

JANUARY 2026

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, driver's 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.
13. **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 6 FEBRUARY 2026

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BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR ENTERIC DISEASES and CENTRE FOR HIV and STIs
LOCATION:	SANDRINGHAM
POSITION:	CENTRE HEADS *2
PAYGRADE:	E1
REFERENCE NUMBER:	NICD0126/001-17

Centre Heads are required to provide administrative and scientific leadership, management and strategic direction for the Centres in line with NICD's role and responsibilities. To facilitate close working relationships and cohesion between the Department of Health, various sections within the Centre and other NICD centres.

Key Job Responsibilities:

- Provide administrative and scientific leadership for the Centre in line with NICD's strategic role and responsibilities ■ Assist the National Department of Health and other stakeholders with timely expert advice and surveillance/research data relevant the Centre's area of focus ■ Establish strategic goals for the Centre through a consultative process with creation/regular review of the Centre's annual and 5-year strategic plans ■ Ensure that operational objectives are met according to agreed project timelines as per the strategic plan and annual performance plan ■ Facilitate closer working relationships between sections in the Centre and with other Centre Heads in those areas where there exist opportunities for joint working towards common goals and NDOH priorities ■ Be responsible for Centre budget (operational and capital expenditure) creation, expenditure and financial governance ■ Ensure the Centre is compliant with NICD/NHLS policies and directives ■ Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■ Ensure that all sections contribute to the outputs of the Centre in terms of NICD surveillance publications, peer-reviewed scientific publications and other reports ■ Create/maintain a cross-Centre team to co-ordinate a high quality teaching and training programme responsive to national and international requirements ■ Ensure that coordinated quality assurance processes are in place throughout the Centre ■ Undertake section lead responsibilities for one Centre section according to experience/skills, where applicable ■ Document and maintain records of all Centre outputs through periodic Centre activity reports and contributions to the NICD annual report ■ Co-ordinate the Centre's interaction with media in line with NICD/NHLS policies ■ Ensure that the Centre is responsive to outbreaks of Public Health Significance and to support the functions of the Outbreak Response Unit/ Emergency Operations Centre/NMC ■ Ensure that the Centre is at cutting edge of latest developments and to encourage innovative initiatives ■ Promote transformation and development in the Centre Management of all staff to ensure the centre is operated both efficiently and effectively .

Minimum Requirements and Key Competencies

- Minimum Medical Qualification—MMed (Virology/Microbiology)/FC-Path(Virology/Microbiology) ■ HPCSA registered as a specialist in Clinical Microbiology/Virology/Infectious Diseases ■ Epidemiology expertise desirable ■ 10 to 15 years Management experience preferably in a public health institution ■ 8 to 10 years communicable diseases/public health experience/epidemiology/ infectious diseases experience ■ Managerial/ administrative experience (> 10 years) ■ Management and Leadership skills ■ Financial management (> 5 years) ■ Public health surveillance experience (> 5 years) ■ Laboratory experience (> 3 years) ■ Writing successful grant applications and performing research(> 5 years) ■ Teaching and training experience (> 5 years) ■ Knowledge of Microbiology, Virology, Immunology, Molecular Biology ■ Knowledge of statistics ■ Knowledge of statistical software packages desirable ■ Knowledge of quality management ■ Public health knowledge ■ Financial management ■ Communication and interpersonal skills ■ Training skills ■ Team-building skills ■ Time management skills ■ Planning skills ■ Project Management skills ■ Research methodology ■ Communication skills ■ Computer Literacy ■ Analytical skills.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: HEAD OF DIVISION
PAY GRADE: E2
REFERENCE NUMBER: NICD0126/001-18

To provide strategic and management oversight for the Division, gather key data and provide Provinces and the NDoH with strategic information to prevent, detect, and respond to infectious disease threats

