

**MARCH 2019**

**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: 15 MARCH 2019**

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LOCATION: SANDRINGHAM  
POSITION: OFFICER (ADMINISTRATION) (WITHDRAWN)  
PAY GRADE: B5  
REFERENCE NUMBER: NICD1218/001-05

**To provide daily operational administration support to the business of NICD CEZPD in order to facilitate communication between departments and create an audit trail and particularly to provide effective and efficient administrative, document management, communication, logistic, procurement, and coordination support.**

#### Key Job Responsibilities

■Types, and /or collates documents/reports and prepares presentations timeously as per requirements ■Maintain a filing system and ensure that all documents are filled according to procedures and staff files and records are up to date ■Requisitioning office consumables and maintain documents, minutes and specific projects/reports to ensure effective communication, office operations and good record keeping ■Distribute documentation according to standard distribution instruction and ensure that where necessary documentation and reports are returned on time ■Taking minutes of meetings ensuring that an accurate and concise summary of proceedings is recorded typed and distributed on time ■Handle all requirements relevant to the arrangement and logistics of meetings in the line with specific requirements ■Assist with clients/students queries to ensure that they are speedily resolved ■Check capture and update project information and data into appropriate electronic system to ensure matching of the analytical results and demographics ■File specimen request forms and questionnaires for all audit purposes as required by standard operating procedure ■Carry out any other filing, sorting, packing of survey materials as required ■Maintain confidentiality related to sensitive information ■Administration support to external grants ( place orders, preparing payments for all the invoices, assist in logistics related to national and international project meetings, conferences, training and workshops, liaise with grants department and external funding bodies; recording, keeping and filing, completion and submission of documents, liaison and direction of queries; keep track of grants expenditures and reconciliation of grants budget; logging, tracking, receipting of orders and liaison with relevant suppliers) ■Assist with preparation for projects audits to ensure compliance with all requirements ■Handling all the centre travel bookings, (airplanes, accommodation, ground transport and allowance, assist in arranging field trips, making sure there is enough money for fuel and the vehicle is been serviced and e-toll card has enough funds ■Prepare payments for license/disk renewals for the pool vehicle and trailer ■Prepare monthly reconciliation for the fuel card and making sure, everything balances with the bank statement.

#### Minimum requirements and Key Competency

■Grade 12 plus Higher certificate in Administration (NQF 5) ■At least 3 years of office admin experience ■Experience in a medical environment (desirable) ■General office administration procedures ■MS Office, including Outlook, Excel, Power Point ■Ability to work independently as well as in a team ■Communication skills ■Planning and organizing skills ■Interpersonal skills ■Attention to detail ■Computer literacy (MS Office) ■Ability to work in a pressurised environment ■Time management.

BUSINESS UNIT: NICD  
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE  
LOCATION: WESTERN CAPE  
POSITION: SURVEILLANCE OFFICER x 1 (RE-ADVERTISED)  
PAY GRADE: C2  
REFERENCE NUMBER: NICD1218/001-07

**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. 4 X PROFESSIONAL NURSES are needed to work in surveillance in the Western Cape GERMS-SA sentinel sites for laboratory and syndromic surveillance.**

#### Key Job Responsibilities

- Collect surveillance data by interview and/or medical record review
- Screen patients, identify cases and enroll patients for various surveillance studies
- Obtain informed consent from identified patients
- Obtain informed consent for HIV testing with pre- and post-test counseling and perform venesection for HIV testing when required
- Collect necessary samples from patients according to study protocols
- Travel between clinics/hospitals for collection of data
- Communicate on a regular basis with the laboratory, on-site co-coordinators, hospital and clinic staff and NICD coordinating units
- Regularly collate and submit surveillance data gathered
- Keep meticulous records and logs.

