

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

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
NICD VACANCIES	3 - 9

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS;
LOCATION: SANDRINGHAM
POSITION: CENTRE HEAD (RE-ADVERTISEMENT)
PAYGRADE: E1
REFERENCE NUMBER: NICD0217/001-01

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 Responsibility:

- Provide administrative and scientific leadership for the Centre in line with NICD's strategic role and responsibilities
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant the Centre's area of focus
- Establish strategic goals for the Centre through a consultative process with creation/regular review of the Centre's annual and 5-year strategic plans
- Ensure that operational objectives are met according to agreed project timelines as per the strategic plan and annual performance plan
- Facilitate closer working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and NDOH priorities
- Be responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial governance
- Ensure the Centre is compliant with NICD/NHLS policies and directives
- Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team
- Ensure that all sections contribute to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports
- Create/maintain a cross-Centre team to co-ordinate a high quality teaching and training programme responsive to national and international requirements
- Undertake section lead responsibilities for one Centre section according to experience/skills, where applicable
- Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NICD annual report
- Co-ordinate the Centre's interaction with media in line with NICD/NHLS policies
- Ensure that the Centre is responsive to outbreaks of Public Health Significance and to support the functions of the Emergency Operations Centre
- Ensure that the Centre is at cutting edge of latest developments and to encourage innovative initiatives
- Promote transformation and development in the Centre Management of all staff to ensure the centre is operated both efficiently and effectively
- Be a brand ambassador for the NICD.

Minimum requirements and Key Competency:

- Medical Qualification
- HPCSA registered specialist or PHD in Public Health or Clinical Microbiology/Virology/Infectious Diseases or Epidemiology
- Management and Leadership qualification
- 10 to 15 years Management experience preferably in a public health institution
- 8 to 10 years communicable diseases/public health experience/epidemiology/ infectious diseases
- Managerial/administrative experience (> 10 years)
- Financial management (> 5 years)
- Public health surveillance experience (> 5 years)
- Laboratory experience (>3 years)
- Writing successful grant applications and performing research(> 5 years)
- Teaching and training experience (> 5 years)
- Knowledge of Microbiology, Virology, Immunology, Molecular Biology desirable
- Knowledge of statistics
- Knowledge of statistical software packages desirable
- Knowledge of quality management
- Communicable diseases knowledge
- Communication and interpersonal skills
- Team-building skills
- Time management skills
- Planning skills
- Project Management skills
- Research methodology
- Communication skills
- Interpersonal skills
- Report writing skills
- Computer Literacy.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email: azian@nicd.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING; ZOO NOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST
PAYGRADE: D1
REFERENCE NUMBER: NICD1217/001-01

To provide epidemiology expertise for a range of surveillance activities undertaken by the Centre for Emerging Zoonotic and Parasitic Diseases (CEZPD)

Key Job Responsibility:

■ Give assistance to case history taking of patients referred for CEZPD-related laboratory diagnostic testing ■ Ensure a useful patient information and diagnostic test result database is maintained for the Centre ■ Assist with case notification to the Notifiable Medical Conditions Surveillance System (NMCSS) ■ Help with epidemiological investigation of disease outbreaks and volunteer to be recruited as required to support the emergency operations centre (EOC) at NICD when activated ■ Provide epidemiology support for surveillance or projects related to CEZPD –diseases as required (including but not limited to advice on study conception and design, protocol development, write grant proposals and secure funding, ethics application, field implementation, adequacy of projected sample sizes and data collection processes that will lead to sound inferences analysis) ■ Provide bio-statistical/epidemiological consultation and interventions to centre researchers ■ Facilitate and deliver capacity building for data analysis and epidemiology ■ Perform statistical analysis of data generated from centre diagnostic surveillance and projects ■ ■ Contribute to dissemination of findings through stakeholder (including the Department of Health) meeting, centre reports for the existing NICD channels (herein included but not limited to communiqués and bulletins and website) and exhibit in conferences ■ Oblige to manuscript writing on relevant subjects for peer reviewed publications.