Key Job Responsibilities

■ Provide strategic leadership to foster coherence and collaboration across the Division and Centres to align organisational priorities to strengthen national and global health security ■ Leads the development of a clear departmental vision in alignment with organisational strategy to ensure effective direction, management, and accountability of the specific programme areas managed by the incumbent in delivering its objectives ■ Builds new or strengthens existing partnerships with the National Department of Health, Provincial Departments of Health, World Health Organization, Africa CDC, CDC-USA, CDC-Europe, Funders, universities/research institutions and other stakeholders to position the technical area of work and implementation into National and/or Global health security policies ■ Responsible for outbreak detection, investigation and response in partnership with the district and provincial departments of health ■ Lead and coordinate the NICD's participation in the IHR-related activities and National Action Plans for Health Security ■ Represent the Division/NICD in global forums to position the area of work in the regional and global health community ■ Ensure the development, maintenance, and enhancements of surveillance and reporting of communicable disease public health surveillance related to prioritised disease surveillance, including the GERMS platform; Notifiable Medical Conditions; Event-based surveillance and other relevant surveillance systems to ensure rapid detection and response to specific infectious hazards ■ Direct the training and capacity-building initiatives for healthcare professionals in epidemic and pandemic response to specific infectious hazards ■ Responsible for communication across the NICD Centres, with National and Provincial Departments of Health and other stakeholders through routine communication, leading the development of guidelines, implementation and dissemination of technical guidelines, comprehensive epidemic and pandemic preparedness plans, maintenance of website and other communication channels ■ Lead and coordinate resource mobilisation efforts (funding, staffing) to strengthen the Division's priorities, operational needs and budgets ■ Oversee the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes, procedures and legislation .

Minimum Requirements and Key Competency

■ MBChB MMed/FCP (Microbiology/Virology/Clinical Pathology/Infectious Diseases) ■ HPCSA registered specialist in Clinical / Microbiology/Virology /Infectious Diseases ■ 13 to 15 years Management experience preferably in a public health institution ■ 8 to 10 years communicable diseases / public health experience / epidemiology / infectious diseases ■)■ Knowledge of Microbiology, Virology, Immunology, Molecular Biology ■ Knowledge and experience (and advantage) in International Health Regulations/Pandemic Preparedness/One Health ■ Knowledge of statistics ■ Knowledge of statistical software packages ■ Financial management ■ Communication and interpersonal skills ■ Training and planning skills ■ Project Management skills ■ Research methodology ■ Report writing skills ■ Computer Literacy ■ Management and Leadership skills ■ Analytical skills.

Enquiries maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: DIVISON OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: MEDICAL OFFICER
PAY GRADE: D1
REFERENCE NUMBER: NICD0126/001-19

To contribute towards diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed

Key Job Responsibilities

■ Participate in verification and investigation of outbreaks as part of the Outbreak Response Unit (ORU), a sub-division of Division of Public Health and Surveillance team. ■ Liaise with clinicians, Department of Health and laboratory staff to obtain necessary information and provide technical expertise for outbreak verification and investigation. ■ Work with NICD, Province and District staff in implementing public health responses to verified outbreaks. ■ Support NICD centres in investigating clinical queries and drafting/updating relevant resources on the NICD website (e.g alerts, FAQs, guidelines) as required. ■ Assist with teaching and supervision of trainees (e.g Community Service Medical Officers, Public Health Medicine Registrars, Field epidemiology Training Programme residents) who rotate through the ORU. ■ Participate in academic activities of the unit, including writing of unit-specific Standard Operating Procedures, contributing to outbreak-/public health-related internal publications, initiating or participating in research projects, including protocol development (or assistance thereof) and publishing the research findings in peer-reviewed scientific journals ■ Attend to calls received via the NICD Clinician Hotline

Minimum Requirements and Key Competency

■ Medical Doctor (MBBCh/MBChB) ■ Diploma in Tropical Medicine and Hygiene (desirable) ■ Registration with HPCSA as a Medical Doctor
■ 1-year experience in public health or medical microbiology or virology ■ Outbreak response experience (involved in at least one large outbreak responses in the past 24 months; desirable) ■ Project Management Skills (desirable) ■ Leadership and policy development skills (desirable) ■ Troubleshooting Skills ■ Analytical Skills ■ Innovation Skills ■ Working with high-level stakeholders (desirable) ■ Ability to multi-task ■ Mentoring and coaching.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	NATIONAL CANCER REGISTRY
LOCATION:	SANDRINGHAM
POSITION:	SUPERVISOR ADMINISTRATION (RE-ADVERTISEMENT)
PAY GRADE:	C2
REFERENCE NUMBER:	NICD1025-001-02

