

**MARCH 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 FOR ALL POSITIONS IS THE 13 MARCH 2017**

BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: SOFTWARE DEVELOPMENT LEAD  
PAY GRADE: D2  
REFERENCE NUMBER: NICD0317/001-01

**To manage a team of Developers, to support existing software systems/solutions and successfully deliver new /enhanced software systems/solutions and be accountable for the technical delivery of software projects and ensures consistent processes and tool sets for best practice development.**

#### Key Job Responsibilities:

- Guide team development efforts towards successful project delivery
- Provide technical leadership to teammates through coaching and mentorship
- Establish and maintain coding standards, naming conventions and best practices
- Maintain high standards of software quality within the team by establishing best practice and good habits
- Identify and encourage areas for growth and improvement within the team
- Collaborate with other software developers and analysts to plan, design, develop, test, and maintain web- and desktop-based business applications built on Microsoft technologies
- Assist in the collection and documentation of user's requirements, development of user stories, estimates and work plans
- Prepare reports, manuals and other documentation on the status, operation and maintenance of software
- Design, develop, and unit test applications in accordance with established standards
- Participate in peer-reviews of solution designs and related code
- Package and support deployment of releases
- Work with teammates in the migration of legacy applications to current Microsoft technologies
- Develop, refine, and tune integrations between applications
- Analyze and resolve technical and application problems
- Assess opportunities for application and process improvement and prepare documentation of rationale to share with team members and other affected parties
- Adhere to high-quality development principles while delivering solutions on-time and on-budget
- Provide third-level support to business users
- Research and evaluate a variety of software products.

#### Key Competency Requirements:

- BSc (Computer Science)
- >5 years experience as a Software Developer
- Microsoft .NET 3.5+ development using C#
- Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF
- Experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS
- Experience with database development including relational database design, SQL and ORM technologies
- Experience with user interface design and prototyping
- Experience with source control management systems and continuous integration/deployment environments
- Experience in leading and managing the delivery of system/software development projects in a structured environment
- Experience in the usage of UML
- Knowledge of SDLC
- Automated testing
- Software development approaches and methodologies including Agile and Waterfall
- Multi-threading and concurrency
- Debugging, performance profiling and optimization
- Comprehensive understanding of object-oriented and service-oriented application development techniques and theories
- Analytical and project management skills
- Attention to detail
- Supervisory skills
- Self-motivated, able to work independently and work as part of a multidisciplinary team
- Interpersonal and advanced communication skills (verbal and written)
- Excellent personal organisation and ability to prioritise and carry out multiple tasks
- Coaching and mentoring skills
- Ability to discuss technical matters effectively with non-technical people
- A desire to remain technically capable and an expert in current technologies
- Gathering essential information from people
- Documenting information.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090 or visit the NHLS career page at <http://intranet.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** ADMINISTRATION AND MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ICT INFRASTRUCTURE AND SUPPORT LEAD  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** NICD0317/001-02

**To manage IT technologies and a group of technical ICT Infrastructure personnel to ensure the efficient and secure delivery of ICT services.**

#### Key Job Responsibilities:

■Oversee all aspects of IT department operations including IT infrastructure, Communication (LAN, WAN, email, etc.), database, backup recovery, regulatory compliance■Manage the day-to-day operations including downtime, reporting service levels, defining and tracking IT operational metrics and provide status to management■Prepare overall status and activity metrics that documents and tracks delivery of IT services, planned and unplanned system outages, and other key IT performance metrics■Maintains overall security of the network, systems, and data■Ensures high availability of critical business systems■Owns and maintains strict controls on data/system backups and recoverability■Manage staff members in their daily activities as well as supporting business projects■Manage 3rd party suppliers and service level agreements to ensure cost effective delivery of services■Develop and manage relationships with vendors in support of staff augmentation and systems support ■Manage overall capacity utilization of server/hardware environment ensuring it is optimized to meet business requirements■Contribute to the development of IT departmental strategies to align with the overall business strategy as well as corporate strategy■Develop and implement hardware and software standards for network, servers, databases, wireless technology, file & print services, etc.■Develop and implement data retention standards■Develop and maintain overall backup and recovery strategy (Disaster Recovery & Business Continuity)■Develop, implement, and maintain processes and procedures for effective delivery of services and compliance with regulatory guidance■Establish and implement 'best-practice' standards as well as departmental policies and procedures■Overall responsibility for strategic planning for system upgrades■Determine, recommend and implement hardware and software upgrades for business applications, server hardware, network equipment, desktop, laptop.

