

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: 11 June 2019

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BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: SENIOR EPIDEMIOLOGIST (RE-ADVERTISEMENT WITH AMENDMENT)
PAY GRADE: D2
REFERENCE NUMBER: NICD0419/001-03

To build field epidemiology capacity for South Africa by assisting with the academic and technical components of the South Africa Field Epidemiology Training Programme.

Key Job Responsibilities

■ Take part in recruitment and selection of trainees and field supervisors ■ Develop grants proposals for continued financial support of the programme ■ Represent the programme in meetings and conferences ■ Advocate the programme to different stakeholders ■ Prepare periodic FETP evaluation and progress reports of residents core activities of learning and competencies ■ Develop curriculum and training materials ■ Participate in teaching and evaluating course ■ Participate in administration of examination at the University of Pretoria and Wits University for SAFETP ■ Coordinate examinations and assessment processes of field related core competencies ■ Liaise with other administrative staff, academic colleagues ■ Develop and teach appropriate short courses on basic and applied epidemiology ■ Ensure that the field placements and rotations are prepared in time ■ Ensure completion of student evaluation ■ Provide technical assistance to field sites ■ Liaise with the site supervisor to identify placement sites based on an agreed selection criteria ■ Identify and train field supervisors ■ Identify appropriate projects with site supervisor for resident's core competencies ■ Conduct site field supervision in outbreak investigation ■ Supervise residents for data analysis ■ Review of protocols, reports, manuscripts, and presentations prepared by residents ■ Publish research with student or other collaborations ■ Assist residents to acquire the required competencies while in the field and to collaborate in this endeavour with the SAFETP staff, resident advisors and Field supervisor ■ Assist residents in the design, implementation, analysis and writing of studies and field reports ■ Assist residents in preparation of presentations for local and international scientific conferences ■ Provide supervision of short course participants' projects during the short course training ■ Design/review and implementation of curriculum for field placement ■ Develop, review and implement guidelines for field supervision of residents by site supervisors ■ Prepare the timetable and field rotation schedules ■ Liaise with partner institutions, other institutions, external agencies, government departments in regard to field placements of residents ■ Coordinate all field work related activities and to ensure the quality and completion of field placements ■ Coordinate and run short courses for interest groups.

Minimum requirements and Key Competency

■ MBChB with MSc in Public Health and / or MPH Field Epidemiology ■ Valid driver's license [Code E / EB] ■ 3 years field experience in outbreaks ■ 3 years' experience with laboratory data analysis ■ 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 ■ Ability to produce statistics ■ Leadership skills ■ Report writing skills ■ Computer Literacy ■ Planning and organising skills ■ Diplomatic skills ■ Flexibility / Adaptability ■ Assertiveness ■ Thinking on one's feet ■ General management and administrative skills ■ Ability to work under pressure ■ Communication skills (verbal & written) ■ Attention to detail ■ Research skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to Recruiter4@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 ■15 years' experience in informatics ■10 years' experience using relational databases e.g. Oracle, IBM, Netezza, SQL Server ■10 years structured/procedural query language (SQL and PL/SQL) and use of data query tools ■10 years' experience in data warehousing and/or data analysis and/or data quality ■10 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

Responsible for ensuring that the NICD workplace infrastructure meets required statutory compliance and needs of the organization by managing all of the required services. To also ensure that the organisation has the most suitable working environment for its employees and their activities.