Responsible for coding quality control and training of coders according to international coding protocol.**Key Job Responsibilities**

- Conduct quality control on cancer coding, give feedback to staff.
- Supervise and coordinate all coders activities within department to ensure optimal performance.
- Train and develop internal and external coders to ensure that they acquire skills necessary for optimal performance
- Develop and implement SOPs for training new staff according to the International Classification for Diseases of Oncology - Third Edition (ICD 0-3).
- Deal / handle complex pathology reports by conducting research and consultations with relevant specialised pathologists to finalize the diagnosis
- To consolidate coded data monthly for all the coders within the department for management
- Assist with any other registry duties as required
- Receive, interpret and classify test results in order to collate pathology / oncology results to create patient data for registration according to international parameters to ensure that a national cancer database is updated and maintained annually
- Check integrity and accuracy of all collection / registry data to ensure the availability of sound information at all times.
- Implement sound housekeeping procedures to ensure the maintenance of a national cancer registry in accordance with legislation and international protocols

Minimum requirements & key competencies

- Bachelor's Degree in Health Sciences
- 2 years post qualification experience
- Previous use and understanding of ICD-0-3 classification system essential
- Knowledge of cancer related terminology and human anatomy
- Knowledge of all required ICD-0-3 coding specialist procedures
- Supervisory and leadership skills
- Office administration
- Computer literacy
- Event management
- Ability to work independently and as part of a team
- Customer care
- Time Management

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

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	WESTERN CAPE
POSITION:	SURVEILLANCE OFFICER (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2026) READVERTISMENT
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 Keitumetse Tsoeu @ 011 885 5404, email application to Recruiter1@nicd.ac.za

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	SEQUENCING CORE FACILITY
LOCATION:	SANDRINGHAM
POSITION:	BIOINFORMATICS SCIENTIST (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2026)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0126/001-01

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. Illumina, PacBio 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

■ MSc in Bioinformatics or related relevant field/PhD desirable ■ 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 maybe directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	FIELD EPIDEMIOLOGIST (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2026)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0126/001-02

The Epidemiologist will lead the delivery of Notifiable Medical Conditions (NMC) programme activities and provide provincial epidemiological support to the province. The epidemiologist will be involved in training on the NMC system, as well as the other epidemiology capacity building and curriculum development activities as required. This includes integration of Data to Policy (D2P) curriculum into intermediate and advanced Field Epidemiology Training Programme (FETP) cohorts and mentorship of FETP participants in the Writing of Public Health Bulletin South Africa workshops at Provincial level.. The role includes supporting the Outbreak Response Unit in the investigations of outbreaks, working closely with NICD Centres and provincial teams. The epidemiologist may be required to provide additional support across other activities within the Division. The role may require travel within and between provinces.

- Manage Notifiable Medical Conditions (NMCs) data ■Strengthen Notifiable Medical Conditions (NMCs) surveillance systems within the provinces and analyse surveillance information at provincial, district and local levels ■ Contributes to NMC surveillance to monitor and interpret trends in relation to outbreaks and notifiable medical conditions ■Provide support to Department of Health during outbreak investigation and response in the field and ensure investigated outbreaks are well documented ■Coordinate Data to Policy (D2P) and scientific writing training activities, assess training impact, and maintain a central record of all related trainings, publications and policy briefs ■Serve as a subject matter expert reviewer of PHBSA reports, ensuring technical accuracy and alignment with PHBSA standards and guidelines ■Training surveillance officers, epidemiologist, ORTS and health care workers on NMC, outbreak management and data analysis ■Produce training material and develop SOPs on NMC ■ Deliver schedules training as outlined in the training programme ■Build and maintain collaborative relationships with key stakeholders including (NICD centres, Provincial Department of Health, National Programs, and other institutions contributing to NMC data, e.g. Leprosy centre and Poison Centre) ■Participate in meetings and calls with partners and collaborators ■ Provide epidemiology support to priority programmes(TB linkage to care) including the development of research protocols, research design and supervision, grant proposals and dissemination of results within the Division of Public Health Surveillance and Response ■Participate in writing of PHBSA reports, scientific papers and presentations to relevant scientific meetings ■Participate in relevant internal, provincial, national and international meetings ■ Provide supervision and management of junior staff including field supervision of FETP (all tiers) and integrating D2P content into intermediate and advance FETP and participate in teaching and training within and outside NICD ■Comply with any reasonable and lawful instruction issued by the manager.