#### Key Competency Requirements:

■3 year Diploma / Degree in Information Technology■ >7 years IT experience■Cisco Certified Network Professional (CCNP)■MCSE■ITIL  
■Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL, Hyper-V■Hands-on/technical background and knowledge of core Network/Cisco technologies like LAN/wLAN/WAN, subnets, firewalls, VLAN's, and VPN using Cisco switches, routers and ASA's■2 years Project Management experience■ Good understanding of user environment management, including desktops/laptops, profile management, software delivery ■Good familiarity with other IT Infrastructure technologies like storage area networks (SAN), WAN acceleration devices, virtualization, and data warehouse■Champion for ensuring IT standards, procedures, policies, and best practices to the infrastructure team■Stay up-to-date with industry technology trends and applicability of software/hardware solutions■Interpersonal skills■ Project Management Skills■ Analytical Thinking ■ Attention to detail■ Time Management  
■People Management■ Act as a go-to person for the Institutes business units and IT management when it comes to IT infrastructure technologies supporting both projects and operations■Proactive in understanding and staying up-to-date on the current projects in progress, projects in pipeline and operational issues.

Enquiries may be directed to Kgaugelo Mkwazazi @ 011 386 6090 or visit the NHLS career page at <http://intranet.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR HIV AND STI  
**LOCATION:** SANDRINGHAM  
**POSITION:** LABORATORY MANAGER  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** NICD0317/001-03

**To oversee and manage daily operation of laboratories in the HIV Virology Section, including QC and safety aspects to ensure a cost effective and high quality service in line with stakeholder needs. To serve as a Quality Manager for the HVTN (HIV Vaccine Trials Network) related activities and taking responsibility for all national and international audits for the HIV Drug Resistance and HVTN projects.**

**Key Job Responsibilities:**

■ Supervise maintenance of all laboratories and equipment to ensure the smooth running of the laboratory ■ Manage the correct application of quality assurance processes and procedures to ensure the delivery of an efficient laboratory service and achievement of quality standards ■ Oversee and monitor the application of safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation ■ Generate management reports as required by monitoring work and performance status of the laboratory and take corrective action when required ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Liaise with the NICD/ NHLS QA in preparation for SANAS and international audits ■ Manage data of samples repositories to ensure data is updated timeously ■ Provide inputs and actively participate in laboratory meetings ■ Act as a member LQR and Health and Safety representative of the laboratory ■ Conduct induction of new personnel with regards to laboratory safety and quality control procedures ■ Oversee and manage the processing of specimens and ensure that the laboratory procedures are carried out in line with the laboratory standards ■ Conduct in process audits for HVTN clinical trials ■ Ensure that laboratory has necessary resources by assisting with ordering and receiving of goods from suppliers when necessary ■ Maintain reagent inventories including MSDS ■ Update all Standard Operating Procedures due to review on the Q-Pulse system ■ Monitoring of room and equipment temperatures and updating of new charts on a monthly basis ■ Participate in all relevant HVTN activities involving Quality Assurance, Audits and Document Control.