Key Job Responsibilities

■ Develop standards specifications for facilities aligned with organisational corporate identity ■ Develop SOP's regarding maintenance and refurbishments ■ Manage the day-to-day operations of the infrastructure and facilities of the NICD to protect the value of investment in infrastructure/facilities and maintain a conducive work environment ■ Plan and oversee renovation and new construction projects, including the preparation of tender specifications and bid processes, ensuring highest building standards in line with Occupational Health and Safety Act and accreditation requirements ■ Oversee the operation of the NICD maintenance workshop to ensure that repairs and maintenance are attended to timeously as well as to manage the resolution of maintenance requests from the various Centres; ensure availability of maintenance tools and stock is available at all times ■ Plan, organise, direct, and control work activities of the facilities management area as prescribed by professional standards; recommends, develops, revises and maintains various facility related Standard Operating Procedures (SOP's) as per the needs of the organisation ■ Project manage (including sign off, certificates, warranties, quality and quantity) and conduct inspections to all building and renovation projects in order to deliver suitable and sufficient laboratory and office accommodation ■ Provide technical advice on proposed projects, including the calculation of budget estimates and to control project budgets to avoid unnecessary expenses ■ Maintain as-built building drawings (including, engineering and architectural drawings) ■ Liaise with and monitor the work of outsourced service providers to ensure that work done adheres to Service Level Agreements (SLA's) and SOP's, Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work ■ Oversee the operation (including planned and breakdown maintenance of) HVAC and electrical systems and installations to ensure their optimal operation to provide ideal working conditions for building occupants ■ Conduct routine inspections of facilities and infrastructure, to document and address areas of concern ■ Co-ordinate and manage the cleaning services, security staff and gardening services ■ Ensure that all facilities are friendly for the disabled ■ Establish a recycling process for metal/glass and plastic and that the proceeds of these are channelled into the facilities budget ■ Any reasonable duty/ special tasks as requested by the Manager.

Minimum requirements and Key Competency

■ National Diploma (3 years) Building Science/Civil Engineering/Construction Management ■ Engineering trade certification (Trade tested - Electrical, Fitter and Turner, Mechanical or similar) (desirable) ■ Certificate/Diploma in Project Management (desirable) ■ Project management of large construction contracts within the Health sector ■ Related building industry experience related to laboratory fitting ■ Experience within a project team for the designing of a laboratory ■ Experience with RFQ's and tender processes (including generation of BOQ's) ■ 5 Years knowledge of building industry (plans, estimates, costing, materials etc.) ■ 3 Years knowledge of OHSA and relevant legislation ■ 2 Years knowledge of equipment, machinery (generators, UPS, workshop machinery) ■ 1 Year knowledge of automated office equipment ■ 1 year knowledge of cleaning industry (types, methods, products) ■ 3 Years knowledge of budget management and compilation ■ Computer literate (Microsoft package) ■ Interpersonal skills ■ Technically orientated ■ Negotiating skills ■ Problem solving ■ Planning, organising and time management skills ■ Analytical skills ■ Work independently and collaboratively ■ Communication skills (Verbal, written and presentation) and assertiveness ■ Time management skills ■ Ability to work under pressure ■ People management skills and customer relations.

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

DISCIPLINE: NICD:
CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL
RESISTANCE AND MYCOSES

LOCATION: SANDRINGHAM

POSITION: MEDICAL TECHNOLOGIST

PAY GRADE: MT 2

REFERENCE NUMBER: NICD0519/001-02

The Centre's mycology reference laboratory needs an experienced technologist to perform specialised reference assays for identification and antifungal susceptibility testing, manage and analyse surveillance data, support fungal disease proficiency testing schemes, teach laboratory personnel (including technologists, scientists, registrars, pathologists), conduct laboratory projects (including evaluation of new assays) and assist with accreditation processes.

Key Job Responsibilities

Operational efficiency of laboratory

■ Conduct a range of mycology-related diagnostic and reference tests, including fungal identification, antifungal susceptibility testing and molecular assays in accordance with SOPs, monitoring quality at all times ■ Manage data required for the efficient functioning of the lab in order to meet project and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, stock, staff and equipment ■ Maintain safety standards in accordance with OHSA ■ Undertake to troubleshoot where necessary ■ Verification and validation of equipment and/or test methods for routine implementation ■ Interpret laboratory findings and complete technical reports ■ Maintain records and documentation of test results and patient information ■ Operate various analytical equipment for medical mycology tests ■ Efficient stock control on bench ■ Liaise with clinicians, registrars and pathologists ■ Database entry, management and analysis for accurate distribution of reports to stakeholders ■ Attend to and close off customer complaints.

QMS

■ Monitors, calibrates and maintains devices according to relevant standards ■ Monitors, calibrates and maintains devices according to relevant standards ■ Perform preventive equipment maintenance performed as per set schedule ■ Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results ■ Log non-conformances, identify corrective and preventive actions and determine root cause ■ Trend analysis of non-conforming events with appropriate corrective and preventive measures ■ Participate in EQA up to review and distribution of results.

Assessments of results/Interpretation of results

■ Verify and report results (interpret where applicable), manually and electronically and ensure that results are delivered timeously ■ Perform data checks and analyses as per SOP.

