

FEBRUARY 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 filling 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 9 MARCH 2026

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BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: MEDICAL OFFICER (RETRACTION)
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 Competencies

■ 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 Mkwanazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR ENTERIC DISEASES and CENTRE FOR HIV and STIs
LOCATION: SANDRINGHAM
POSITION: CENTRE HEADS *2 (RETRACTION)
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 may be directed to Mammei Hlehli- 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 (READVERTISEMENT)
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 in International Health Regulations/Pandemic Preparedness/One Health
- Knowledge of statistics (advantage)
- 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: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: LEAD DATA ANALYST (READVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: NICD0725-001-05

The Lead Data Analyst is responsible for the strategic design and optimisation of the Surveillance Data Warehouse and its analytics environment. By leveraging deep expertise in data architecture and a nuanced understanding of stakeholder information needs, the incumbent ensures the delivery of accurate, actionable insights that support surveillance and public health objectives. This role leads data quality initiatives, drives analytical innovation, and fosters cross-functional collaboration to enable evidence-based decision-making across the organisation

Key Job Responsibilities

■ Drive improvements in data accuracy within the Surveillance Data Warehouse by leading collaborative efforts with cross-functional specialists to identify and resolve data quality issues ■ Oversee data profiling and report design, ensuring outputs are validated and aligned with the evolving information needs of internal and external stakeholders ■ Proactively identify and recommend system enhancements to address changing business requirements and stakeholder expectations, ensuring continuous improvement in data services ■ Proactively identify and recommend system enhancements to address changing business requirements and stakeholder expectations, ensuring continuous improvement in data services ■ Conduct strategic research and provide expert recommendations on data mining tools, services, protocols, and standards to support procurement and system development initiatives ■ Lead the design and deployment of complex data queries, ensuring timely and accurate responses to business intelligence needs in support of the organisation's surveillance mandate ■ Champion quality assurance practices across data mining and analysis activities, promoting s ■ Manage change control and testing processes for modifications to data models, ensuring that updates are thoroughly validated and documented ■ Define and maintain data definitions for new and existing database structures, ensuring clarity, consistency, and usability across the organisation ■ Profile data and design reports to meet stakeholder information needs ■ Support researchers by facilitating access to relevant data parameters, ensuring alignment with research objectives and data integrity standards ■ Design and execute comprehensive testing protocols, including test scenarios and scripts, to validate data solutions against business requirements and quality benchmarks ■ Mentor and coach team members, fostering a culture of continuous learning, cross-training, and knowledge sharing to build analytical capability.

Minimum requirements & key competencies

■ Honors degree in Biological sciences, Epidemiology, Computer Science or Health sciences ■ Masters degree in Epidemiology, Public Health, or a relevant discipline (Desirable) ■ Data warehouse and data quality training desirable ■ Certification in MicroStrategy or other enterprise analytical reporting tool ■ 8 years' experience in data analytics, data warehousing, data quality or analytical reporting, of which 3 years should be at a supervisory or team lead level ■ Experience in data warehousing and/or data analysis and/or data quality and/or analytical reporting ■ Proficiency with data visualisation and reporting tools, including MicroStrategy, SQL and Power BI ■ Understanding of South African data protection regulations (e.g. POPIA) ■ 1 or more years of Lab experience ■ Strong understanding of data mining models, structures, theories, principles, and practices. ■ Knowledge of data modeling. ■ Strong familiarity with data preparation and processing ■ Knowledge of applicable data privacy practices and laws ■ Knowledge of data quality management practices ■ Knowledge of Python and or R essential ■ Exposure to a LIS (Laboratory Information System) - 1 year ■ Proven analytical and problem-solving abilities ■ Ability to conduct research into data mining issues, practices, and

products as required ■ Ability to conduct research into data mining issues, practices, and products as required ■ Keen attention to detail
■ Advanced communication (verbal) ■ Strong technical documentation skills ■ Highly self-motivated and directed ■ Ability to work in a team-oriented, collaborative environment ■ Advanced computer skills ■ Good interpersonal skills ■ Ability to lead workshops and to present ideas in a user-friendly language ■ Ability to effectively prioritize and execute tasks in a high-pressure environment ■ Time management ■ Ability to communicate with senior managers.