**Key Competency Requirements:**

■ National Diploma / Degree in Medical Technology or Medical Scientist ■ Registration as a Medical Technologist / Medical Scientist ■ 10 to 12 years' experience as Medical Technologist or related field ■ 5 years management experience in a laboratory environment ■ Knowledge of good laboratory practice ■ Keep up to date with variety of tests ■ Keep up to date with current research issues ■ Knowledge of laboratory instruments ■ Principles of test methods ■ Laboratory Processes ■ Management Principles and processes ■ Knowledge of laboratory quality systems, including laboratory safety ■ Computer Literacy ■ Understanding of all testing procedures and processes ■ Attention to detail ■ Ability to work independently ■ Ability to work under pressure ■ Interpersonal skills ■ Ability to manage staff effectively ■ Planning and organising ■ Communication skills.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090 or visit the NHLS career page at <http://intranet.nhls.ac.za>

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR ENTERIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: EPIDEMIOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: NICD0812/002-01 RE-ADD (90929.001.1503)

**The Epidemiologist will develop an epidemiology research agenda for the Centre for Enteric Diseases, introduce and maintain new and existing surveillance and research projects, assist in epidemiological investigation of enteric disease outbreaks and provide epidemiological support to laboratory staff.**

#### Key Job Responsibilities:

- Initiate, develop and implement epidemiologic studies and surveillance programmes relevant to centre activities, including study design, data collection, data entry, data management, data cleaning, data analysis and report writing
- Initiate and co-ordinate epidemiological investigations of enteric disease outbreak and provide additional logistical support to the Department of Health for epidemiological investigation of enteric diseases outbreak as required
- Write grant proposals and manage grant budget
- Analysis of data from surveillance programmes and epidemiologic investigations
- Supervision and management of data management staff for epidemiological studies and surveillance programmes
- Supervision and management of field staff for surveillance programmes and epidemiologic studies
- Provide logistical support to field staff in surveillance programmes
- Training and capacity building – to participate actively in training activities of the Centre for Enteric Diseases which may include but is not limited to : a) Developing training material as required for training of clinical, laboratory and/or public health staff , b) Training of the data team, surveillance officers and research assistants including site visits, c) Teaching of epidemiology and supervision of students d) Training of provincial and national DOH staff, internal NICD training the FELTP programme
- Create and produce reports and contribute significantly to existing NICD publications such as communiqués and bulletins as well as produce scientific papers on relevant subjects
- Represent the Centre for Enteric Diseases in meetings with DOH and other stakeholders
- Participate in the management and strategic planning of the Centre for Enteric Diseases
- Comply with any reasonable and lawful instruction issued by a senior staff member
- Must be prepared to travel for site visits, outbreak investigations, population surveys, local and international meetings as required.

#### Key Competency Requirements:

- Masters or PhD degree in Epidemiology/Public Health
- MBCh degree will be an advantage
- Post qualification experience in research, surveillance or clinical trials will be an advantage
- Experience in applied epidemiology, public health and communicable diseases essential
- Experience in outbreak investigation an advantage
- Ability to produce reports and scientific publications
- Ability to manage a team and generate new projects (strongly recommended)
- Computer literacy (STATA, SAS, Excel, Access)
- Ability to work under pressure
- Attention to detail
- Interpersonal skills.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090 or visit the NHLS career page at <http://intranet.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE  
**LOCATION:** KZN, GAUTENG, MPUMALANGA, LIMPOPO, EASTERN CAPE, WESTERN CAPE, NORTHERN CAPE AND FREE STATE  
**POSITION:** PROFESSIONAL NURSE – NMC SURVEILLANCE OFFICER  
**PAY GRADE:** PAY ZONE C3  
**REFERENCE NUMBER:** NICD0317/001-04

**Contribute to the implementation, co-ordination, training, mentoring and coaching for health practitioners in the private and public sector to improve the reporting of Notifiable Medical Conditions (NMC) as defined in the relevant regulations.**