Teaching, Training & Dev of Laboratory staff

■ Training, coaching and provide technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants.

Minimum requirements and Key Competency

■ National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Sciences: Biomedical Technology ■ HPCSA registration (microbiology or clinical pathology) ■ 4 years of post qualification experience – bench experience in medical mycology would be an advantage ■ Perform sampling and analysis of human and environmental samples for fungal culture ■ Preparation of samples for examination ■ Knowledge for the usage of specialised reference laboratory instrumentation ■ Accurate interpretation of laboratory results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail and strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills ■ Able to accommodate overtime requirements in order to deliver timeous and accurate results.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: SENIOR MEDICAL EPIDEMIOLOGIST
PAY GRADE: D3
REFERENCE NUMBER: NICD0519/001-03

With guidance from the Centre Head, to provide leadership and strategic direction for Epidemiology Section of the CHARM in line with NICD's role and responsibilities and to facilitate close working relationships and cohesion between the Department of Health, other stakeholders, and centres within NICD.

Key Job Responsibilities

- Provide leadership for the Epidemiology Section of the CHARM in line with NICD's strategic role and responsibilities, with guidance from the Centre Head
- Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant the CHARM's area of focus
- Assist to establish strategic goals for the Epidemiology Section of the CHARM 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
- Manage the field teams for surveillance and research, data management and epidemiologist teams within the CHARM
- Facilitate closer working relationships with other sections in the CHARM and with other centres in those areas where there exist opportunities for joint working towards common goals and NDoH priorities
- Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team
- Ensure that the Epidemiology Section of the CHARM contributes to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports
- Maintain an Epidemiology team to provide high quality teaching and training which is responsive to national and international requirements on NICD and other training programmes
- Ensure that coordinated quality assurance processes are in place throughout the Epidemiology Section of the CHARM
- Document and maintain records of Epidemiology Section of the CHARM outputs through periodic Centre activity reports and contributions to the NICD annual report
- Support the Centre's interaction with media in line with NICD/NHLS policies
- Promote transformation in the Centre and to encourage innovative initiatives
- 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
- Manage administrative and operational requirements of subordinate staff
- Train, develop and manage epidemiology staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competencies

- MBChB
- Registration with the HPCSA as an independent medical practitioner
- MSc or MPH or PhD in Public Health/ Field Epidemiology
- Valid driver's license [Code E / EB]
- 5 years' experience in Infectious Diseases/ Epidemiology/ Public Health
- 5 years' experience in management
- 5 years' experience in public health surveillance/ outbreak response
- Writing successful grant applications and performing research
- Experience in HAI, AMR and mycoses surveillance and research is desirable
- Knowledge of working with high-level stakeholders
- 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, including statistical packages
- Communication skills (verbal & written)
- Ability to work under pressure
- Interpersonal skills
- Time management
- Attention to detail
- Research skills
- Strategic 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 Azia Nxumalo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: MANAGER: FINANCE AND ADMINISTRATION
PAY GRADE: D4
REFERENCE NUMBER: NICD0519/001-04

To manage and oversee the corporate finance and administration support service of the NICD in line with business requirements and needs.

Key Job Responsibilities

■ Implement and communicate all NICD and NHLS policies, systems, procedures and internal controls to ensure smooth operation of the NICD and compliance with audit requirements ■ Facilitate the development and implementation of branch business plans and budgets to ensure NICD compliance with National Strategic requirements and objectives ■ Monitor, control and report on financial performance of the NICD against the budget to ensure cost effective, efficient service that is compliant with PFMA requirements ■ Responsible for preparation of the NICD budget ■ Review, recommend and report on capital expenditure for authorisation by the Executive Director to ensure that expenditure remains within allocated budget and is distributed equally between various business units in the NICD ■ Facilitate the implementation of Service Level Agreements (SLA's) and contracts to ensure that the needs of customers and NICD business objectives are met ■ Manage and oversee the overall financial systems of the NICD in accordance with the NHLS rules, policies and procedures ■ Provide support guidance and support for NICD grant related financial management ■ Manage and oversee the entire procurement function for the NICD in line with regulatory requirements and business needs ■ Ensure that staff have adequate training to conduct respective duties ■ Manage and oversee the stores and receiving offices ■ Oversee the General Services of the NICD in order to support logistical business needs and improve overall efficiency of the NICD ■ Control flow management to ensure the availability of funds to meet the needs of the business ■ Responsible for all financial internal and external audits for NICD ■ Engage in ad-hoc duties as allocated by Executive Director.

