

May 2024

### GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, drivers license etc.
3. Response Email addresses of the relevant HR representative and is 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.
4. Candidates' credentials will be subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests, or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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.

**This is an open bulletin; External applicants are welcome to apply for this bulletin.**

***NB: The NHLS/ NICD is an equal opportunity employer thus the filling of posts will be guided by the NHLS/NICD Employment Equity Targets. Suitably qualified candidates from all designated groups are encouraged to apply.***

CLOSING DATE: 17 May 2024

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## GRANTS MANAGEMENT

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	BIOSAFETY SPECIALIST X2 (FIXED TERM CONTRACT: 12 MONTHS)
PAYGRADE:	D1
REFERENCE NUMBER:	NICDCDC0524/001-01

The Biorisk Officer is tasked with co-ordination and support of biosafety and biosecurity related activities at the NICD. The Biorisk Officer shall support the continual improvement of biosafety and biosecurity policy, procedure and implementation at the NICD in order to allow for compliance with national and international regulations as they may apply, but also to maintain and expand the NICD's status as a leader in biorisk management in South Africa and the continent

### Key Job Responsibilities:

■ Implement objectives of the Biosafety and Biosecurity strategy ■ Provide expert advice to staff and external stakeholders on Biorisk management principles and practices accordance with relevant legislation, policies and standards ■ Developing and managing a secure database for pathogens requiring an import permit or transfer from the NICD's Centre's ■ Perform internal audits and inspections as required under legislative compliance, including but not limited to: workplace audits; accident and incident investigations/reporting; and worksite inspections ■ Assessment of new program activities to ensure compliance with national legislation ■ Develop and implement a biorisk management training policy for NICD including staff, visitors and contractors, with consideration for existing policies and procedures. Develop standardized awareness and educational materials as required ■ Support HSRs and NICD staff in performing biorisk risk assessments. Provides technical expertise in recognizing, monitoring, and evaluating exposure to various hazards ■ Participate in NICD internal/external committees as required ■ Assists in the review and standardisation of biosafety and biosecurity procedures and policies for the NICD's Biorisk Management program as directed by the IBBC ■ Interpret audit findings for management, provides guidance in the development of corrective action plans ■ Participates in adhoc related activities as and when need arises e.g.: Support for NDOH ■ Provide administrative and other support as required to the Division of Biosafety and Biosecurity ■ Act as an incident response manager as required

### Competencies

■ National Diploma in Biomedical Technology/Degree in Science ■ Holder of locally and internationally recognised training and certifications in biosafety and biosecurity and related fields ■ Biosafety and Biosecurity experience ■ Occupational Health Experience ■ Experience in conducting risk assessments ■ Knowledge of OSHA ■ Strategic Planning ■ Management Skills ■ Outstanding communication (verbal & written) and interpersonal skills ■ Computer literacy (MS Office and graphic packages) ■ Persuading and Influencing ■ Planning and Organizing ■ Ability to adapt to different working environments ■ Creativity ■ Deciding and Initiating action ■ .

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: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: PROJECT COORDINATOR: **FIXED TERM CONTRACT: 12 MONTHS**  
PAY GRADE: C2  
REFERENCE NUMBER: NICDCDC0524/001-03

**To manage, report on and track all project inputs and outputs of the Division of Biosafety and Biosecurity (DBB) as well as provide administrative support to DBB staff and course participants.**

#### Key Job Responsibilities

■ Accurate and timely input of project information in computerized programme system and issuing of status reports for monitoring and evaluation purposes ■ Reconcile expenditure monthly and to send to NICD grants ■ Acquisition of all expendable and non-expendable property, ensuring that procurement is made according to NHLS procedures and regulations ■ Undertakes follow-up actions on project implementation activities and drafts changes in the programme work plans and interim reports as required ■ Attend team meetings, prepares notes and undertakes follow-up actions related to project implementation ■ Compile training and orientation materials for resident orientation, supervisors training, teaching modules, short courses ■ Keep records and documents in order to ensure safekeeping and that they are easily accessible to DBB staff ■ Schedule DBB senior staff, team and adhoc meetings, booking venues and taking minutes ■ Trace letters, records, reports and other related documents from rough draft to final version ■ Gather, screen, compile and distribute incoming and outgoing internal and external correspondence to relevant stakeholders timeously ■ Gather, screen, compile and distribute incoming and outgoing internal and external correspondence to relevant stakeholders timeously ■ Prepare in advance all related course materials and equipment to ensure that courses, modules and workshops run smoothly ■ Book, prepare lecture rooms in advance for modules, courses and workshops to run and ensure venue availability and readiness for use in time ■ Assist with logistics for travel, accommodation, car hire, conference registration and per diems for DBB/RDDC staff and training participants ■ Enter participant data on electronic tracking database / software in order to keep participant files updated on a regular basis ■ Liaise with the corporate travel company to make travel, accommodation and car hire arrangements for DBB staff travelling to outbreaks, conferences and meetings ■ Prepare in advance all related course materials and equipment to ensure that courses, modules and workshops run smoothly ■ Book, prepare lecture rooms in advance for modules, courses and workshops to run and ensure venue availability and readiness for use in time ■ Assist with logistics for travel, accommodation, car hire, conference registration and per diems for DBB/RDDC staff and training participants ■ Enter participant data on electronic tracking database / software in order to keep participant files updated on a regular basis ■ Liaise with the corporate travel company to make travel, accommodation and car hire arrangements for DBB staff travelling to outbreaks, conferences and meetings ■ Liaise with Grants Office to initiate and process travel, subsistence and miscellaneous claims for residents