**Key Job Responsibility:**

- Play a key role in the implementation and establishment of an integrated national notifiable medical condition (NMC) surveillance system at facility and district levels
- Play a pivotal role in ensuring efficient information flow in data collection, collation, analysis, interpretation and dissemination of NMC data to the public and private sector
- Maintain close liaison with all relevant NMC personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and disease specific programmes at district, sub-district and facility levels to enhance reporting of notifiable diseases and feedback thereof
- Strengthen the lab surveillance system within the provinces and facilitating linkages between private and public laboratories and health facilities
- Develop NMC surveillance related training materials together with the Notifiable Diseases Manager
- Routinely train health staff in private, public and NG sectors on the legislation aspects of NMC regulations and the process of notification
- Support and track performance of NMCSS process
- Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies
- Act as the liaison between local level DoHs and the NICD and ensure resources available at the NICD are made available to the local levels for smooth functioning of the NMC surveillance system
- Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the NMC surveillance system are adequately disseminated to all relevant users
- Provide support in the implementation of such SOPs by provincial DoH at district and facility level and to laboratories and the private health sector
- Troubleshoot and provide guidance to various stakeholders on the implementation and use of the NMC surveillance system
- In close collaboration with the NMC surveillance manager, ensure optimum data quality and timely analyses of surveillance data for early warning signs to detect outbreaks.

**Key competency Requirements:**

- Four year degree / diploma in nursing
- Registration with SANC
- Drivers License
- Minimum of 5 years relevant experience
- Experience in project management would be advantageous
- Experience in training diverse audiences essential
- Presentation Skills
- Knowledge of Notifiable Medical Conditions Legislation
- Professional ethics essential
- Computer literacy in databases and word processing
- Good Communication skills (verbal & written)
- Ability to work under pressure
- Interpersonal skills
- Time management
- Attention to detail
- Planning and organising skills
- Project management skills.

Enquiries may be directed to Zanele Zulu @ 011 885 5399 or visit the NHLS career page at <http://intranet.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR EMERGING, ZOO NOTIC AND PARASITIC DISEASES  
**LOCATION:** SANDRINGHAM  
**POSITION:** MEDICAL SCIENTIST  
**PAY GRADE:** DEPENDS ON EXPERIENCE  
**REFERENCE NUMBER:** NICD0317/001-05

**To conduct research and surveillance activities relevant to malaria and parasitology, to teach and train students and registrars from both the University and NHLS as well as the malaria control programme staff, to do diagnostic test development and to assist in troubleshooting related to diagnostic testing development.**

**Key Job Responsibilities:**

- Molecular characterisation of malaria parasites in terms of species identification and antimalarial resistance status
- Molecular epidemiological characterisation of drug resistant malaria parasites
- Molecular determination of sub-patent malaria infection and gametocyte carriage
- Development and validation of new laboratory techniques
- Assistance with routine malaria diagnostics and routine tasks in the Parasitology Laboratory
- Serological analysis of malaria samples
- Database management of laboratory data
- Analysis, interpretation and troubleshooting of laboratory data
- Presentation and reporting of laboratory data
- Assessment and validation of novel diagnostic tools both in the laboratory and field
- Participation in semi-independent research projects
- Assisting in activities related to achieving the country's malaria elimination goals
- Assisting in potential activities related to malaria outbreaks
- Assisting in activities relating to quality assurance and SANAS laboratory accreditation
- Presentations at NICD research forums and academic days
- Presentations at CEZPD journal clubs
- Assisting in training courses and teaching activities offered by CEZPD
- Assisting with the supervision of junior staff and post-graduate students
- Represent CEZPD at NICD, NHLS and DOH meetings
- Represent CEZPD at national and international scientific meetings
- Preparation of technical reports
- Preparations of manuscripts for publication in peer-reviewed journals.

**Key Competency Requirements:**

- Masters degree in Science, Phd preferable
- HPCSA desirable
- At least 2 years post qualification experience in the field of microbiology, genetics or molecular biology
- Experience in analysing and interpreting DNA sequence data
- Experience with project management and report writing
- Experience with statistical packages like SAS, STATA
- Writing of a publication
- Quality control in the laboratory
- Good Laboratory Practice
- Method validation
- Research methodology
- Computer literacy
- Specific laboratory techniques
- Communication skills (verbal and written)
- Scientific writing skills
- Troubleshooting skills
- Interpersonal skills
- Budgeting skills
- Data analysis and interpretation skills.

