

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: WESTERN CAPE
POSITION: SURVEILLANCE OFFICER (FIXED TERM CONTRACT ENDING 30
SEPTEMBER 2026)
PAY GRADE: C2
REFERENCE NUMBER: NICD1025/001-03

To collect quality clinical data and samples from patients at designated sites for the relevant surveillance projects as per protocol. The surveillance officer will be involved in clinic, community and hospital-based surveillance and research for programmes/ projects that link with and fall under the GERMS-SA surveillance and syndromic surveillance programme. This includes syndromic pneumonia, diarrhoeal and laboratory-based surveillance at certain sites.

Key Job Responsibilities

■ Rapidly identify surveillance cases by close liaison with clinicians and laboratory personnel, daily review of all new admissions, and by using other methods that are in place for that site ■ Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■ Complete case report forms by interview and/or record review and submit timeously ■ Conduct pre- and post-test counseling for HIV testing, as specified in the relevant surveillance or research protocol ■ Take/ collect relevant specimens (nasopharyngeal, oropharyngeal, nasal and stool swabs, and venipuncture) from patients for laboratory testing as per protocol ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ Produce weekly stats reports ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance-related activities ■ Must be willing to travel between the various sites and may be required to do patient home visits ■ Assist to obtain permission and ethics approval for surveillance and research activities in the region ■ Perform tasks assigned by the line manager, related to NICD surveillance and research and assisting with hospital screening and specimen-taking

Minimum requirements & key competencies

■ 3 years Nursing qualification ■ Registered with SANC as a Professional/Registered nurse ■ 4 years clinical experience post qualification ■ 2 years research/surveillance experience ■ Knowledge of infection prevention and control procedures ■ HIV counselling and testing certificate will be advantageous ■ Good Communication skills both written and verbal (advantageous if proficient in English and languages used at the advertised site) ■ Computer Literacy: Microsoft office skills (Word, Excel and Power Point) ■ Valid driver's license (manual) ■ Enthusiastic and keen to learn ■ Own car would be preferable ■ Good clinical practice certificate (GCP) preferable ■ Ability to produce reports. Ability to maintain confidentiality, diplomacy and professionalism at all times. ■ Ability to work under pressure and adhere to deadlines ■ Strong managerial and organizational abilities with attention to detail ■ Self-motivated, able to work independently and as part of a multidisciplinary team

Enquiries may be directed to Lethabo Matlala @ 011 386 6090, email application to Recruiter6@nicd.ac.za