

NOVEMBER 2018

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: 12 NOVEMBER 2018

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BUSINESS UNIT: NICD
DISCIPLINE: SEQUENCING CORE FACILITY
LOCATION: SANDRINGHAM
POSITION: BIOINFORMATICS SCIENTIST
PAY GRADE: D1
REFERENCE NUMBER: NICD1118/001-01

To promote, build expertise and provide high-level bioinformatics solutions to all NICD users involve in both surveillance and research activities.

Key Job Responsibilities

■ Engage with NICD users and assist with next-generation sequencing (NGS) data analysis ■ Perform basic and advanced analysis and interpretation on data produced from next generation sequencing systems (e.g. Roche 454, Illumina or Ion torrent platforms) as well as develop, improve, modify, and operate data analysis pipelines ■ Conduct and initiate research in the area of NGS data analysis ■ Work closely with researchers and collaborators to generate/provide data analysis reports, project reports and perform custom analysis as requested ■ Participate in training employees or staff with bioinformatics skills and build confidence amongst users to analyze and understand their own data resulting in improved and effective research outcomes ■ Perform a total Data Quality Management of the facility which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Monitor and manage bioinformatics requests or projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service ■ Responsible for overseeing and monitoring of software tools and data resources to ensure smooth operation of the sequencing facility ■ Develop and implement costing model for Bioinformatics solutions ■ Maintain hardware and software infrastructure ■ Establish strong collaborative links with experts in the area of bioinformatics.

Minimum requirements and Key Competency

■ PhD in Bioinformatics or related relevant field ■ 5 years' experience with Next-generation sequencing data analysis ■ Experience with the relevant sequence analysis tools / best practices ■ Background, or experience in molecular biology or microbiology ■ Experience with working in a Linux/UNIX environment ■ Strong bioinformatics analysis and scripting experience including proficiency with a scripting language (e.g. Python, Java, Perl) ■ TCP/IP knowledge will be an added advantage ■ Project Management knowledge ■ Have proven ability in formulating and/or implementing high-level bioinformatics solutions ■ Project management, financial management and costing skills ■ Innovation and problem-solving skills ■ Ability to write successful grant applications and reports to funders and to publish findings in scientific journals ■ Ability to work with others including international collaborators and to manage junior staff and students.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING, ZOO NOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: LEVEL 1
REFERENCE NUMBER: NICD1118/001-02

To conduct laboratory-based diagnostic tests on entomological samples collected in the field, assist with the organization and management of the of the Vector Control Reference Laboratory's quality control and quality assurance systems, assist with ad hoc training in routine laboratory tests and procedures, and support core operational research projects.

Key Job Responsibilities

■ Conduct specialised diagnostic tests in support of national and provincial departments of health and other stakeholders ■ Assist in troubleshooting of routine tests in order to solve problems timeously and to avoid unnecessary delays in the provision of test results ■ Train students, registrars and technical staff in laboratory skills to ensure that they can deliver improved and effective research outputs and/or technical support services ■ Assist with quality management of the diagnostic component of the laboratory to ensure accurate and reliable results.

Minimum requirements and Key Competency

■ 3 Years National Diploma: Biomedical Technology / BSc ■ Master's degree in Science (MSc) desirable ■ 2 years' relevant post qualification experience ■ 2 years previous experience in a research laboratory ■ 2 years' experience in malaria vector diagnostics ■ Experience in laboratory QC & QA systems ■ Experience in teaching of routine laboratory tests to post-graduate students ■ Database management knowledge ■ Knowledge of Good Laboratory Practice ■ Method validation ■ Computer literacy skills ■ Specific laboratory techniques skills ■ Communication skills (verbal and written) skills ■ Scientific writing skills ■ Troubleshooting skills ■ Interpersonal skills ■ Data analysis and interpretation skills

Enquiries may be directed to Kgagelo Mkwazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: NICD0418/001-02

Provide complex IT software solutions by working closely with business users throughout all phases of the software development lifecycle (SDLC) in support of the Institutes business processes.