#### Minimum requirements and Key Competency

- Four-year Nursing Diploma/Degree
- Registration with SANC as a PROFESSIONAL/REGISTERED nurse
- Three (3) – Five (5) years of clinical experience post qualification
- Two (2) – three (3) years' experience in clinical research or surveillance will be an advantage
- Completion of Good Clinical Practice course will be an advantage
- Good communication skills in local language essential
- Self-motivated and able to work independently
- Familiarity with the running of the regional hospital and clinics
- Willingness to improve interaction between laboratory and clinical staff
- Ability to work with national, multi-disciplinary team
- Interest in public health work
- Driver's license and own vehicle is necessary
- Attention to detail is essential
- Good computer skills and experience with data collection applications.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTHCARE ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL TECHNOLOGIST
PAY GRADE:	LEVEL 1 (MT1)
REFERENCE NUMBER:	NICD0319/001-01

**Perform all duties pertaining to all activities (Surveillance, National Stock Culture Collection and the WHO/AFRO Proficiency Testing Scheme) of the Antimicrobial Resistance Laboratory and Culture Collection (AMRL-CC).**

#### Key Job Responsibilities

■ Receive and prepare all samples for analysis and carry out all testing procedures in accordance with relevant SOPs within specified TATs  
■ Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements  
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes  
■ Maintain safety standards in accordance with OHSA  
■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times  
■ Verify and report results (interpret where applicable) and ensure that results are delivered timeously  
■ Undertakes to troubleshoot where necessary  
■ Keep abreast with research in order to make informed decision on existing lab test and technique  
■ Encourage colleagues on training and development of peers, medical professionals and community health care to ensure the delivery of high lab service standard  
■ Assist with teaching and training offered by the department  
■ Interprets laboratory findings and completes technical reports. Maintains records and documentation of test results and patient information  
■ Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards. (e.g. Microscan, Sensititre, Vitek, MALDI-TOF, freeze drier etc)  
■ Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results  
■ Be involved with the review of departmental technical SOPs  
■ Coaches and provides technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants  
■ Liaise with healthcare Clinicians, Registrars and Pathologists  
■ Consults on the interpretation of results by phoning out critical and abnormal results  
■ Perform administrative and procurement duties to ensure the smooth functioning of the laboratory  
■ Perform additional duties in the department, as per organisational requirements such as, but not limited to laboratory quality representative, fire warden duties, health and safety representatives  
■ Be responsible (as required) for technical, analytical and administrative duties of the international proficiency testing scheme offered by the department  
■ Be responsible (as required) for technical, analytical and administrative duties of the National Stock Culture Collection  
■ Perform molecular assays as required.

#### Minimum requirements and Key Competency

■ 3 years National Diploma in Medical Technology or Biomedical Technology or BSC in laboratory scientists  
■ HPCSA Registration as a Medical Technologist in Microbiology  
■ Perform sampling and analysis of blood, tissue and body fluid  
■ Preparation of samples for examination  
■ Knowledge for the usage of specialised instrumentation  
■ Knowledge of infection control and sterilization protocols  
■ Accurate interpretation of results  
■ Establish and monitor programmes that ensure data accuracy  
■ Accuracy and organisational skills  
■ Attention to detail 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.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: SUPERVISOR: FACILITIES AND GENERAL SERVICES (AMENDMENT)  
PAY GRADE: C5  
REFERENCE NUMBER: NICD0718/001-02

**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 organization 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 SOPs 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 ■ Planning for and overseeing 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 ■ Plans, organises, directs, and controls work activities of the facilities management area as prescribed by professional standards; recommends, develops, revises and maintains various facility related Standard Operating Procedures (SOPs) 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 SOPs; 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](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION - IT  
LOCATION: SANDRINGHAM  
POSITION: JUNIOR ANALYST DEVELOPER: BUSINESS INTELLIGENCE  
**(RE-ADVERTISEMENT)**  
PAY GRADE: C4  
REFERENCE NUMBER: NICD1018/001-01

**To maintain and enhance existing reports and dashboards, develop new reports and dashboards. This position will also serve in a back-up role for some BI Administration tasks and will manage user access and support.**