Minimum requirements and Key Competency:

■ MSc degree in Epidemiology/ Statistics or MPH (Epidemiology or Statistics focus) ■ Advanced knowledge of epidemiology and statistical methods ■ Computer literacy and high levels of competence with data management programmes (Excel, Access, SQL, etc.) ■ Knowledge of statistical analysis programmes, (Stata/R/Open Epi/Epi and Arc/qGIS/R) ■ Good scientific writing skills ■ Strong interpersonal communication and presentation skills ■ Proven track record in public health research as indicated by record publications and or presentations at scientific meetings ■ Excellent analytical skills, with the ability to process scientific and medical data ■ Expertise in manipulating and analysing data ■ Able to work independently ■ Capability of communicating technical concepts clearly, concisely and understandably ■ Good leadership, organisational and time management skills, with the ability to multitask ■ Valid South African Driver's license (Code B) or equivalent.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email: kgaugelo.mkwanazi@nhls.ac.za 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 X2 (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: NICD0617/001-01

Main Purpose of the Job

To design, install, deploy, maintain, support and administer computer equipment and systems to ensure service continuity to users.

Key Job Responsibility

■ Install, configure and support of all LAN, WLAN and WAN network infrastructure to provide connectivity to new and existing ■ Monitor LAN, WLAN, WAN performance and availability; take appropriate action to ensure optimal network operation ■ Perform LAN and WAN related additions and changes to ensure that business requirements are met timeously ■ Documentation of the network ■ Perform routine backups on the configuration files for recovery purposes ■ Create accounts and administer them to ensure correct user access *and availability* ■ Set up, administer and maintain antivirus software to protect data stored on computers ■ Maintain Windows security patches to protect data stored on computers ■ Administer a monitoring system tool to monitor the health of the servers ■ Administer internet access to ensure user control and provide a platform for communication and research ■ Administer the e-mail system to ensure that the organization has an effective mode of communication ■ Diagnose hardware faults & arrange repairs with the service providers to ensure service continuity ■ Troubleshoot and resolve issues and escalate unsolvable calls ■ Analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications 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 ■ Adherence to SOP & adopted software standards to ensure standardized IT desktop environment and prevention of other software usage ■ Performing helpdesk tasks ■ Assist users with mobile devices.

Minimum requirements and Key Competency

■ 3 Year Diploma/ or Degree in IT (desirable) ■ IT Certification ■ MCSE Certification ■ CCNA ■ ITIL Foundation Certification ■ 4 – 6 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 ■ Troubleshooting and issue resolution ■ Desktop Hardware and Software Support in a Customer Service Environment ■ 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 and Hyper-V Virtualisation ■ Exchange Server ■ DHCP and DNS ■ SAN and storage ■ Active Directory and Group Policy.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email: gomotsangm@nicd.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR EMERGING, ZOOBOTIC AND PARASITIC DISEASES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST (FIXED TERM CONTRACT: 12 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE:	DEPENDS ON EXPERIENCE
REFERENCE NUMBER:	NICDCDC1017/001-01

Main Purpose of the Job

To provide technical and scientific support to disease surveillance, specialized diagnostics, research and teaching/training in the Centre for Emerging, Zoonotic and Parasitic Diseases (Special Bacterial Pathogens Reference Laboratory)

Key Job Responsibility

■ Perform laboratory and field studies related to the brucellosis research project ■ Optimize, validate and perform serological and molecular assays for investigation of brucellosis ■ Maintain records, databases and documentation related to the brucellosis research project ■ Perform routine diagnostic tests under BSL-2 and BSL-3 conditions ■ Prepare and assist in the preparation of reports, budgets and peer-review publications ■ Assist with teaching and training activities conducted in the Centre ■ Actively participate in maintaining the quality management system to ensure compliance with accreditation standards ■ Participate in Continued Professional Development (CPD) activities in compliance with HPCSA requirements ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act and other Biosafety and Biosecurity legislation.

Minimum requirements and Key Competency

■ Masters degree in microbiology or related field ■ HPCSA registration ■ Working knowledge of microbiological, serological and molecular techniques ■ Experience working in a high biocontainment laboratory would be an advantage ■ Knowledge of microbiological, serological and molecular techniques ■ Working knowledge of laboratory equipment ■ Knowledge of accreditation standards ■ Knowledge of Biosafety and Biosafety principles/procedures ■ Computer skills (general and specialized) Good communication and interpersonal skills ■ Good organizational and analytical skills ■ Writing skills ■ Problem solving skills ■ Team orientated.