Minimum Requirements and Key Competency

- Master's in Public Health (MPH) or MSc Epidemiology or Biostatistics ■Code 8 driver's license and own transport ■ 5 years post qualification experience ■Experience with Notifiable Medical Conditions ■ A good understanding of outbreak response and health systems in South Africa ■Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD ■Computer literacy and high levels of competence with data management programmes, MS Access, Excel, SQL etc.) Knowledge of statistical analysis programmes (STATA or R) and GIS ■Leadership and management skills ■Excellent interpersonal and communication skills (verbal, written and presentation)) ■Problem solving skills ■Time management skills ■Thorough attention to detail ■Team oriented ■Scientific writing skills and project management skills ■Economic analysis skills desirable.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST ENTRY (FIXED TERM CONTRACT ENDING 31 JANUARY 2027)
PAY GRADE:	MSE
REFERENCE NUMBER:	NICDCDC0126/001-03

To conduct laboratory testing and research relevant to the pathology discipline, in accordance with the strategic objectives of the Centre

Key Job Responsibilities

■ Conduct laboratory testing and research under supervision and within a multidisciplinary team, under supervision of Senior Medical Scientists/Pathologists/Laboratory Manager ■ On the bench training for laboratory staff e.g. Intern Scientists, Medical Technologists and Technicians ■ Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Record administration in accordance with current policies/procedures and SOPs ■ Engage in troubleshooting and ensure that error logs/corrective action reports are completed according to set requirements ■ Participate in quality management activities.

Minimum Requirements and Key Competency

■ 4-yr BSc Honours degree or equivalent or MSc in Medical Science or relevant field ■ Registered with HPCSA as a Medical Biological Scientist **Microbiology** ■ 0 years' experience post internship ■ Experience and competency in a molecular laboratory (DNA/RNA extraction and PCR) ■ Experience with next-generation sequencing would be an advantage ■ Involvement in the validation/verification of new/improved laboratory methods ■ Experience in how to operate laboratory instruments ■ Contribution to SOPs and validation/verification reports ■ Contribution towards research projects ■ Active participation in quality management activities and maintaining SANAS accreditation ■ Presentation and scientific writing skills ■ Good interpersonal skills ■ Troubleshooting skills ■ Attention to detail and able to work systematically with strict GLP adherence ■ Data analysis and interpretation skills ■ Computer Literacy skills ■ Able to work under pressure and process high volumes of samples, adhering to turnaround times for testing and reporting ■ Able to accommodate overtime work (weekends/public holidays/after hours) as needed and during outbreaks.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	MEDICAL SCIENTIST ENTRY (FIXED TERM CONTRACT ENDING 31 AUGUST 2026)
PAY GRADE:	MSE
REFERENCE NUMBER:	NICDCDC0126/001-04

To conduct laboratory testing and research relevant to the National Influenza Centre, in accordance with the strategic objectives of the Centre

Key Job Responsibilities

- Conduct laboratory testing, including sequencing and research under supervision and within a multidisciplinary team, under supervision of Senior Medical Scientists/Pathologists/Laboratory Manager
- On the bench training for laboratory staff e.g. Intern Scientists, Medical Technologists and Technicians
- Contribute to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance)
- Record administration in accordance with current policies/procedures and SOPs
- Engage in troubleshooting and ensure that error logs/corrective action reports are completed according to set requirements
- Participate in quality management activities.