#### Key Job Responsibilities

■ Define the current reporting activities by charting existing processes ■ Research, review and analyse the effectiveness and efficiency of existing report procedures and develop strategies for enhancing or further leveraging these processes ■ Develop routines and procedures for end-users to facilitate best practices use of reporting tools and applications ■ Communicate reporting changes, enhancements and modifications – verbally or through written documentation to management, internal and external users so that issues and solutions are understood ■ Perform usage analyses to aid management in making implementation decisions ■ Assist with maintaining a stable BI environment that addresses the needs of both internal and external stakeholders ■ Work with all appropriate hardware/software constituents when planning upgrades that may affect current production schedules or have impact on any end-user's ability to use current applications ■ Communicate in writing to all hardware/software constituents when system downtime is required to perform necessary maintenance or upgrade tasks and provide follow-up feedback regarding completion of those activities ■ Administer the change control process for promoting new object into production ■ Administer, maintain and monitor all BI servers daily ■ Make adjustments and implement performance maintenance and assist with any necessary hardware updates required to server configuration ■ Monitor and manage BI user access and administer the BI self-service portal ■ Monitor and manage automated report distributions ■ Create and maintain reports, dashboards, utilizing the MicroStrategy software as required in support of end-users ■ Translate business requirements into technical solutions that best support business needs ■ Test and quality assure reports to ensure quality standards and the integrity of the information ■ Coordinate and perform in-depth tests including end-user reviews, for modified and new reports/dashboards, and other post-implementation support ■ Investigate end-user queries and implement the appropriate solution and provide the necessary feedback ■ Provide technical support and training to end-user community that access any of the BI products and tools ■ Troubleshoot BI tools, systems and software ■ Liaise with MicroStrategy international to resolve complex issues ■ Mentor and/or provide leadership to junior members of the team.

#### Minimum Requirements and Key Competency

■ 3 year Diploma / Degree in the field of computer science, information systems, computer engineering or related discipline that has a strong focus on technical support of data analysis (NQF 6) ■ Certification in MicroStrategy desirable ■ 3-5 years of information technology experience ■ Minimum of 3 years MicroStrategy experience ■ SQL skills in a relational database platform ■ Support of a front end reporting and data-mining tool ■ Experience with project life-cycle ■ Must be able to work as part of a large team, with others, in a role-based environment ■ Strong ability to analyze user requirements and build front-end BI applications according to specifications ■ Strong understanding of relational database structures, theories, principles and practices ■ Good knowledge of applicable data privacy practices ■ Strong written and oral communication skills ■ Strong presentation and interpersonal skills ■ Ability to deliver results and meeting customer expectations ■ Ability to prioritize and execute tasks in a high-pressure environment ■ Experience working in a team-oriented, collaborative environment.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@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 ■ Minimum 15 years' experience in informatics ■10 -12 years' experience using relational databases e.g. Oracle, IBM, Netezza, SQL Server ■10-12 years structured/procedural query language (SQL and PL/SQL) and use of data query tools ■10 -12 years' experience in data warehousing and/or data analysis and/or data quality ■10-12 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](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST  
PAY GRADE: PRINCIPAL (MSP)  
REFERENCE NUMBER: NICD0319/001-02

**The successful candidate will optimise, manage and lead the laboratory working group for respiratory viruses, in collaboration with the microbiology and diagnostic laboratories and the epidemiology team, within the Centre for Respiratory Diseases and Meningitis (CRDM). This is a challenging and exciting post offering great career potential for the right person. The laboratory is a World Health Organization (WHO) National Influenza Center (NIC) and this person will become the director of this centre. In addition, there are regional and international opportunities for collaboration and funding in the field of influenza and respiratory viruses that can be explored and built upon going forward.**

#### Key Job Responsibilities

- Overall supervision and responsibility of the centre's National Influenza Centre (NIC) laboratory to ensure compliance with the mandate of the National Institute for Communicable Diseases (NICD)
- Attend WHO regional and international meetings, assist with WHO training priorities, advise WHO expert committees etc
- Establish processes to ensure optimal diagnosis, surveillance and research befitting a national reference laboratory and to understand the characteristics of viruses causing respiratory disease and meningitis to improve public health management
- Improve the design and functioning of the laboratories for the Centre with an appropriate spectrum of laboratory tests for assessing and carrying out appropriate research into virological causes of respiratory and meningitis infections
- Institute, design and manage virological research programmes to assess impact of infections and disease due to respiratory viruses relevant to national public health programmes
- Provide expert virological advice and guidance for the Centre to ensure the proper management of such infections/disease and outbreaks due to such disease
- Provide expert virological advice to internal (NICD and NHLS) and external (Department of Health, Centers for Disease Control and Prevention [CDC], WHO, etc) stakeholders
- Design, supervise, manage and analyse data from research projects within the Centre
- Lead a team of scientists to develop a research agenda related to viral respiratory disease and meningitis and publish and present virological research findings within the NHLS and at scientific congresses
- Provide teaching and training to registrars, scientists in the Centre and at NICD in order to increase capacity in the Institute
- Be a member of expert committees related to advising and guiding the Department of Health and other professionals on issues related to above.