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS;
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST (FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE: D1
REFERENCE NUMBER: NICDCDC1217/001-01

To develop an epidemiology research agenda for the centre, introduce and maintain new and existing surveillance and epidemiologic research projects, assist in epidemiological investigations of diseases outbreaks and provide epidemiological support to laboratory support.

Key Job Responsibility:

■Initiate, develop and implement epidemiologic studies and surveillance programmes relevant to the centre activities, including study design, data collection, data entry, data management, data cleaning, data analysis and report writing ■Assist with co-ordination of epidemiological investigations of diseases outbreaks and provide additional logistical support to the Department of Health epidemiological investigation of disease outbreaks as required ■Assist with management of grant budget ■Analysis of data from surveillance programmes and epidemiological investigations ■Supervision and management of field staff for surveillance programmes and epidemiological studies ■Provide logistical support to field staff in surveillance programmes ■Training and capacity building – to participate actively in training activities of the centre including: a) developing training materials for laboratory/public health staff and clinical staff, b)training of data team, surveillance officers and research assistants including site visits, c) teaching epidemiology and supervision of students, d) training of provincial and national DoH staff, internal NICD training including the FELTP programme ■Create and produce reports and contribute significantly to existing NICD publication such as communiques and bulletin as well as produce scientific papers on relevant subjects ■ Comply with any reasonable and lawful instruction issued by senior staff member ■Must be prepared to travel for site visits, outbreaks investigations, population survey, local and international meetings as required.

Minimum requirements and Key Competency:

■Masters or PhD in Epidemiology ■ Post qualification experience in research, surveillance or clinical trials will be an advantage ■Experience in applied epidemiology, public health and communicable disease ■Experience in outbreak investigation will be an advantage ■Experience in developing and analyzing data from access and Redcap database ■Ability to produce reports and scientific publication ■Ability to manage a team and generate new projects ■Computer literacy (STATA, SAS, Excel, Access) ■Ability to work under pressure ■Attention to detail ■Interpersonal skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email: gomotsangm@nicd.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: EDENDALE HOSPITAL, KWAZULU NATAL
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.

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOOONOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST INTERN (FIXED TERM CONTRACT: 24 MONTHS)
PAY GRADE: TC1
REFERENCE NUMBER: NICDCDC1217/001-03

Main Purpose of the Job

To attain under supervision, specific sub-/discipline knowledge, experience and undergo training to perform medical science research / laboratory specimen related procedures as prescribed in testing standard operating procedures for the purpose of qualifying for registration with the HPCSA.

Key Job Responsibility

■ Performs specialized reference parasitology tests so that patients receive the appropriate treatment ■ Performs parasitology surveillance functions, including sample processing, data capturing and data analysis, to ensure a comprehensive knowledge is built up about the relevant parasites ■ Performs molecular biology tests to enable the laboratory to study parasites in more depth and enhance knowledge and keep abreast with current research ■ Performs R&D processes and sources funding for projects under supervision to improve laboratory services ■ Actively participates in the laboratory's quality management systems to ensure the laboratory produces accurate and reliable results ■ Performs administrative, procurement and equipment maintenance duties to ensure the smooth running of the laboratory ■ Assists with parasitology quality assessment programmes to help teach and upgrade the quality of laboratories ■ Assist with teaching and training offered by the laboratory to ensure that the participants are taught the correct methodology and their knowledge is improved ■ Present at research forums, journal clubs and conferences and prepare scientific reports and manuscripts, as necessary.

Minimum requirements and Key Competency

■ BSc (Honours) degree in Microbiology ■ Post-qualification experience as a Medical Scientist advantageous ■ Experience in microbiology/molecular biology advantageous ■ Good interpersonal and communication skills ■ Ability to work under pressure ■ Good presentation and writing skills ■ Computer skills i.e. word processing, spreadsheets, databases, MS Office (Excel essential) ■ Ability to work accurately and quickly.

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>