

FEBRUARY 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>), 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 HAS BEEN EXTENDED TO 10 MARCH 2017

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES;
CENTRE FOR EMERGING, ZOO NOTIC AND PARASITIC DISEASES;
CENTRE FOR HIV AND STI;
CENTRE FOR HOSPITAL ASSOCIATED INFECTIONS,
ANTIMICROBIAL RESISTANCE AND MYCOLOGY;
CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS;
LOCATION: SANDRINGHAM
POSITION: CENTRE HEADS X5
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 Responsibilities:

■ 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.

Key Competency Requirements:

■ 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 Kgaugelo Mkwanazi @ 011 386 6090, email: kgaugelo.mkwanazi@nhls.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>