#### Competencies

■ Grade 12 ■ Secretarial Diploma or relevant NQF level 6 ■ Project Management Certificate ■ 5 years post qualification relevant experience ■ Knowledge of PFMA and GAAP ■ Report Writing Skills ■ Analytical Skills ■ Interpersonal and People Skills ■ Attention to detail ■ Computer Literacy ■ Good Communication Skills ■

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: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: ASSISTANT TECHNICIAN – BIOSAFETY X2  
**FIXED TERM CONTRACT: 12 MONTHS**  
PAY GRADE: C2  
REFERENCE NUMBER: NICDCDC0524/001-03

**To manage, report on and track all project inputs and outputs of the Division of Biosafety and Biosecurity (DBB) as well as provide administrative support to DBB staff and course participants.**

### Key Job Responsibilities

■ Assist in the implementation of biosafety and biosecurity practices, guidelines and regulations in NICD laboratory facilities. ■ Assist in planned / routine and breakdown maintenance activities as per protocol on plant equipment and infrastructure to ensure its optimal operation ■ Assist in providing technical advice in the design, construction, upgrading and maintenance of high containment facilities, including budgeting and to ensure that the facilities provide locally sustainable technical solutions for biosafety or biosecurity requirements ■ Participate in the implementation of commissioning plans, daily checklists, inspection and maintenance programmes, and annual shutdown and certification procedures for biocontainment facilities ■ Participate in biosafety committees and implementing their resolutions, assisting in the development and updating of institutional biosafety manuals, and emergency response plans ■ Assist in the provision of engineering support in the setting up of “field” biocontainment laboratory infrastructure (installation of equipment and system operation) in support of NICD institutional commitments (e.g. during disease outbreaks) locally, regionally and globally ■ Assist in the development of improved biosafety and biosecurity practices and procedures in field/disease outbreak settings ■ Participate in NICD/NHLS training initiatives as a trainer in the field of biosafety and biosecurity. ■ Assist in the development of biosafety and biosecurity training programmes (including procedures for handling, shipping and receipt of biological and hazardous materials) ■ Keep up to date with relevant, current and emerging methods and technologies to ensure personal growth and development

### Competencies

■ N6 Electrical or Mechanical engineering discipline ■ Holder of locally and/or international recognized training and certifications in biosafety ■ Medical laboratory certification (desirable) ■ Post qualification experience in field of qualification as well as in the maintenance of plant equipment ■ 1 year post qualification experience of biosafety technical and regulatory requirements for high biocontainment microbiological and biomedical laboratory ■ 1 year of post qualification as a trainer in laboratory experience in laboratory related biosafety and biosecurity training initiatives ■ Knowledge of OHSA ■ Attention to detail ■ Computer Literacy ■ Good Communication Skills ■ Analytical skills ■ Supervision of Staff

**Enquiries may be directed to Palesa Nong @ 011 555 0581, e-mail application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)**

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: KWAZULU- NATAL  
POSITION: CASE SURVEILLANCE TRAINER  
**FIXED TERM CONTRACT: 12 MONTHS**  
PAY GRADE: C2  
REFERENCE NUMBER: NICDCDC0524/001-03

Provide support for training, mentoring and coaching for health staff of public sector to improve the Case Surveillance uptake and contribute to the implementation, co-ordination, training, mentoring and coaching for health practitioners in the public sector to improve the uptake of Case Surveillance as defined in the relevant regulations.

### Key Job Responsibilities

- Establish case surveillance system networks and foster good working relationships with case surveillance key role players from provincial to district and facility levels, to ensure the smooth implementation and running of the case surveillance system within the provinces
- Play a key role in the implementation and establishment of an integrated national case 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 case surveillance data to the public sector information/data
- Maintain close liason with all relevant case surveillance personnel such as the CDC directorate, environmental health practitioners, IPC teams, information management and HIV-related programmes at district, sub-district and facility levels to enhance reporting of HIV and HIV-related conditions and feedback thereof
- To develop case surveillance related training materials together with the case surveillance team. To routinely train health staff in public sector on the utilization of case surveillance to enhance the management of people living with HIV
- mentor and coach Health Care Workers in the process and use of the case surveillance system
- To support and track performance of the case surveillance system
- Establish efficient platforms to provide feedback to Health Care Workers and other relevant bodies
- To act as the liason 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 case surveillance system
- Ensure that standard operating procedures (SOPs) and guidelines for implementation and management of the case surveillance system including SOPs for data collection, collation, analyses, interpretation and dissemination are adequately disseminated to all relevant users by using the systems and channels already existing within the provinces
- Provide support in the implementation of such SOPs by provincial DOH at district and facility level
- Trouble shoot and provide guidance to various stakeholders on the implementation and use of the case surveillance system
- In close collaboration with the case surveillance team, ensure optimum data quality and timely analyses of surveillance data
- Benchmark the case surveillance system against local best practice to ensure alignment with national standards and regulations.

### Competencies

- N6 Electrical or Mechanical engineering discipline
- Holder of locally and/or international recognized training and certifications in biosafety
- Medical laboratory certification (desirable)
- Post qualification experience in field of qualification as well as in the maintenance of plant equipment
- 1 year post qualification experience of biosafety technical and regulatory requirements for high biocontainment microbiological and biomedical laboratory
- 1 year of post qualification as a trainer in laboratory experience in laboratory related biosafety and biosecurity training initiatives
- Knowledge of OHSA
- Attention to detail
- Computer Literacy
- Good Communication Skills
- Analytical skills
- Supervision of Staff

Enquiries may be directed to Palesa Nong @ 011 555 0581, e-mail application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)