Minimum Requirements and Key Competency

- 4-yr BSc Honours degree or equivalent or MSc in Medical Science or relevant field
- Registered with HPCSA as a Medical Biological Scientist **Microbiology or Virology**
- Experience and competency in a molecular laboratory (DNA/RNA extraction and PCR)
- Experience with next-generation sequencing would be an advantage
- Involvement in the validation/verification of new/improved laboratory methods
- Experience in how to operate laboratory instruments
- Contribution to SOPs and validation/verification reports
- Contribution towards research projects
- Active participation in quality management activities and maintaining SANAS accreditation
- Presentation and scientific writing skills
- Good interpersonal skills
- Troubleshooting skills
- Attention to detail and able to work systematically with strict GLP adherence
- Data analysis and interpretation skills
- Computer Literacy skills
- Able to work under pressure and process high volumes of samples, adhering to turnaround times for testing and reporting
- Able to accommodate overtime work (weekends/public holidays/after hours) as needed and during outbreaks.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION DEPARTMENT
LOCATION:	SANDRINGHAM
POSITION:	GRANT ADMINISTRATOR (FIXED TERM CONTRACT ENDING DECEMBER 2026)
PAY GRADE:	C2
REFERENCE NUMBER:	NICDCDC0126/001-05

To administer the grants according to the agreements/ conditions of the grant, and that monies are invoiced and collected, and reports are submitted timeously to adhere to all regulations and stakeholder requirements and NHLS policies

Key Job Responsibilities

- Ensure that budgets are loaded and expenditure of the grantee is within approved budget to ensure accurate grant management and reporting
- Follow up and manage grants awarded and distribute funds received to ensure funds are spent within budget in accordance with NHLS and donor requirements
- Open and close cost centres and to ensure correct fund allocation and project closure based on the agreement
- Compile, analyse and monitor monthly financial reports for each cost centre, distribute to donors and relevant PI's both internally and externally and monitor spending on grants project
- Resolve all queries within agreed timeframes and liaise with stakeholders as required ensuring alignment with project agreement
- Oversee the administration of acquiring assets from ordering to delivery to ensure that research is undertaken within budget and in accordance with stakeholder requirements
- Perform monthly reconciliations and proper analysis required for accurate reporting to stakeholders
- Prepare for the audit (internal and external) and assist auditors during the audit period to ensure compliance with requirements
- Ensure adherence to all required accounting standards including PFMA and GAAP
- Liaise with the shared Accounts Payable and Accounts Receivable Team to have an overview of payments and invoicing across the Organization
- Review and Approve expenses and raise invoices for donors and allocate funds received accordingly
- To file all documents in order to comply with archiving requirements and perform any other administrations ad hoc tasks.

Minimum requirements and key competencies

- Diploma in Finance or bookkeeping (essential)
- Financial degree (Desirable)
- 3 years' experience with financial management principles; grant management principles; project management principles (essential)
- Knowledge of financial management principles; grant management principles; project management principles (essential)
- Good administration skills essential
- High level of computer literacy
- Attention to detail recommended
- Analytical skills recommended
- Good interpersonal skills with a customer satisfaction focus required
- Good written and verbal communication skills required
- Good time management skills recommended
- Budgeting skills required.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	NORTHWEST PROVICE: TSHEPONG/KLERKSDORP HOSPITAL
POSITION:	SURVEILLANCE OFFICER (FIXED TERM CONTRACT ENDING 30 SEPTEMBER 2026)
PAY GRADE:	C2
REFERENCE NUMBER:	NICDCDC0126/001-06

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 acute febrile illness 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 venepuncture) 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 and Key Competency

■ Nursing qualification and registration SANC as a professional nurse■ Masters in Public Health/ Epidemiology or progress towards the said post graduate training■ Valid Driver's license ■ 4 years post qualification experience in the relevant field ■ 2 years research/surveillance experience■ Epidemiology/Public Health experience ■ Supervision of Staff ■ Knowledge of surveillance and research methodologies ■ Knowledge of good clinical practice. Computer Literacy ■ Strong written and verbal communication skills ■ Atleast one vernacular besides English■ Crisis-intervention skills■ Excellent interpersonal skills■ Counselling■ Attention to detail■ Ability work under pressure■ Ability to maintain confidentiality of data■ Administrative skills■ Research skills■ Supervision of Staff ■ People management skills.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	FIELD PROJECT COORDINATOR (FIXED TERM CONTRACT ENDING 31 AUGUST 2026) (RE-ADVERTISEMENT)
PAY GRADE:	C3
REFERENCE NUMBER:	NICDCDC1025/001-03

To coordinate an effective, efficient and quality surveillance and/or research projects to reach the project targets and timelines in line with business needs while ensuring a high quality of incoming data.

