
PAY GRADE: D1
REFERENCE NUMBER: NICD0419/001-01

To provide support for existing epidemiologic activities of the Centre, under the supervision of the Centre's senior medical epidemiologist, including technical support for surveillance and research projects, community and healthcare-associated outbreaks and supervision of SA-FETP residents.

Key Job Responsibilities

■ Provide support for epidemiologic activities of the Centre with specific reference to surveillance, research, outbreak detection and response, epidemiology training and scientific writing ■ Conduct outbreak detection and response activities and liaise with all role players ■ Play a lead role in the development and coordination of appropriate systems for diseases/ conditions under surveillance by the Centre and to analyse communicable disease data ■ Strengthen systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to surveillance and outbreak response ■ Train the appropriate audiences on surveillance and outbreak response in order to enhance the general awareness and transfer skills ■ Provide field supervision and training of SA-FETP residents in the Centre and contribute to teaching on the SA-FETP course ■ Provide analyses, interpret data, generate reports/ scientific manuscripts to ensure that accurate information is available for public health action and management decisions ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■ Comply with any reasonable and lawful instruction issued by the manager.

Minimum requirements and Key Competency

■ MSc in Epidemiology/ Public Health or MPH in Field Epidemiology or relevant equivalent ■ 3-5 years of field experience in public health and surveillance ■ 3-5 years of experience with medical laboratory data analysis ■ Sensitivity and understanding in communication of unpleasant news ■ Management and administrative experience ■ Research experience ■ Skilled in field epidemiology and application of epidemiological skills to the public health laboratory ■ Knowledge of and insight into laboratory practice ■ General management and administration ■ Knowledge of and insight into NHLS and NICD laboratory practice ■ Computer literacy ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Research skills ■ Leadership skills ■ General management and administrative skills ■ Planning and organising skills ■ Thinking on one's feet ■ Assertiveness ■ Flexibility / Adaptability ■ Ability to produce statistics ■ Report writing skills ■ Diplomatic skills ■ Teaching / Training.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: TECHNICAL LEAD: ETL (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: NICD0318/001-01

The ETL Technical Lead role is to plan, coordinate and supervise and/or participate in all activities related to the integration of data across various sources into an organised and unified view within the surveillance data warehouse to ensure the delivery of timely, accurate information in support of the NICD mandate.

Key Job Responsibilities

■Orchestrate integration projects and corresponding strategies between business units, data stewards and development teams ■Ensure that integration projects meet business requirements and goals, fulfil end-user requirements, and identify and resolve systems issues ■Develop standards and processes to support and facilitate integration projects and initiatives ■Revise data integration architectures when required to be compatible with changing business needs and client standards so that all legal, compliance and operational requirements, such as data security and privacy policies are accounted for ■Maintain high standards of data quality through the introduction and enforcement of information handling processes and organisation of the data integration processes ■Collaborate with Business Intelligence specialists to establish overarching strategies and service oriented architecture ■Conduct research on emerging data integration products, languages and standards in support of procurement, development, security and integration efforts in relation to Business Intelligence, big data management and Master Data Management ■Manage the selection, deployment and maintenance of data integration tools for the organisation ■Lead testing phase of data integration development in order to identify and remedy potential problem areas ■Liaise with developers as well as specialists within the team to address issues in data patterns and ETL architecture ■Build relationships with development and infrastructure engineering teams to gain an understanding of different data architectures and required functionality ■Build solutions to monitor, measure and manage the data integration processes within the Surveillance Data Warehouse.

Minimum Requirements and Key Competency

■Four-year university degree in Information Technology, Engineering or Biological Sciences (Master's degree is desirable) ■Relevant technical certifications e.g. Informatica, Datastage (highly advantageous) ■Data quality training ■Minimum 15 years' experience in informatics ■10 -12 years' experience using relational databases e.g. Oracle, IBM, Netezza, SQL Server ■10-12 years structured/procedural query language (SQL and PL/SQL) and use of data query tools ■10 -12 years' experience in data warehousing and/or data analysis and/or data quality ■10-12 years' experience development data integration solutions using enterprise tools e.g. Informatica or Datastage ■5 years Informatica experience ■Proven experience in overseeing the linking of cross functional databases between disparate business units and systems ■Experience with business and technical requirements analysis and data mapping ■Extensive experience with data integration architectures ■Technically fluent in programming languages, including PL/SQL, XML and OS (Microsoft and Linux) scripting ■Knowledge of relational database design and data modeling ■Good project management skills and/or substantial exposure to project-based work structures, project lifecycle models etc. ■Knowledge of network protocols and standards, including firewalls and secure file transfer protocols ■Knowledge of data quality management practices ■Knowledge of Python and or R desirable ■Experience specific to healthcare industry desirable ■Exposure to an LIS (Laboratory Information System) desirable.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: PRINCIPAL (MSP)
REFERENCE NUMBER: NICD0319/001-02

The successful candidate will optimise, manage and lead the laboratory working group for respiratory viruses, in collaboration with the microbiology and diagnostic laboratories and the epidemiology team, within the Centre for Respiratory Diseases and Meningitis (CRDM). This is a challenging and exciting post offering great career potential for the right person. The laboratory is a World Health Organization (WHO) National Influenza Center (NIC) and this person will become the director of this centre. In addition, there are regional and international opportunities for collaboration and funding in the field of influenza and respiratory viruses that can be explored and built upon going forward.