Enquiries may be directed to Zanele Zulu @ 011 885 5399 or visit the NHLS career page at <http://intranet.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR HIV AND STI  
**LOCATION:** SANDRINGHAM  
**POSITION:** MEDICAL TECHNOLOGIST / SCIENTIST (RE-ADVERTISEMENT)  
**PAY GRADE:** DEPENDS ON EXPERIENCE  
**REFERENCE NUMBER:** NICD RE-ADD 0117/001-01

**To conduct research on HIV and contribute to the HIV Drug Resistance research and surveillance programs.**

**Key Job Responsibilities:**

■ Conduct research in the HIV Virology laboratories related to surveillance of HIV drug resistance. This will include but is not limited to: Maintenance and function of RNA/DNA extraction instruments; perform HIV drug resistance testing using in-house assays, isolation of RNA/DNA as well as PCR and sequencing work ■ Manage sample collection and suitability for analysis to ensure that equipment is maintained according to defined SOP and prepare reagents and media where applicable ■ 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 ■ 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 ■ Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results. Coaches and provides technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants.

**Key Competency Requirements:**

■ National Diploma in Medical Technology or Biomedical Technology OR BSc / BSc (Hons) in laboratory scientists or related discipline ■ Registration with the HPCSA as Medical Technologist ■ At least 1-3 years in molecular techniques ■ 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 ■ Computer Literacy.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404 or visit the NHLS career page at <http://intranet.nhls.ac.za>



## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: MANAGER (QA MONITORING AND COMPLIANCE)  
FIXED TERM CONTRACT FOR 12 MONTHS (RE-ADVERTISEMENT)  
PAY GRADE: D2  
REFERENCE NUMBER: NICDCDC RE-ADD 0117/001-02

**To set, monitor and evaluate the efficiency and effectiveness of quality standards in provincial HIV testing services (HTS) facilities in order to ensure the provision of high quality testing services in line with provincial needs.**

### Key Job Responsibilities:

- Manage the implementation of a National M&E framework for HIV Rapid Testing QA at provincial HIV testing services (HTS) facilities
- Performs gap analysis if/when new versions of quality standards are available and make recommendations to provincial HIV programmes accordingly
- Formulate and devise new internal standards of excellence as and when required
- Manage the audit processes to ensure consistency and objectivity
- Managing and monitoring the activities and processes of technical audits conducted across the provinces
- Responsible for the timeous production and evaluation of and dissemination of the results for all QA surveys and audits to relevant provincial programme managers
- Production and evaluation of monthly summary reports of technical audit performance for National and Provincial Departments of Health
- Review issues/problems identified within the provinces to determine the level of the risk to patient care
- Allocate audit teams to conduct Pre-External audits of the HTS facilities prior to accepting their application for PT participation
- Ensure all communications with Regional Training Centres and Implementation partners are disseminated appropriately
- Monitor and evaluate the progress of facilities identified for accreditation
- Produce and evaluate national summary report for facility accreditation progress.

### Key Competencies Requirements:

- B-tech degree in Quality/BSCHons/MSC/PhD/MPH
- Qualified and Registered with the HPCSA as a Medical Technologist /Medical Scientist
- 8 -10 years Laboratory experience
- 5 -8 years laboratory accreditation experience
- 2-3 Years of M&E Experience
- Knowledge of ISO standards
- Expert knowledge of QA principles
- Advanced knowledge of Norms and standards
- Change management knowledge
- Advanced computer literacy
- Advanced analytical skills
- Leadership skills
- Good report writing skills
- Verbal and written communication skills.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090 or visit the NHLS career page at <http://intranet.nhls.ac.za>

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: PROJECT ADMINISTRATOR (FIXED TERM CONTRACT: 12 MONTHS)  
**(RE-ADVERTISEMENT)**  
PAY GRADE: C1  
REFERENCE NUMBER: NICDCDC RE-ADD 0117/001-02

**To plan and perform administrative duties to assist with the smooth running of the HIV Rapid Testing Quality Improvement Initiative (RTQII)**