Key Job Responsibilities

- Coordinate and understand all the numerous CRDM surveillance and/or research projects in all provinces and oversee the applicable projects in order to ensure that correct procedures are followed ■ Supervise staff at sites and oversee that sufficient staffing levels are maintained for the project's smooth functioning■ Oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning■ Train, develop and manage staff to ensure they have the skills required by the organization and are able to achieve their performance objectives■ Perform site visits in all provinces to monitor projects, recruit new sites/partners or to encourage site retention ■ Perform the required audits / checks, e.g. for correctness of data, quality and consistency and generate data queries for the site surveillance and/or research staff through paper based case report forms and electronic mobile capture of forms in order to maintain the integrity of the program■ Assist with submission and obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permissions in place and in ethical manner ■ Oversee the implementation of and compliance to policies to ensure a standardized workplace as well as updating existing project SOPs and writing of new SOPs to ensure that best practice guidelines are maintained ■ Assess the surveillance and/or research project's needs in order to make input into the annual budget ■ Organize and run meetings with subordinate staff to ensure that feedback and training are given regularly, e.g. surveillance officer meetings, weekly teleconference, etc. ■ Generate surveillance/project reports and management/funder reports as required to monitor work and performance status of the services and take corrective action when needed■ Advise subordinate staff/partners on project related queries in order to resolve these queries timely and follow up surveillance cases in order to receive clinical information ■ Ensure all project documents are kept up to date in line with approved protocol and filed for record and audit purposes that complies with GCP and research ethics ■ Conduct monthly stock taking accordingly in compliance with the inventory policy and coordinate procurement and delivery of stock■ Schedule and attend technical meetings, prepare notes and undertake follow-up actions related to project ■ Communicate effectively with national and international partners■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development as well as to initiate and assist in new research projects, present data at conferences and publish papers.

Minimum Requirements and Key Competency

- Degree in Health Care with the registration with their regulatory board HPCSA or SANC /Degree in Allied Health (with the registration with the regulatory body where applicable)■ Masters in Public Health / Epidemiology or progress towards the said post graduate training (Desirable)
- Valid Driver's license ■ 5 to 8 years post qualification experience in the relevant field ■ 3 years research / Surveillance experience ■ 3 to 5 years in Management (Desirable) ■ Epidemiology / Public Health experience (Desirable) ■ Supervision of staff ■ Knowledge of surveillance and research methodologies ■ Knowledge of good Clinical Practice ■ Computer literacy ■ Strong written and verbal communication skills ■ Excellent interpersonal skills ■ Attention to detail ■ Project management skills ■ People management skills ■ Administrative skills ■ Research Skills ■ Supervision of staff ■ Data analysis and study design skills (Desirable).

Enquiries may be directed to Keitumetse Tsoeu @ 011 885 5404, email application to Recruiter1@nicd.ac.za

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	PROJECT MANAGER (FIXED TERM CONTRACT ENDING AUGUST 2026) (AMENDMENT) (RE-ADVERTISEMENT)
PAY GRADE:	C4
REFERENCE NUMBER:	NICD0925-001-02

Plan, implement, coordinate and monitor the CRDM project/s. Responsible for leading and coordinating project activities from beginning to end, ensuring they are completed on time, within budget and to the required quality.

Key Job Responsibilities

■ Supervise and implement programme of monitoring and evaluation for surveillance and research activities ■ Ensure accurate and timely input of project information in the computerised programme system and issue status reports for monitoring and evaluation ■ Undertake follow-up actions on project implementation activities and draft changes in the programme work plans and provide interim reports as required ■ Co-ordinate technical operation meetings, prepare notes and undertake follow-up actions related to project implementation ■ Co-ordinate surveillance and research activities ■ Create and maintain comprehensive project documentation and maintain an auditable file that complies with GCP and research ethics ■ Monitor and manage allocation of resources for projects, training and site visits ■ Liaise with principal investigator, clients, site personnel, and stakeholders to support surveillance and research implementation ■ Select and compile training and orientation materials for project implementation ■ Support and provide assistance in protocol, SOP and training manual reviews and ethics applications.