Minimum Requirements and Key Competency

■ 3 year degree in Financial management or Accountancy ■ Honors degree in Financial Management or Accountancy (desirable) ■ 8 years post qualification experience in Financial Management and General Management ■ Project Management ■ Completed articles at an Audit firm (Signed of by SAICA) (desirable) ■ Knowledge of PFMA Regulations ■ Knowledge of IT Systems ■ Knowledge of HR Policies and relevant legislature ■ Basic knowledge of networks and laboratory IT systems ■ Knowledge of procurement principles ■ General Management - security, transport, facilities etc. ■ In-depth knowledge of Financial Principles ■ Knowledge of Financial Analysis ■ Interpersonal skills ■ Problem Solving ■ Excellent work ethics ■ Deadline Driven ■ Attention to detail.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOO NOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL SCIENTIST
PAY GRADE: PRINCIPAL (MSP)
REFERENCE NUMBER: NICD0519/001-05

The successful candidate will be responsible for managing and leading diagnostic, surveillance, research and training functions of the Arbovirus Reference Laboratory within the Centre for Emerging Zoonotic and Parasitic Diseases (CEZPD) in collaboration with other diagnostic laboratories, epidemiologists, the Division of Public Health Surveillance and Response and the Emergency Operational Centre of the NICD. It will also support biosecurity, biosafety, and biosurveillance objectives of the CEZPD as well as maintain and further develop partnerships and collaborative networks within scientific communities, and particularly the One Health/Ecohealth Programs. In addition, this position will be responsible for fostering local, regional and international research and surveillance activities, assessing and utilizing opportunities for collaboration and funding, identifying gaps and making recommendations in the field of arbovirology.

Key Job Responsibilities

- Managerial and supervision responsibility of the Reference Arbovirus Laboratory (RAL) of the Centre for Emerging Zoonotic and Parasitic Diseases (CEZPD) to ensure compliance with the mandate of the National Institute for Communicable Diseases (NICD)
- Establish, implement and execute strategies and processes for accurate, adequate and cost-effective arboviral diagnosis, surveillance and research in order to benefit rapid diagnosis, patient management, and public health outbreak control measures
- Improve the design, biosafety and biosecurity functioning of the RAL CEZPD laboratories with an appropriate spectrum of laboratory tests for differential diagnosis, pathogen characterization and identification
- Development and validation of serological and molecular diagnostic assays, including rapid, point of care and pathogen discovery techniques
- Conducting surveillance and research into arboviral infections
- Institute, design and manage arbovirus research programmes to assess burden and impact of arboviral infections relevant to national public health programmes
- Provide expert virological advice and guidance for the Centre to ensure the proper management of arboviral infections/disease and outbreaks
- Provide expert virological advice to internal (NICD and NHLS) and external (Department of Health, Provincial Centers for Disease Control and Prevention, WHO) stakeholders
- Attend WHO, Technical Expert Working and Advisory Committees, regional and international meetings, assist with National Department of Health and WHO diagnostic, surveillance and training priorities
- Design, supervise, manage and analyse data from research projects within the Centre
- Lead a team of scientists to develop a research agenda related to arboviral diseases, publish and present virological research findings locally and internationally
- Provide teaching and training to students, registrars, scientists in order to increase institutional, national and regional arboviral diagnostic, surveillance and outbreak response capacities
- Be a member of expert committees related to advising, guiding and policy development by the Department of Health and other professionals on arboviral diseases
- Identify and utilize opportunities for collaboration and networking
- Writing up proposals and applying for external funding.