Key Job Responsibilities

■ Follow and use proper project management principles on all projects ■ Participate in projects to understand new target systems' processes and provisioning needs and implement solutions ■ Communicates any and all progress, roadblocks, issues to the team and management in a timely manner ■ Facilitate Joint Analysis and Design (JAD) sessions, conduct business interviews and other information gathering techniques in order to determine business requirements ■ Analyse and document business requirements in consultation with users according to appropriate methodology and techniques ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ Develop and debug complex system components in line with technical specifications for quality implementation purposes ■ Determine and evaluate performance measures of the system to ensure optimal utilization ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Provides code review, testing, debugging, technical documentation, general testing instructions, and lead/assist in go-live planning, go-live moves, and post-live support ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum requirements and Key Competency

■ 3 years BSc degree in Computer Science ■ Project Management qualification (desirable) ■ 3-4 years experience as a Software Developer ■ 3+ years Microsoft .NET 3.5+ development using C# ■ 3+ years Microsoft .Net technologies including: WCF, WPF, WF, LINQ and EF ■ 3+ years experience with web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ 3+ years experience with database development including relational database design, SQL and ORM technologies ■ 3+ years 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 ■ Experience configuring and developing customizations for Microsoft SharePoint ■ 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.

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

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ICT INFRASTRUCTURE ENGINEER (SENIOR) (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: NICD0418/001-01

Responsible for the installation, maintenance, management, availability and security of the network, hardware/servers and software in order to provide an effective IT environment to support the activities of the Institute.

Key Job Responsibilities

- Optimise and maintain the LAN, WLAN and WAN and in doing so provide an effective, reliable and secure communications infrastructure that follows industry best practice to underpin the Institutes infrastructure and systems
- Design, install, configure and support all Microsoft servers and Microsoft services
- Effectively implement and manage the delivery of ICT Infrastructure projects, based on a broad and detailed knowledge of the current and emerging technologies that will improve the ICT facilities throughout the Institute
- Maintain and monitor the integrity of the Institutes electronically held information by performing regular reviews and testing of the back-up systems, disaster recovery planning and input into the Business Continuity plan where appropriate and; informing the Institute of required changes and enhancements to continually improve the Institutes recovery position
- Advise and inform Senior Management on technical issues as part of the decision making process for technical direction and procurement of new systems
- Be responsible for maintaining the Institutes computer inventory, software inventory and computer audits
- Configure hardware, software and network solutions to meet business need
- Ensure that the network is operational during access hours
- Support 1st and 2nd line support staff and be responsible for resolving failures in hardware and software while ensuring good communication with all staff within the School so all are aware of the issues and when they will be resolved
- Ensure the preparation and maintenance of documentation, manuals, procedures (SOP) and user notes
- Monitor the use of hardware and software and ensure all software is licensed
- Be responsible for setting up and testing the ICT firewall security systems and ensuring virus checks are implemented
- Assist the ICT Infrastructure and Support Lead as required in managing the ICT staff, including training, coaching and appraisal

Support and monitor the Helpdesk Management System.

Minimum requirements and Key Competency

- 3 Years Diploma/ or Degree in IT
- IT Certification
- MCSE Certification
- CCNA
- ITIL Foundation Certification
- 6-8 years IT experience
- 3-4 years Hands-on/technical background and knowledge of core Microsoft technologies including but not limited to Windows Servers, Active Directory, MS SQL, Hyper-V
- 3-4 years 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
- Troubleshooting and issue resolution
- 3-4 years Project Management experience
- Desktop Hardware and Software Support in a Customer Service Environment
- LAN, WLAN, WAN set up and configuration
- VLAN, routing and routed protocols
- Cabling standards(UTP and Fibre)
- System monitoring and management (e.g. System Centre, Solar Winds)
- Netflow STATS monitoring and interpretations
- Incident management and IT service management process
- Windows Server 2008/2012, Server network and Hyper-V Virtualisation
- Exchange Server
- DHCP and DNS
- LAN and storage
- Active Directory and Group Policy.