Minimum requirements & key competencies

■ NQF Level 7 Degree in Nursing ■ Registered with professional body i.e., SANC ■ Post graduate qualification in Public Health Medicine (Desirable) ■ Minimum of 6 years' experience in public health surveillance ■ Knowledge of infectious diseases under surveillance/research ■ Experience in field-based operations and project work, programme or project management and monitoring & evaluation ■ Computer literacy including knowledge of RED Cap/ other electronic data capture systems ■ Extensive knowledge and experience in QA and GCP implementation ■ Computer literacy - MS Office package, lab related systems, Oracle ■ Customer Relations and Communication skills ■ Data Analysis and interpretation ■ Project Management skills ■ Time Management Skills ■ Attention to detail ■ Networking and negotiation skills ■ Numerical skills ■ Interpersonal skills and people skills.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION:	SANDRINGHAM
POSITION:	LABORATORY TECHNICIAN (FIXED TERM CONTRACT ENDING AUGUST 2026)
PAY GRADE:	LT1
REFERENCE NUMBER:	NICDCDC0126/001-07

To receive and register clinical samples, perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease under the supervision of a Medical Technologist

Laboratory Safety Compliance

■ Ensure compliance with health and safety measures at all times ■ Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service) ■ 100% compliance on recording of temperature readings in accordance with relevant SOP's.

Laboratory Process

■ Daily receipt, labelling and sorting of samples ■ Sample registration of relevant databases ■ Prioritizing patient sample testing according to laboratory SOP ■ Daily adherence to set turnaround times ■ Daily sample aliquoting, filing and storage ■ Maintenance of accurate storage logs ■ Retrieval and replacement of samples as required ■ Sorting and general upkeep of all sample freezers ■ General clerical duties as required ■ Assist in stock control, and ordering of consumables ■ Upkeep of relevant reagent logs ■ Ad-hoc duties as per operational needs

Maintained and Operated Equipment

■ Daily maintenance/verification of laboratory equipment maintenance as per schedule ■ Compliance and application of all relevant SOP's ■ Ensure sufficient stock is available as per guidelines ■ Performance of quality checks, where required ■ Competency certificate for operation of any applicable equipment ■ 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments).

Quality Assurance

■ Prepare quality control material (IQC) as per lab SOP and run routine IQC sample as per SOP and EQA ■ Identify and report deviations to supervisor ■ Daily documentation using log sheets (room temp, fridges, etc.).

Minimum Requirements and Key Competency

■ Grade 12 and SMLTSA Certificate ■ HPCSA registration as a Laboratory Technician in **Microbiology** ■ 0 – 3 years' experience in a laboratory environment ■ Health and safety regulations ■ Knowledge of general technical equipment ■ Knowledge of quality control procedures ■ 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 equipment.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	IT SUPPORT ENGINEER (FIXED TERM CONTRACT: 4 MONTHS MATERNITY REPLACEMENT)
PAYGRADE:	C1
REFERENCE NUMBER:	NICDCDC0126/001-08

To provide a single point of contact for end users to receive support and maintenance within the organization's desktop computing environment. This includes receiving, prioritizing, documenting and actively resolving end user help requests as well as installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance. To troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required.

Key Job Responsibilities:

■Field incoming requests to the Service Desk via both telephone and e-mail to ensure courteous, timely and effective resolution of end user issues.■Evaluate documented resolutions and analyze trends for ways to prevent future problems Alert management to emerging trends in incidents■Assist in software releases and roll-outs according to Change Management best practices■Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications■Perform remote and onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair■Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels. Perform upgrades different types of software and hardware■Resolve incidents with printers, copiers and scanners■Assist users with mobile computing devices including mobile phones■Administer and resolve issues with associated end-user workstation networking software products■Collaborate with Infrastructure Engineers to ensure efficient operation of the company's desktop computing environment■Answer to and perform moves, adds and changes (MAC) requests as they are submitted■Ensure that physical desktop connections (i.e. RJ-45 Ethernet jacks, RJ-11 telephone modem jacks, connectors between PCs and servers, etc.) are in proper working order■Prepare tests and applications for monitoring desktop performance, then provide performance statistics and reports■Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations■Create, maintain and publish relevant support documentation in order to assist all staff/students in the quick resolution of their incidents and service requests and enable users to become more self-sufficient■Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, network cards, and other components and equipment■Accurately document instances of desktop equipment or component failure, repair, installation, and removal