Key Job Responsibilities

- Overall supervision and responsibility of the centre's National Influenza Centre (NIC) laboratory to ensure compliance with the mandate of the National Institute for Communicable Diseases (NICD)
- Attend WHO regional and international meetings, assist with WHO training priorities, advise WHO expert committees etc
- Establish processes to ensure optimal diagnosis, surveillance and research befitting a national reference laboratory and to understand the characteristics of viruses causing respiratory disease and meningitis to improve public health management
- Improve the design and functioning of the laboratories for the Centre with an appropriate spectrum of laboratory tests for assessing and carrying out appropriate research into virological causes of respiratory and meningitis infections
- Institute, design and manage virological research programmes to assess impact of infections and disease due to respiratory viruses relevant to national public health programmes
- Provide expert virological advice and guidance for the Centre to ensure the proper management of such infections/disease and outbreaks due to such disease
- Provide expert virological advice to internal (NICD and NHLS) and external (Department of Health, Centers for Disease Control and Prevention [CDC], WHO, etc) stakeholders
- Design, supervise, manage and analyse data from research projects within the Centre
- Lead a team of scientists to develop a research agenda related to viral respiratory disease and meningitis and publish and present virological research findings within the NHLS and at scientific congresses
- Provide teaching and training to registrars, scientists in the Centre and at NICD in order to increase capacity in the Institute
- Be a member of expert committees related to advising and guiding the Department of Health and other professionals on issues related to above.

Minimum Requirements and Key Competency

- PhD
- Registration with HPCSA as a Medical Scientist (microbiology, virology, or molecular microbiology) will be advantageous
- At least 5 years' post-PhD experience in microbiology or virology, including laboratory bench skills; and experience with tissue cultures and techniques will be an advantage
- 3-4 years managerial experience in the laboratory environment or related medical field will be an advantage
- Knowledge of research methodologies with an established publication record
- Knowledge of scientific grant applications
- Rating with a national or international organisation will be an advantage
- Knowledge of data management
- The ability to conduct scientific research
- Good communication (verbal and written) and interpersonal skills
- Good presentation skills
- Computer literacy
- Management skills
- Planning and organising skills
- Analytical skills
- Basic financial management skills.

NB: Applicants who applied in the last round need not to re-apply

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES
LOCATION: SANDRINGHAM
POSITION: PROJECT ADMINISTRATOR (FIXED TERM CONTRACT: 12 MONTHS)
(RE-ADVERTISEMENT)
PAY GRADE: C1
REFERENCE NUMBER: NICDCDC0319/001-03

Key Job Responsibilities

■ Provide operational and administrative support (including taking minutes and other activities) to ensure efficient and effective running of the ANDEMI project and other surveillance activities in CED ■ Plan and organise meetings, workshops and training for CED and to facilitate the smooth running of these events and activities ■ Regularly communicate with site staff to ensure that set targets are being met for enrolment and to ensure that site staff have the necessary documents and material to perform their duties ■ Liaise with data clerks and site staff to ensure that data queries are being sent and resolved within an agreed upon timeframe ■ Perform general office duties (ordering supplies, stock control, fixed asset verification, filing, basic bookkeeping and database maintenance) for the smooth running of the ANDEMI project and other surveillance activities in CED ■ Provide administrative support in the reporting management of grant funded activities in order to ensure compliance to relevant stakeholders ■ Communicate effectively and efficiently with the relevant stakeholders in order to ensure timely responses to queries and requirements ■ Adhere to prescribed grant department policies and NHLS code of conduct to ensure compliance with all stakeholder and grantor requirements ■ Perform any other reasonable ad hoc tasks as required.

Minimum requirements and Key Competency

■ Grade 12 with a 3 year Diploma in Project Administration ■ 1-2 years Administration experience essential ■ 2 - 4 years project administration experience in any field ■ Knowledge of project administration processes ■ Knowledge of database maintenance ■ Knowledge of company grant processes ■ Knowledge of NHLS/NICD policies ■ Typing skills ■ Attention to detail ■ Time management skills ■ Verbal and written communication skills ■ Computer literacy ■ Interpersonal skills ■ Organisational skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL
RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: MSE
REFERENCE NUMBER: NICDCDC0419/001-01

To promote research and development and maintain first world medicine and practice refined and specific procedures to achieve a final diagnosis for clinical application.

Key Job Responsibilities

■ Develop appropriate tests and improve existing laboratory tests in order to optimize and enhance the provision of diagnostic services ■ Apply specialised knowledge in order to diagnose disorders, diseases and pathogens and when necessary provide consultation so that appropriate treatment or control methods can be provided/ implemented ■ Assist in troubleshooting of routine tests in order to solve problems timeously and to avoid unnecessary delays in provision of test results ■ Contribute to the formal teaching and assessment of student (NHLS and University) to ensure that their knowledge and understanding of the relevant discipline meets academic/ degree requirements ■ Train students, registrars, and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services ■ Perform total quality management of the research laboratory to ensure accurate and reliable results ■ Conduct relevant research (basic and applied) that promotes departmental interest in order to gain new knowledge and improve understanding in line with the NHLS's goals of becoming a world-class research organisation.

Minimum requirements and Key Competency

■ Master's degree in Science ■ Registration with HPCSA (Desirable) ■ 2 years' experience in a research laboratory ■ Writing of grant proposals ■ Writing of publications ■ Preparation and presentation lectures ■ Quality control in the laboratory ■ Good Laboratory Practice ■ Method validation ■ Research methodology ■ Computer literacy ■ Computer literacy ■ Specific laboratory techniques ■ Communication skills (verbal and written) ■ Scientific writing skills ■ Troubleshooting skills ■ Interpersonal skills ■ Budgeting skills ■ Data analysis and interpretation skills

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