Minimum Requirements and Key Competency

■ PhD in relevant field ■ Registration with HPCSA as a Medical Scientist (microbiology, virology, or molecular microbiology) ■ At least 5 years' post-PhD experience in virology, including laboratory bench skills and experience with classical and molecular techniques, development/significant modifications, validation and implementation of viral technologies/diagnostic methods ■ At least 5 years managerial/supervisory experience in the laboratory, including different levels of biocontainment facilities ■ At least 5 years independent research and managing research groups with relevant knowledge of scientific methodologies, ■ Established publication, student supervisory and reviewer records ■ Membership of expert scientific/advisory committees ■ Knowledge of research grant applications, writing up research project proposals and evidence of successful funding applications ■ Recognition as internationally established scientist ■ Rating with a national or international organization and other evidence of scientific recognition (RG score, H-index) will be an advantage ■ 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.

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 HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION: WESTERN CAPE/ GAUTENG
POSITION: MEDICAL OFFICER (FIXED TERM CONTRACT: UNTIL 30 SEPTEMBER 2019)
PAY GRADE: D2
REFERENCE NUMBER: NICDCDC0519/001-01

The Centre is evaluating the effectiveness of the national cryptococcal antigen screening and treatment intervention through a retrospective cohort study (CAST-NET). We need a medical officer to abstract data from already-imaged hospital and outpatient clinic charts of patients who screened positive for cryptococcal antigenaemia.

Key Job Responsibilities

- Abstract, analyse and interpret CAST-NET surveillance data for feedback to DoH, laboratories, universities and international stakeholders
- Support the CAST-NET and related projects to efficiently collect and manage surveillance data
- Assist with scientific writing in NICD communications and peer-reviewed publications
- Teach and train surveillance staff at all levels
- Assist and advise on updating ethics clearance (for all universities)
- Check surveillance reports for accuracy
- Conduct or assist with site visits for surveillance and study purposes
- Help to coordinate annual surveillance reviews
- Lead or assist with nested studies
- Assist to write protocols for special studies.

Minimum requirements and Key Competency

- MBChB (registered with the HPCSA as a medical practitioner)
- At least 3 years' clinical experience
- Research experience would be an advantage
- Managerial, communication and organisational abilities and experience
- Able to write study protocols, study budgets and submit to ethics
- Computer skills including STATA and/ other analytic skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
(COMMUNICATIONS)
LOCATION: SANDRINGHAM
POSITION: INTERN (COMMUNICATION)
PAY GRADE: STUDENT
CONTRACT TYPE: 12 MONTHS
REFERENCE NUMBER: NICD INTERN

Introduction

The purpose of the 12-month internship programme is to provide the incumbent intern with an in-depth understanding of corporate communication through the practical application of theoretical knowledge and under the supervision and guidance of an experienced specialist. The Corporate Communication Intern will assist in the various internal and external communication and -related activities with the guidance of the assigned mentor. Main activities include, but is not limited to, Website and Social media maintenance, communication distribution, communication administration and a design element.

Role Objectives

- Collaborate with cross-functional team members to develop communication for multiple platforms and increase brand awareness
- Assist with social media activities to drive engagement and increase reach; creating and posting daily updates to various channels
- Conduct research and competitive analysis on industry, infectious diseases and best practice communication strategies
- Consolidation of media liaison insights
- Support team-wide communication programs and administration
- Assist with social media analytics on a monthly basis
- Brainstorm ideas for new and innovative awareness days campaigns
- Assist with planning media events
- Assist in the coordination of organisational newsletters
- Assist in the collection and filing of research publications
- Assist in research on the latest trends in the market
- Assist with design work and production of multimedia content.

Minimum requirements

- 3 year Degree in communications, journalism, public relations or equivalent
- Ability to conduct research (online and through interviews) and develop written content based on your research
- Written and verbal communication skills
- Ability to work in a team
- Strong people skills
- Ability to manage deadlines.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL
RESISTANCE AND MYCOSES
LOCATION: SANDRINGHAM
POSITION: ASSISTANT RESEARCH (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0519/001-02

To assist with the execution of hospital/ clinic/ laboratory-based surveillance for healthcare-and/ or community-associated infections and infections and associated special studies, which forms part of the research and surveillance activities of the NICD's Centre for HAIs, AMR and Mycoses (CHARM).