Minimum Requirements and Key Competencies

■ 3-year diploma or a degree in IT ■ ITIL Foundation certification ■ MCSA Certification (desirable) ■ CompTIA A+■ 3 years' Work experience in an IT environment■ 2 years in Desktop Hardware and software support in a customer service environment ■1-year mobile device support experience■ Knowledge of desktop hardware and software applications ■ Basic Knowledge of Mobile Operating Systems ■ Knowledge of Desktop Operating Systems ■ Knowledge of multi-functional printers■ Excellent knowledge of PC and desktop hardware ■ Excellent knowledge

of PC internal components ■ Hands-on hardware troubleshooting experience with printers and related equipment ■ Extensive equipment support experience with printers and related equipment ■ Working technical Knowledge of current protocols, operating systems and standards including active directory and DNS ■ Basic knowledge of mobile operating systems ■ Ability to conduct research into PC issues and products as required ■ Effective interpersonal skills and relationship building skills ■ Strong written and oral communication skills ■ Ability to present ideas in user friendly language ■ Understanding organisations goals and objectives ■ Analytical and problem solving abilities, with keen attention to detail ■ Self-motivated and directed, with the ability to effective prioritise and execute tasks in a high pressure environment ■ Strong customer-service orientation.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTH ASSOCIATED INFECTIONS ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION:	SANDRINGHAM
POSITION:	SURVEILLANCE OFFICER (FIXED TERM CONTRACT: 5 MONTHS) (HALF DAY)
PAY GRADE:	C2
REFERENCE NUMBER:	NICDCDC0126/001-09

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.

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■ Manage project nurses and/or community surveillance assistants and ensure training and data quality for the area of responsibility ■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 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 ■ Fill in at another site if there are staff shortages ■ Conduct monthly .

Minimum Requirements and Key Competency

■ Nursing qualification and registration SANC as a professional nurse■ Masters in Public Health/ Epidemiology or progress towards the said post graduate training (Desirable)■ Valid Driver's license ■ 4 years post qualification experience in the relevant field ■ 2 years research/surveillance experience■ Epidemiology/Public Health experience ■ Supervision of Staff (Desirable) ■ Knowledge of surveillance and research methodologies (Desirable) ■ Knowledge of good clinical practice. Computer Literacy ■ Strong written and verbal communication skills ■ Atleast one vernacular besides English■ Crisis-intervention skills■ Excellent interpersonal skills■ Counselling■ Attention to detail■ Ability work under pressure■ Ability to maintain confidentiality of data■ Administrative skills■ Research skills■ Supervision of Staff ■ People management skills.

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

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HIV AND STI
LOCATION:	SANDRINGHAM
POSITION:	PHLEBOTOMY OFFICER X2 (SESSIONAL CONTRACT)
PAY GRADE:	B5
REFERENCE NUMBER:	NICDCDC0126/001-10

To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.

Key Job Responsibilities

■Draws blood as required using safety procedures ■Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients ■Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines ■Performs and interprets point of care tests as required ■Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition ■Handles or refers queries related to the service ■Theoretical and practical training of other health care workers to render this service ■Report writing to document the service and identify successes and failures ■Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility ■Participates in operational research to inform best practice ■Provides general nursing and phlebotomy technician services as required, from time to time ■Checks stock levels of all collection materials and orders additional stock to ensure the availability of required materials at all times ■Implements sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

Minimum Requirements and Key Competency

■Matric (NQF 4)■Certificate in Nursing (3 years)/ SMLTSA Certificate ■Counselling and Good Clinical Practice (GCP) courses ■Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician■0 years' experience ■Knowledge of HIV and TB management ■Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of al specimen type and specialised testing procedures within the scope of practice ■Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-post or during specimen collection and apply appropriate actions to avoid their occurrence ■Knowledge of research project and laboratory tests ■Knowledge of various test regimes ■Knowledge of specimen safety precautions ■Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■Computer literate ■Project management skills ■Data capturing and analysis skills■ Interpersonal and Counselling skills ■Written and verbal communication skills ■Time management and initiative ■Good communication ■Ability to maintain confidentiality

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