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BUSINESS UNIT: NICD
DISCIPLINE: HIV AND STI
LOCATION: SANDRINGHAM
POSITION: INFORMATION MANAGER
PAY GRADE: D1 (5/8th)
REFERENCE NUMBER: NICD1118/001/03

To collaboratively translate requirements for design, development and maintenance of HIV information systems that meet strategic and operational reporting requirements of surveillance data for the NICD and conduct and manage activities relating to reporting of laboratory HIV national surveillance data

Key Job Responsibilities

■ Develop the HIV surveillance data management strategy and ensure that the HIV surveillance data management strategy is aligned with the broader NICD surveillance vision and to the NDOH health information management strategy ■ Coordinate the collection and reporting of HIV surveillance data and act as the custodian of HIV reports and dashboards ■ Perform preliminary data exploration, compile proof of concept reports and convey requirements for development to SIMU. Conduct testing, data validation and acceptance testing on developed reports ■ Access the HIV data marts via the self service environment ■ Support surveillance data management requirements for NDOH and NICD specialist centres with a specific focus on HIV ■ Maintain HIV surveillance data reporting tools and processes ■ Prepare and provide datasets required for epidemiological analyses ■ Compile reports, graphs, tables for presentation ■ Develop and implement standards and guidance for use of data and the protection of confidential information including development and maintenance of standard operating procedures for HIV Reporting and HIV information ■ Initiate and participate in operational research projects related to HIV surveillance data and the data systems thereof ■ Collaborate in the design and implementation of new data management applications and provide support to existing applications ■ Sustainable integration of spatial and non-spatial data ■ Train and develop the NDOH/partner organisation and NICD users/ data analysts to systematically identify, collect, analyse, review, share and retain important epidemiological and surveillance data ■ Establish and maintain links with relevant internal and external stakeholders (providing for Service Level Agreement with the Department of Health) ■ Input into requirements for systems for long-term archiving of data and protecting the integrity of data ■ Maintain quality and strict confidentiality of information collected ■ Provide other tasks and contribute to organizational management as required.

Minimum requirements and Key Competency

■ 3 years Degree in computer science/information systems/health data management/ epidemiology/health sciences ■ Understanding of Geographic information System (GIS) ■ Experience working with SQL, MS access, MS excel, .Net architecture, Microstrategy and/or other relevant data management software packages ■ 6 years' experience with data management ■ 6 years' experience in analysing scientific datasets ■ 6 years' experience in report writing ■ Knowledge of and insight into laboratory reporting practice with specific reference to the NHLS and NICD ■ Knowledge of development of data driven health dashboards ■ Basic understanding of the health systems in South Africa ■ Scientific publications in peer reviewed journals ■ Self-driven with good organisational skills ■ Excellent communication skills (verbal, written and presentation) ■ Exceptional relationship building skills ■ Strong time management and judgement skills ■ Strong leadership and decision making skills ■ Outstanding ability to pay attention to detail ■ Good innovative and adaptability abilities.

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GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR TUBERCULOSIS
LOCATION:	SANDRINGHAM
POSITION:	ASSISTANT SURVEY COORDINATOR (FIXED TERM CONTRACT :6 MONTHS)
PAY GRADE:	B5
REFERENCE NUMBER:	NICDCDC1118/001-01

Main Purpose of the Job

To support the project management and assist in tracking of project inputs in the provinces

Key Job Responsibilities

■Assist the Project Manager/Co-ordinator in the implementation of the survey ■Assist in the training and re-training of field and laboratory staff with the implementation of surveys ■Support the coordinators in the provinces / regions and districts as well as the clinics and hospitals implementing the survey ■Support the Project Manager/Co-ordinator in preparation of all reports related to the survey and ensure that the data entered is accurate and consistent ■Keep the Project Manager/Co-ordinator informed of all issues relating to the survey ■Monitor and report on field staff issues relating to the survey ■Troubleshoot and manage any acute challenges that may arise during the survey in any of the health facilities involved ■Manage the survey-related tasks to ensure that tasks are delivered on time ■Undertake follow-up actions on project and research implementation activities as required.