#### Minimum Requirements and Key Competency

- PhD
- Registration with HPCSA as a Medical Scientist (microbiology, virology, or molecular microbiology) will be advantageous
- At least 5 years' post-PhD experience in microbiology or virology, including laboratory bench skills; and experience with tissue cultures and techniques will be an advantage
- 3-4 years managerial experience in the laboratory environment or related medical field will be an advantage
- Knowledge of research methodologies with an established publication record
- Knowledge of scientific grant applications
- Rating with a national or international organisation will be an advantage
- Knowledge of data management
- The ability to conduct scientific research
- 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](mailto:Recruiter4@nicd.ac.za)



BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNICIAN  
PAY GRADE: LEVEL 1 (LT1)  
REFERENCE NUMBER: NICD0319/001-03

**To perform routine medical laboratory tests for the diagnosis, research, treatment, and prevention of disease in the tissue culture laboratory of Virology section.**

#### Key Job Responsibilities

■ Maintain the laboratory machines in order to avoid unnecessary shut-down times and service interruptions ■ Run quality control procedures such as testing of cell lines for mycoplasma infection to ensure that accurate results can be generated ■ Prepare, grow, store and maintain specimens / cell lines as required by research staff ■ Carry out routine testing procedures on specimens in order to obtain accurate results to be used by scientists, under the general supervision of the senior qualified staff ■ Review and keep both the results under the supervision of the senior scientists to ensure that correct and valid results are sent to relevant sponsors ■ Observe health and safety regulations while working to ensure own and others' safety at all times ■ Assist with the training of students and interns under the supervision of the senior staff to ensure that students are adequately trained to meet needs of the organisation ■ Give input into the writing of SOPs in order to assist with improving the standard of the laboratory ■ Input data into databases and LIMS system for later retrieval and analysis.

#### Minimum Requirements and Key Competency

■ Grade 12 ■ HPCSA registration as Medical Technician ■ Maths and science advantageous ■ 1 to 3 years experience in a laboratory environment ■ Health and safety regulations ■ Knowledge of technical appliances ■ Knowledge of quality control procedures ■ Tissue culture experience and knowledge of aseptic technique ■ Basic knowledge of Microsoft excel required for maintenance of cell line databases/spreadsheets and ordering online ■ Troubleshooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Communication skills ■ Interpersonal skills ■ Computer literacy ■ Record keeping and filing skills ■ Ability to demonstrate the use of laboratory equipments.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION:	SANDRINGHAM
POSITION:	SCIENTIST – RESEARCH (FIXED TERM CONTRACT: 8 MONTHS)
PAY GRADE:	ENTRY (MSE)
REFERENCE NUMBER:	NICDCDC0319/001-01

**To promote research and development and maintain first world laboratory medicine and practice refined and specific procedures to achieve project outcomes. To perform Human Leucocyte antigen typing and Human Leucocyte antibody analysis for completion of Partners in Prevention Research Study.**

### Key Job Responsibilities

■ Be concerned with the application of specialised knowledge of HLA typing and HLA antibody testing to conduct research on HIV disease and pathogenesis so that appropriate treatment or control methods can be provided/implemented ■ Be concerned with the teaching and training employees in laboratory skills and health sciences so that they have better skills, knowledge and understanding to provide improved and effective health care ■ Be concerned with basic and applied research in line with the strategic objectives of the NHLS, in order to improve knowledge, provide conceptual thinking and understanding of health related issues ■ Be concerned with Research and Development to assess the appropriateness of test, to improve existing laboratory tests and to develop new tests and techniques in order to optimise and improve the provision of diagnostic and identification of service ■ Be concerned with identifying and solving applied information technology development and data mining, technical problems related to routine laboratory testing and R&D so that an efficient, effective service is provided and accurate and reliable research is carried out; troubleshoot operational problems so that root causes are understood in order to implement appropriate solutions ■ Be concerned with the total Quality Management of the laboratory which involves the implementation and monitoring of systems to ensure accurate and reliable results.