Key Job Responsibilities

■ Assist research staff (i.e. Surveillance Officers, Field Project Coordinators, Pathologist, SAFETP residents, Scientists and Epidemiologist) with the identification of patients meeting the surveillance, outbreak investigation or research study case definitions ■ Collect/ assist the research staff with collection and tracing of clinical and/or laboratory data of patients meeting the surveillance, outbreak investigation or research study case definitions ■ Obtain/ assist the research staff to obtain informed consent from case patients or their next of kin ■ Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance, outbreak investigation or research projects ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ Receive and courier specimens (e.g. urine, blood, patient & environmental swabs, etc.) if required ■ Assist in preparation of presentations, report writing and other projects related topics ■ Assist with maintaining stocks and inventories of surveillance, outbreak investigation or research study documents ■ Complete surveillance, outbreak investigation or research study related documentation such as logs and case investigation forms and file records according to the relevant protocol ■ Help with the induction and training of new staff as required ■ Effective team-working with other key surveillance, research/ laboratory and hospital/ clinic- based staff ■ Attendance at any necessary programme related meetings actively participate in and contribute to surveillance, outbreak investigation and research-related activities, e.g. special research studies nested within surveillance programmes ■ Perform tasks assigned by the line manager related to surveillance, outbreak investigation and research programmes ■ Performance of surveillance, outbreak investigation and research related activities and administrative support, such as photocopying, preparation of ethics application, data entry and any other administrative support as requested by the research staff ■ Follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance.

Minimum requirements and Key Competency

■ Grade 12 ■ 6 months work experience ■ Basic Knowledge of research and surveillance ■ 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

DATABASE FOR TEMPORARY CLEANER-HOUSEKEEPING

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: CLEANER-HOUSEKEEPING X3 (TEMP)
PAY GRADE: ICS1
REFERENCE NUMBER: NICDCDC0519/001/03

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition.

Key Job Responsibilities

■ Clean the different venues/ offices/ rooms/ kitchens/ laboratories/ hallways and stairs on a daily basis to ensure a clean and hygienic condition
■ Responsible for vacuuming carpeted areas and spot cleaning carpets ■ Dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards and shelves ■ Sweeping and mopping of floors ■ Wash dishes in the kitchen. Replenish kitchen supplies and wash/ clean fridges ■ Empty waste bins and take waste to designated areas ■ Clean toilets, urinals, hand basins, sinks, showers, etc. to ensure hygienic toilet facilities ■ Replenish consumables items (Soap/ toilets rolls/ paper towels) and ensure that stock is always available ■ Set up tables/ chairs and equipment for events as needed ■ Follow health and safety regulations and use chemicals as directed ■ Report deficiencies or needs to the coordinator.

Minimum requirements and Key Competency

■ Grade 10 ■ 1 month on the job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows ■ Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management.

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

BUSINESS UNIT: NICD
DISCIPLINE: NATIONAL CANCER REGISTRY
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0519/001-04

To manage, report and monitor progress of the Population Based Cancer Registry (PBCR), supervise PBCR field- based staff and promote research within the PBCR.

Key Job Responsibilities

■Coordination of the PBCR surveillance programme ■Supervise project sites and implement programme monitoring and evaluation and manage trouble-shooting ■Expand quality assurance activities for surveillance ■Liaise with the principal investigator, clients and site personnel and feedback to all stakeholders ■Employ, supervise, mentor, monitor and report on project field staff and coordinators ■Assist in protocol development and updates including ethics committee applications and hospital / clinics permissions ■Accurate and timely input of project information in computerized systems and issuing of status reports for monitoring and evaluation purposes■Manage the project and research targets to ensure that the general and overall tasks are effectively, efficiently and cost-effectively adhered to ■Select and compile training and orientation materials for project implementation and conduct training ■Report the outcome of financial and / or project reviews to the principal investigator and funders ■Be actively involved in the writing and submission of conference abstracts and scientific papers ■Participate in relevant internal, provincial, national and international meetings to facilitate the objectives of the surveillance programme ■Prepare the PBCR annual report.

Minimum Requirements and Key Competency

■MSc in Epidemiology or MPH ■PhD in Epidemiology (Desirable) ■2 years' experience in Project management ■2 years' experience on management of staff ■Scientific research experience ■Published scientific research ■Advanced data management and data analytic knowledge ■Knowledge of research methodologies ■Knowledge of journal publication requirements ■Scientific writing skills ■Advanced Biostatistical skills ■Epidemiological skills ■Computer literacy (statistical packages) ■Communication skills ■Presentation skills ■Administrative skills ■Problem solving ■Teaching skills ■Management skills.

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