**Key Job Responsibilities:**

- Provide operational and administrative support (including taking minutes and other activities) to ensure efficient and effective running of the RTQII project
- Plan and organize meetings, workshops and training to ensure smooth running of these events and activities
- Provide administrative support in the reporting management of grant funded activities in order to ensure timely responses to queries and requirements
- Perform general office duties (order supplies, stock taking, fixed asset verification, filing, basic bookkeeping and database maintenance) for the smooth running of the office
- Prepare handouts for training materials for workshop.
- Capture financial expenses for budgeting purposes.
- Coordinate activities during workshops to ensure smooth running thereof
- Process subsistence and transport expenses for trainers and participants.

**Key Competency Requirements:**

- Grade 12
- 3 year Diploma in Project Administration will be advantageous
- 2-4 years administration experience
- Knowledge of project administration process essential
- Knowledge of company grant processes
- Knowledge of database maintenance essential
- Computer literacy essential
- Good communication skills (written, verbal presentation) essential
- Interpersonal skills
- Time management
- Attention to detail
- Typing skills.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404 or visit the NHLS career page at <http://intranet.nhls.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:** NICDCDC0317/001-01

**To assist with the execution of fungal disease – related research and surveillance projects which form part of the activities of the NICD’s Centre for Healthcare-associated Infections, Antimicrobial resistance and Mycoses.**

**Key Job Responsibilities:**

**Under the direct supervision of the Project Nurse / Doctor/ Site Coordinator:**

- Assist to Identify patients meeting the surveillance or research study case definitions
- Assist with collection of demographic and clinical data from patients meeting the surveillance or research study case definitions
- Assist to complete structured interviews from patients who meet the case definition for surveillance or research projects
- Assist to obtain informed consent from case patients or their next of kin
- Receive and courier specimens such as urine and blood samples
- Trace results of routine investigations such as imaging and laboratory tests
- Assist in preparation of presentations, report writing and other project-related topics
- Assist with maintaining stock and inventories of surveillance documents
- Complete surveillance-related documentation such as logs and case investigation forms
- Prepare patient and site study files
- Help with the induction and training of new staff to the project
- Form part of an effective team, working with other key surveillance, research and hospital-based staff
- Attend any necessary programme-related meetings to review performance with the study team
- Monitor the progress and outcome of patients in and out 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
- Perform tasks assigned by the line manager, related to surveillance and research programmes
- Perform 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 safety, environmental or infection control policies, procedures and objectives.

**Key Competency Requirements:**

- Grade 12
- Certificate as an enrolled nurse/ enrolled nurse assistant will be an advantage
- HIV VCT education and counseling course will be an advantage
- 1-2 years of experience
- Good communication skills
- Intervention skills
- Counseling skills
- Interpersonal and people skills
- Ability to work under pressure
- Attention to detail is essential
- Ability to maintain confidentiality of data
- Willingness to travel to research or surveillance sites in Johannesburg / Pretoria.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404 or visit the NHLS career page at <http://intranet.nhls.ac.za>

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** NATIONAL CANCER REGISTRY  
**LOCATION:** SANDRINGHAM  
**POSITION:** DATA ANALYST (FIXED TERM CONTRACT: 12 MONTHS)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** NICDCDC0317/001-02

**To create and maintain a national database of laboratory HIV data using NHLS data for the South African HIV Cancer Match Study.**

**Key Job Responsibilities:**

■Extract data from NHLS CDW using SQL scripts ■Routinely check for new records (iterative process) ■De-duplicate using CDW linkage software ■Learn record linkage using G-Link or other linkage software ■Data cleaning ■Preparing datasets for researchers as per concept sheets ■Server maintenance and back-up of records ■Maintenance of standard operating procedures and concept sheet tracing.

**Key Competency Requirements:**

■Diploma in Computer Science or related field ■Minimum 2 years relevant post qualification experience ■Experience with SQL programming ■Knowledge of back-up systems ■Knowledge of statistical software package for epidemiological analysis such as STATA or SAS.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404 or visit the NHLS career page at <https://careers.nhls.ac.za>