Minimum requirements and Key Competency

■Grade 12 ■Valid driver's licence [code B] ■2 to 3 years of project / survey experience ■Clinical research / surveillance [at least 6 months] ■Training [at least 6 months]■Experience in a medical / epidemiology / public health environment ■General office / project / survey administration procedures ■MS Office, including Outlook ■Ability to work independently as well as in a team ■Communication skills ■Planning and organizing skills ■Interpersonal skills ■Attention to detail ■Computer literacy (competency in Microsoft Excel is essential) ■Ability to work in a pressurised environment ■Time management.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SITE C, KHAYELITSHA CAPE TOWN
POSITION: NURSE: SPECIALIST (FIXED TERM CONTRACT :9 MONTHS)
PAY GRADE: C3
REFERENCE NUMBER: NICDCDC1118/001-02

To collect clinical data for surveillance and research purposes from patients at designated sites [e.g. clinic, community and hospital-based] in order to achieve the objectives within the project / program

Key Job Responsibilities

■Rapidly identify eligible cases by (1) assessment (2) close liaison with the clinic staff, and (3) by using other methods that have been put in place for that site ■Manage primary healthcare clinic nurses and ensure training and data quality in order to achieve performance objectives as per project requirements ■Obtain informed consent and interview patient and healthcare workers to fulfill ethical requirements and ensure reliability of data ■Assess patients in order to ascertain that they meet the study inclusion criteria; and complete case report forms by interview and / or record review, and submit to the NICD timeously ■Adhere to turn around times with regard to queries raised on the case report forms ■Conduct counselling for recruitment and testing, as specified in the relevant research protocol ■Train participants to self-collect specimens and supervise specimen collection as per relevant protocol ■Train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■Follow up with the receiving laboratory and troubleshoot any problems related to specimen receipt ■File research records on-site after data collection, according to the relevant protocol ■Compile site statistics and reports as dictated by the project activities or as required by line manager ■work effectively with existing DoH system in the district / region to achieve the objectives within the project / program ■Perform tasks related to the research project as dictated by the project activities or as assigned by the line manager ■Conduct monthly stock taking accordingly in compliance with the inventory policy and timeously request stock via the line manager ■Maintain confidentiality of any patient information and results at all times ■Capture data on the electronic database, and perform the required audits / checks for correctness of data, quality and consistency in order to maintain the integrity of the program ■Oversee the implementation of and compliance to policies to ensure a standardized workplace and to ensure that best practice guidelines are maintained ■Ensure that all project documents are kept up to date in line with the approved protocol and filed for record and audit purposes ■Manage patients according to project protocol and treatment guidelines for identified sexually-transmitted pathogens.

Minimum Requirements and Key Competency

■4 years Nursing Diploma ■Registration with SANC as a Professional Nurse ■HIV/AIDS or other counselling certificate (desirable) ■Previous experience conducting patient interviews ■Previous experience in STI/ HIV-related primary healthcare services ■Supervision of staff (desirable) ■Knowledge of surveillance and research methodologies (desirable) ■ Knowledge of good Clinical Practice ■Computer literacy ■Strong written and verbal communication skills ■At least one vernacular besides English – vernacular of the area ■Ability to work with minimal supervision ■Interpersonal skills ■Counselling (desirable) ■Attention to detail/ Accuracy ■Ability to work under pressure ■Ability to maintain confidentiality of data ■Organisational skills ■Effective interviewing skills ■Good listening skills ■Previous working experience at Khayelitsha clinics (desirable).

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