Enquiries may be directed to Mammei Hlehlisi - Galo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINGHAM
POSITION: SENIOR EPIDEMIOLOGIST
PAY GRADE: D2
REFERENCE NUMBER: NICD0226/001-05

To provide epidemiological expertise for HIV and STI surveillance and research activities undertaken by the Centre for HIV and STIs. To play a key role in the development of cross-disciplinary linking of laboratory and pathology data to ensure that available data can be utilised effectively for epidemiological applications, with specific reference to cross-disciplinary reporting, advanced HIV disease, and research.

Key Job Responsibilities

■ Design and/or implement surveillance and research activities of the Centre for HIV and STI with specific reference to cross-disciplinary linking of pathology data, in collaboration with all role players, including the NICD GERMS programme and HIV surveillance laboratories. ■ Assist in establishing strategic goals for the Epidemiology Section of the Centre for HIV and STI 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 ■ Interpret and communicate epidemiological findings to relevant stakeholders, including healthcare professionals and policymakers ■ Collaborate with multidisciplinary teams to develop and implement evidence-based strategies for disease prevention, control, and health promotion ■ Stay updated with the latest research, methodologies, and advancements in the field of epidemiology to ensure best practices are implemented in research and analysis ■ Contribute to the development of research proposals, grant applications, and scientific publications ■ Collaborate with local and international organisations and agencies to share knowledge, expertise, and best practices in epidemiology ■ Initiate, develop, and implement epidemiologic studies and surveillance programmes relevant to the Centre of HIV and STI activities, including study design, data collection, data entry, data management, data cleaning, data analysis, and report writing ■ Analyse large datasets using statistical software to identify trends, patterns, and risk factors associated with diseases and health conditions ■ Supervision and management of field staff for surveillance programmes and epidemiological studies ■ Create and produce reports and contribute significantly to existing NICD publications, such as communiqués and bulletin, as well as produce scientific papers on relevant subjects ■ Provide additional support for the other activities of the Centre for HIV and STI as well as other NICD requirements ■ Participate in relevant internal, Provincial, National, and International meetings and conferences, to facilitate the objectives of the Centre for HIV and STI ■ Strengthen systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to Centre for HIV and STI surveillance and outbreak response ■ Develop and implement laboratory-based data for action reports and analysis of communicable disease data generated from the NICD Surveillance Warehouse ■ Be proactive in ensuring that successful grant applications are submitted and research funding raised by the Centre team ■ Ensure that coordinated quality assurance processes are in place throughout the Epidemiology Section of the Centre for HIV and STI ■ Document and maintain records of Epidemiology Section of the Centre for HIV and STI outputs through periodic Centre activity reports and contributions to the NICD annual report ■ Train, develop and manage epidemiology staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives

Minimum requirements & key competencies

■ Masters degree in Epidemiology (or public health) (essential) ■ PHD in Epidemiology/Public Health or equivalent (desirable) ■ Code 8 valid Driver's License ■ Minimum 6 years post-qualification experience in infectious disease epidemiology surveillance within a public setting (essential) ■ At least 4 years experience as a leader in a public Health setting (essential) ■ Expert Knowledge of epidemiology and statistical

methods ■ Expert Knowledge of and insight into laboratory practice, and interpretation of laboratory tests with specific reference to NICD and NHLS ■ Knowledge of statistical software packages for epidemiological analysis, MS Access, Excel, STATA or SAS ■ Proven leadership management skills ■ Excellent analytical skills, with the ability to process scientific and medical data ■ Able to work independently ■ Expertise in manipulating and analysing data ■ Ability to identify data issues, present problems, and implement solutions ■ Capability of communicating technical concepts clearly, concisely and understandably ■ Good Leadership, organisational and time management skills, with the ability to multitask ■ Strong interpersonal communication and presentation skills ■ Ability to effectively collaborative across cross functional teams ■ Good Understanding of the health system in SA.

Enquiries may be directed to Mammei Hlehlisi - Galo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: LABORATORY ASSISTANT ((FIXED TERM CONTRACT UNTIL 31 JUNE 2026))
PAY GRADE: B3
REFERENCE NUMBER: NICD0226/001-06

Performs tasks in support of the pre and post analytical processes as per discipline requirements in accordance with standard operating procedures.

