

## 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 assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
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: 11 December 2018**

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BUSINESS UNIT: NICD  
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE  
LOCATION: SANDRINGHAM  
POSITION: SENIOR PUBLIC HEALTH EPIDEMIOLOGIST (AMENDMENT)  
PAY GRADE: D4  
REFERENCE NUMBER: NICD1218/001-17

**To lead the Notifiable Medical Conditions (NMC) surveillance programme in the Division of Public Health Response and Surveillance (DPHSR) and to manage all aspects of the programme including human resources, budgets, processes, standard operating procedures (SOPs), data collection, management and analysis, reporting, internal (NICD) and external stakeholders including stakeholder engagement and strategic planning. As senior Epidemiologist, the incumbent will be an integral member of the DPHSR leadership team, and participate and support DPHSR activities. This will include collaboration with DPHSR Units to support the national and provincial departments of health in the investigation of outbreaks and other communicable disease events, training and supervision of the South African Field Epidemiology (SAFETP) residents, development and management of grants and writing of scientific papers for peer-reviewed literatures.**

### Key Job Responsibilities

- Together with the Head of the Division, develop and deliver on strategic objectives pertaining to the national Notifiable Medical Conditions (NMC) surveillance programme, in keeping with the mission statement of the Institution
- Manage all aspects of the NMC surveillance programme as follows:
  - Manage provincial NMC nurse co-ordinators to ensure adequate roll-out and uptake of NMC reporting systems, and that private practitioners, provincial and district health departments and all health care workers are familiar with and receive training on NMC reporting tools and methods
  - Facilitate collection of NMC data from private sector (laboratories, medical aids and hospitals)
  - Collaborate with NICD IT and Surveillance Intelligence Management Unit (SIMU) and other stakeholders to ensure integrity of NMC data collection, management and processing
  - Manage NMC epidemiologists to conduct NMC data analysis, and reporting
  - Collaborate with NICD Centres to ensure that Centres participate in NMC processes, data review, cleaning, analysis and reporting
  - Provide or supervise the provision of written and oral reports/presentations on NMC activities and data to appropriate stakeholders
  - Maintain and develop relationships with all necessary external stakeholders who have an interest in or support the NMC programme, including but not limited to national and provincial departments of health, (including environmental health), the private sector (laboratories, medical aids and hospitals), StatsSA
  - Develop and ensure adherence to NMC budgets
  - Play an active and supportive role in the broader activities of the DPHSR sections, including GERMS-SA, Outbreak Response Unit (ORU) and Provincial Epidemiology Team by providing technical support and human resources for public health responses to outbreak investigations and other communicable disease events, writing of grant proposals and management of grants, protocol development for DPHSR projects
  - In collaboration with the ORU and NICD Centres, provide support to provincial departments of health in outbreaks investigation and response in field
  - Be actively involved in the writing and submission of scientific papers
  - Participate in and represent the NICD and DPHSR in relevant internal, provincial, national and international meetings to facilitate the objectives of the NMC and/or the DPHSR
  - Provide field supervision and training of the SAFETP residents and contribute to the teaching within the SAFETP long and short courses
  - Comply with any reasonable and lawful instruction issued by the manager.

### Minimum requirements & key competencies

- MBBCh with MMed (Public Health)/FCPublic Health/ MPH/ MPH (Field epidemiology)/ MSc (Epidemiology/Biostatistics); OR BSc (or other appropriate undergraduate degree) with PhD/MPH/MPH (Field epidemiology)/ MSc (Epidemiology/Biostatistics)
- Field experience in infectious diseases
- Experience with data analysis and public health research
- Experience in working in public health sector
- Experience in stakeholder management
- Epidemiology and statistical methods
- Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD
- Knowledge of a statistical software package for epidemiological analysis, MS Access, Excel, STATA or SAS
- Leadership and management skills
- Good understanding of the health systems in South Africa
- Excellent inter-personal and communication skills
- Problem solving skills.



**NATIONAL HEALTH  
LABORATORY SERVICE**

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

VACANCY