### Minimum requirements and Key Competency

■ 4 years BSc (Hons) ■ Ability to perform Human leucocyte antigen typing Ability to perform human leucocyte antibody analysis ■ Ability to use Luminex bead-based flow cytometer ■ At least 1 scientific research abstract ■ Involvement in development and validation of either 1 new methodology or significant modification to existing application/procedures ■ Presentation at local conferences/research days or forums Adherence to quality management systems ■ Computer skills ■ Interpersonal skills ■ Organisational skills.

Enquiries may be directed to Kgaugelo Mkw anazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR EMERGING, ZONOTIC AND PARASITIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST (FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: ENTRY (MSE)  
REFERENCE NUMBER: NICDCDC0319/001-02

**This position requires the incumbent to apply specialised knowledge in order to perform tests, conduct research and assist with other laboratory functions in line with the centres strategic objectives, with regard to parasitic diseases of medical importance.**

#### Key Job Responsibilities

- Performs specialised reference parasitology tests so that patients receive the appropriate treatment
- Perform parasitology surveillance functions, including sample processing, data capturing and data analysis, to ensure a comprehensive knowledge is built up about the relevant parasites
- Perform molecular biology tests to enable the laboratory to study parasites in more depth and enhance knowledge and keep abreast with current research
- Perform R&D processes and source 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
- Perform 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

- 4-year Bachelor of Science degree (Honours) in Microbiology
- Registration with HPCSA as a Medical Scientist (Microbiology/Molecular Biology)
- 1-3 years' experience in a research laboratory (microbiology/molecular biology) advantageous
- Good Laboratory Practice and Quality Assurance experience beneficial
- Research methodology
- Scientific writing and presentation skills
- Specific laboratory techniques especially molecular techniques e.g. PCR
- Computer literacy
- Communication skills (verbal and written)
- Troubleshooting skills
- Interpersonal skills
- Data management, analysis and interpretation skills
- Attention to detail
- Ability to work accurately and quickly
- At least 1 scientific research abstract
- Involvement in development and validation of either 1 new diagnostic methodology or significant modification to existing application/procedures
- Presentation at local conferences/research days or forums
- Adherence to quality management systems
- Corrective action logs
- Active participation in maintaining SANAS accreditation.

**This post will require that the potential candidate goes through laboratory practicals as part of the selection process.**

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR ENTERIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: PROJECT ADMINISTRATOR (FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: C1  
REFERENCE NUMBER: NICDCDC0319/001-03

#### Key Job Responsibilities

■ Provide operational and administrative support (including taking minutes and other activities) to ensure efficient and effective running of the ANDEMA project and other surveillance activities in CED ■ Plan and organise meetings, workshops and training for CED and to facilitate the smooth running of these events and activities ■ Regularly communicate with site staff to ensure that set targets are being met for enrolment and to ensure that site staff have the necessary documents and material to perform their duties ■ Liaise with data clerks and site staff to ensure that data queries are being sent and resolved within an agreed upon timeframe ■ Perform general office duties (ordering supplies, stock control, fixed asset verification, filing, basic bookkeeping and database maintenance) for the smooth running of the ANDEMA project and other surveillance activities in CED ■ Provide administrative support in the reporting management of grant funded activities in order to ensure compliance to relevant stakeholders ■ Communicate effectively and efficiently with the relevant stakeholders in order to ensure timely responses to queries and requirements ■ Adhere to prescribed grant department policies and NHLS code of conduct to ensure compliance with all stakeholder and grantor requirements ■ Perform any other reasonable ad hoc tasks as required.

#### Minimum requirements and Key Competency

■ Grade 12 with a 3 year Diploma in Project Administration ■ 1-2 years Administration experience essential ■ 2 - 4 years project administration experience in any field ■ Knowledge of project administration processes ■ Knowledge of database maintenance ■ Knowledge of company grant processes ■ Knowledge of NHLS/NICD policies ■ Typing skills ■ Attention to detail ■ Time management skills ■ Verbal and written communication skills ■ Computer literacy ■ Interpersonal skills ■ Organisational skills.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
LOCATION: SANDRINGHAM  
POSITION: ASSISTANT RESEARCH X3 (FIXED TERM CONTRACT: 12 MONTHS)  
PAY GRADE: B2  
REFERENCE NUMBER: NICDCDC0319/001-04

**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 for all surveillance activities.

#### Minimum requirements and Key Competency

■ Grade 12 (NQF 4) ■ 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](mailto:Recruiter1@nicd.ac.za) .