Key Job Responsibilities

■ Receives, sorts, registers and refers specimens for testing ■ Liaises with the registration area during data capturing and track missing samples. ■ Preparation of samples for examination according to the standard operating procedures ■ Performs tasks in support of the pre and post analytical processes as per discipline requirement; which include but not limited to media preparation, glassware washing, specimen centrifugation. ■ Labelling, sorting and staining of slides. ■ Monitoring of relevant lab equipment and appropriate troubleshooting to ensure it is maintained and in good working order ■ Storage and retrieval of samples (where applicable) in accordance with standard operating procedures ■ Autoclaving and disposal of waste in accordance with standard operating procedures and legislation. ■ Efficient monitoring of stock levels, to ensure continuous supply to the lab ■ Storage and retrieval of records ■ Comply with policies and procedures of the NHLS, Quality Standards and the Occupational Health and Safety Act

Minimum requirements & key competencies

■ Grade 12/ Matric/ NQF level 4/ N2(Essential) ■ HPCSA Registration as a Laboratory Assistant (Essential) in Microbiology / Clinical Pathology. ■ 1 year plus prior experience in a laboratory environment is advantageous ■ Knowledge of Laboratory (Essential) ■ Knowledge of Occupational Health and Safety Act (Desirable) ■ Good Communication Skills ■ Computer Literate ■ Technically Orientated ■ Attention to Detail ■ Ability to identify problems and troubleshoot.

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

GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR VACCINES AND IMMUNOLOGY
LOCATION:	SANDRINGHAM
POSITION:	LABORATORY TECHNICIAN X2 (FIXED TERM CONTRACT UNTIL 30 JUNE 2026)
PAY GRADE:	LT1
REFERENCE NUMBER:	NICDCD0226/001-01

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

Key Job Responsibilities

Laboratory Safety Compliance:

Ensure compliance with health and safety measures at all times ▪ Adherence to decontamination procedures at all times ▪ Compliance on recording of temperature reading in accordance with relevant SOP's

Laboratory Process (Produced laboratory work and /or Laboratory Reports)

Receive, sort and testing of patient samples according to laboratory SOP ▪ Ensures that reliable and accurate results are generated for reporting ▪ Adherence to set turnaround time for all tests ▪ Daily filing and storage of specimens ▪ Assess for abnormal results according to laboratory SOP and reports findings to supervisor ▪ Prepare reagents for specialised testing ▪ Daily documentation of data in own area of work.

Maintained and Operated Equipment:

Perform equipment maintenance as per schedule ▪ Compliance and application of SOP's ▪ Performance of quality checks ▪ Competency certificate for operation of equipment ▪ Compliance with maintenance of reagent log sheets

Quality Assurance:

Run routine IQC samples as per SOP and participation with EQA ▪ Identify IQC errors and report deviations to supervisor ▪ Daily document log sheets (room temperature, fridges, etc.).

Teaching, Training, Research and Development of Laboratory:

▪ Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work ▪

Minimum requirements & key competencies

■ Grade 12/NQF 4 ▪ SMLTSA Certificate ■ Registration with HPCSA as a Medical Technician desirable ■ At least 0 to 3 years post-qualification experience in a laboratory environment ■ Knowledge of technical appliances ■ Knowledge of quality control procedures ■ Health and safety regulations ■ Trouble shooting 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 ■ Time management and organisational skills.

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR EMERGING ZOOONOTIC AND PARASITIC DISEASES
LOCATION: SANDRINGHAM
POSITION: RESEARCH ASSISTANT (**FIXED TERM CONTRACT ENDING JULY 2026**)
PAY GRADE: B2
REFERENCE NUMBER: NICDCD0226/001-02

To support Vector Control Reference Laboratory and the SIT project with management of mosquito colonies

Key Job Responsibilities

- Assist with the maintenance and management of mosquito colonies
- Assist with teaching and training of students/visitors on mosquito rearing
- Assist with mass-rearing Insectary management and administration
- Report any challenges encountered in the insectary immediately to the Supervisor
- Assist with general insectary equipment maintenance and monitoring temperature and relative humidity in the insectary according to standards operating procedures (SOPs)
- Attend laboratory and Insectary management meetings as requested to review ongoing performance
- Actively participate in and contribute to SIT research projects.

Minimum Requirements and Key Competencies

- Grade 12 plus Higher certificate NQF level 5 equivalent
- 1 year work experience in mosquito rearing or related work
- 6 months in supporting research projects
- Knowledge of Health and safety regulations of an Insectary
- General knowledge of mosquito biology
- Attention to detail
- Basic computer knowledge (Ms Word, Ms Excel, Outlook)
- Self-motivated, dedicated and resilient
- Facilitation, planning and organizational skills
- Good interpersonal skills
- Knowledge of quality control procedures during large scale mosquito rearing

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

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST (FIXED TERM CONTRACT UNTIL 30
SEPTEMBER 2026)
PAY GRADE: D1
REFERENCE NUMBER: NICDCD0226/001-03

To provide expertise and support for all the existing activities of the Centre for Respiratory Diseases and Meningitis (CRDM) with specific reference to epidemiological support for surveillance activities, outbreak response and research studies at CRDM.

