

March 2019

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 <http://www.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 THIS POSITION IS THE 18 MARCH 2019

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	RED CROSS HOSPITAL, MITCHELLS PLAIN HOSPITAL, EASTRIDGE CLINIC AND OTHER FUTURE METRO SITES IN THE WESTERN CAPE AS REQUIRED
POSITION:	ASSISTANT RESEARCH X4 (FIXED TERM CONTRACT: 12 MONTHS) (AMENDMENT)
PAY GRADE:	B2
REFERENCE NUMBER:	NICDCDC0319/001-01

GERMS-SA is a national surveillance programme for diseases of public health importance: TB, HIV and AIDS related opportunistic infections, epidemic-prone diseases, sexually transmitted, vaccine-preventable diseases, antimicrobial resistance and zoonotic diseases. To assist with the execution of hospital-based/ clinic-based syndromic and laboratory-based syndromic and laboratory-based surveillance at designated sites for the relevant surveillance projects as per protocols. Implement projects which form part of the research and surveillance activities of the NICD.

Key Job Responsibilities:

■ Assist the Surveillance Officer with the identification of patients meeting the surveillance or research study case definitions ■ Collect/ assist the Surveillance Officer with collection of clinical data from patients meeting the surveillance in research study case definitions ■ Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance or research projects ■ Obtain /assist the Surveillance Officer to obtain informed consent from case patients or their next of kin ■ Receive and courier specimens such as urine, blood and respiratory samples ■ Trace results of routine investigations such as imaging and laboratory tests ■ Assist in preparation of presentations, report writing and other projects related topics ■ Assist with maintaining stocks and inventories of surveillance documents ■ Complete surveillance related documentation such as logs and case investigation forms ■ Perform patient-centred pre- and post-testing HIV counselling as required ■ Prepare patient and site study files ■ Help with the induction and training of new staff to the project ■ Effective team-working with other key surveillance, search and hospital-based staff ■ Attendance at any necessary programme related meetings to review performance with the study team ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance and research-related activities, e.g. special research studies nested within the surveillance programme ■ Perform tasks assigned by the line manager, related to respiratory illness surveillance and research programmes ■ Performance of other study related duties, such as photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■ Follow established policies, procedure and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■ Provide administrative support I all surveillance activities.

Key Competency Requirements:

■ Grade 12 ■ 6 Months work experience (Essential in a health related field) ■ Basic knowledge of surveillance (Essential) ■ Communication skills ■ Interpersonal skills ■ Accuracy skills ■ Attention to detail ■ Basic Numeracy skills ■ Listening skills ■ Customer care.

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