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR ENTERIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST (MATERNITY REPLACEMENT) (FIXED TERM CONTRACT: 12 MONTHS) READVERTISEMENT  
PAY GRADE: ENTRY (MSE)  
REFERENCE NUMBER: NICDCDC0319/001-05

**To apply specialised knowledge in order to perform surveillance/diagnosis of enteric pathogens/infections/diseases, and provide interpretation of results/data and consultation so that appropriate treatment or control methods can be provided/implemented. To conduct research and to provide scientific support for other researchers.**

#### Key Job Responsibilities

■ Perform surveillance/diagnosis of enteric pathogens/infections/diseases, and provide interpretation of results/data and consultation so that appropriate prevention/control/treatment strategies can be provided and implemented ■ Evaluate and implement appropriate tests, to improve existing laboratory tests and expand the test repertoire in order to enhance the provision of laboratory services ■ Perform ethical and relevant research (basic and applied) that will provide new information on pathogens/infections/diseases ■ Contribute to the training and teaching of health professionals and technical staff, including registrars, intern scientists and postgraduate students ■ Write and submit research grant proposals to further research capacity ■ Write scientific reports and papers for submission to scientific, peer-reviewed journals ■ Present scientific data and results at scientific meetings, including conferences, in order to disseminate new laboratory and research findings ■ Liaise with surveillance collaborators and research collaborators, both nationally and internationally, in order to stimulate debate and ensure that laboratory activities meets high standards ■ Be concerned with maintenance of total quality management of the laboratory, to ensure accurate, reliable and reproducible results ■ Contributes to laboratory administration (e.g. Records, procurement, stock control and equipment maintenance).

#### Minimum requirements and Key Competency

■ 4 year BSc (Hons) or MSc degree in Science in Microbiology, Genetic or Molecular Biology ■ Registered with HPCSA as a Medical Scientist ■ Experience in microbiology techniques ■ Experience in molecular biology techniques ■ At least 1 scientific research abstract ■ Involvement in development and validation of either 1 new diagnostic methodology or significant modification to existing application/procedures ■ Presentation at local conferences/research days or forums Adherence to quality management systems ■ Corrective action logs ■ Active participation in maintaining SANAS accreditation.

Enquiries may be directed to Kgaugelo Mkw anazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: PROJECT MANAGER (PROGRAMME) (FIXED TERM CONTRACT: 06 MONTHS)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0319/001-06

**To implement and track progress of the annual antenatal HIV prevalence survey. Responsibilities include development of a protocol manual of operations, training and protocol implementation, coordination and monitoring of survey implementation, collation of data collection, data analysis, coordination with provincial health and NHLS laboratory staff.**

#### Key Job Responsibilities

■ Implementation of protocol survey in nine provinces in South Africa ■ Development of study materials including training materials and to oversee training at national and provincial level ■ Ensure smooth distribution of study materials (blood tubes, forms, labels) ■ To liaise with provincial department of health coordinators and NHLS laboratory management to ensure that the survey runs smoothly and to assist with resolving any problems that might arise ■ Conduct quality control supervisory visits to sentinel sites ■ Delegate tasks and responsibilities to provincial survey coordinators ■ Monitor staff activities in the provinces ■ Track project milestones and deliverables to ensure reporting deadlines are met ■ Perform data collation and analysis for effective reporting ■ Routine reporting on progress of survey using key indicators ■ Ensure that all the relevant contract/patents/ethics and MTA documents are in place for studies/collaborations.

#### Minimum requirements and Key Competency

■ 4 year BSC Hons/MSC/MPH ■ Project Management Degree / Diploma/ Certificate ■ 3-5 years General Project Management Experience ■ Extensive computer knowledge ■ Knowledge of organizational policies and procedures ■ Sound knowledge of the laboratory related environment ■ Interpersonal skills ■ Attention to detail ■ Planning and Organising ■ Computer literacy ■ Excellent Communication skills ■ Presentation skills ■ Administrative skills ■ Problem solving ■ Deadline driven ■ Analytical skills ■ Ability to motivate people ■ Project Management skills ■ Ability to adapt to change ■ Able to work in a team ■ Ability to budget.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)