Key Job Responsibilities

■ Provide epidemiologic support for all activities of the CRDM with specific reference to laboratory-based and syndromic surveillance, research activities, outbreak investigations and pandemic response requiring support ■ Play a lead role in the development of investigation forms, standard operating procedures, database development real time data checks, preparing weekly surveillance and research reports and supporting site staff with project activities ■ Assist with CRDM related surveillance and other activities as need ■ Train the appropriate audiences on study procedures, databases and reporting ■ Strengthen electronic systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to CRDM surveillance and research ■ Generate reports, interpret data and provide analyses to ensure that accurate data is available for analysis and preparation of manuscripts ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals ■ Comply with any reasonable and lawful instruction issued by the manager..

Minimum requirements & key competencies

■ MSc in Public Health and / or MPH Field Epidemiology or relevant equivalent (essential) ■ Valid driver's license [Code E / EB] ■ 5 years' experience in applied epidemiology, public health and communicable diseases post MSc/MPH qualification (essential) ■ Experience with data analysis and Database development (essential) ■ Competency in Microsoft Excel, R Studio and Stata essential ■ Infectious diseases epidemiology experience essential ■ Research experience ■ Skilled in epidemiology and application of epidemiological skills ■ Understand the research process, field research experience ■ General management and administration (desirable) ■ Knowledge of and insight into NHLS and NICD laboratory practice (desirable) ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Planning and organizing skills ■ Thinking on one's feet ■ Assertiveness ■ Flexibility / Adaptability ■ Ability to produce statistics ■ Report writing skills ■ Diplomatic skills ■ Teaching / Training.

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: BIOINFORMATICS SCIENTIST
(FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2025)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0226/001-04

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 and interpretation on data produced from next generation sequencing systems (e.g. Roche 45, Illumina or Ion torrent platforms)as well as develop, improve, modify and operate data analysis ■ 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/staff with bioinformatic 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 objectives are achieved in terms of turnaround times, cost control, quality and service ■ Monitors and manages bioinformatics requests/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 Competencies

■ MSc in Bioinformatics or related field ■ PHD in Bioinformatics (Desirable) ■ Five years' (5 yrs) experience with next generation sequencing data analysis ■ Three Years (3 Years) Experience with 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 (advantageous) ■ Project Management ■ Have proven ability in formulating and/or implementing high level bioinformatic solutions ■ 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

Enquiries may be directed to Mammei Hlehlisi - Galo @ 011 555 0581, email application to Recruiter4@nicd.ac.za

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: PROJECT COORDINATOR: (FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2026)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0226/001-05

To support project coordination and provide administrative support at the at the Division of Biosafety and Biosecurity (DBB)

Key Job Responsibilities

■ Support project coordination through accurate and timely input of project information using electronic platforms and issuing of status reports for monitoring and evaluation purposes ■ Undertakes follow-up actions , including liaison with internal and external stakeholders, on project implementation activities and drafts change in the program work plans and interim reports as required ■ Compile and prepare all related training/workshop/meeting (event) materials and equipment to ensure that events run smoothly ■ Book, prepare venues in advance for trainings, workshops and meetings to ensure smooth delivery of these events ■ Coordinate regular project logistics for travel, accommodation, car hire, conference registration and other logistics arrangements for events including large events involving international stakeholders. ■ Drafting of reports and minutes for all events. ■ Keep records and documents in order to ensure safekeeping and that they are easily accessible ■ Support grants management through reconciling grant expenditure as required and liaise with Grants Office/s ■ Supports project management through drafting of reports as required

Key Competencies

■ Grade 12 ■ Diploma in Business Management/ Business Administration ■ Project Management Certificate required ■ 5 years post qualification relevant experience ■ Knowledge of PFMA and GAAP ■ Good report writing skills ■ Good analytical skills required ■ Good interpersonal and people skills ■ Computer Literacy ■ Strong written and Verbal communication skills ■ Excellent interpersonal skills ■ Attention to detail ■ Planning and analytical skills ■ Administrative skills ■ Project management skills ■ Report writing skills ■ Planning and organizing

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