

## GRANTS MANAGEMENT AND ADMINISTRATION

**SOUTH AFRICA FIELD EPIDEMIOLOGY AND LABORATORY TRAINING PROGRAMME,  
(SAFELTP) SOUTH AFRICA REGIONAL GLOBAL DISEASE DETECTION CENTRE (NICD)**

**RE-ADVERTISEMENT**

**MEDICAL OFFICER/PUBLIC HEALTH SPECIALIST/EPIDEMIOLOGIST  
(FIXED TERM CONTRACT- 12 MONTHS) (RENEWABLE)**

**(PAYZONE DEPENDS ON EXPERIENCE)  
NICDCGDD0113/001-02(96501.001.1511)**

### **Key Job Responsibilities:**

■ Participate in recruitment and selection of SAFELTP trainees and field supervisors ■ Represent the programme in meetings and conferences and advocate the programme to different stakeholders ■ Prepare periodic FELTP evaluation and progress reports of residents core activities of learning and competencies ■ Develop curriculum and training materials and take part in teaching and evaluating course ■ Participate in administration of examination and assessment processes of residents core activities of learning and competencies ■ Conceptualise hypothesis driven research studies that are relevant to the needs of field placement ■ Liaise with other administrative staff and academic colleagues ■ Develop and teach appropriate short courses on basic and applied epidemiology ■ Ensure completion of student evaluations ■ Provide technical mentorship to residents ■ Provide technical assistance to field sites of the provincial department of health ■ Liaise with the site supervisor to identify placement sites based on an agreed selection criteria ■ Identify and train field supervisors and identify appropriate projects with site supervisor for resident's core competencies ■ Carry out on-site field supervision in outbreak investigation ■ Supervise residents for data analysis ■ Supervise residents for evaluation and development of public health surveillance systems ■ Review protocols, reports, manuscripts and presentations prepared by Residents ■ Assist residents to acquire the required competencies while in the field and to collaborate in this endeavour with the SAFELTP staff, Resident Advisors and Field Supervisors ■ Assist residents in the design, implementation, analysis and writing of studies and field reports and in preparation of presentations for local and international scientific conferences ■ Develop, review and implement curriculum and guidelines for field supervision of residents by site supervisors ■ Prepare the timetable and field rotation schedules ■ Liaise with partner institutions, other institutions, external agencies, government departments in regard to field placement of the residents ■ Coordinate all field work related activities and ensure the quality and completion of field placements ■ Coordinate and run short courses for interest groups ■ Participate in developing grant proposals for continued financial support of the programme ■ Perform other duties as assigned by the Director.

### **Key Competence Requirements:**

■ MD with MMed or College of Medicine qualification in Community Medicine/Public Health at PhD level or Master's in Public Health ■ Registration with a HPCSA ■ Post qualification experience in Community Health/Public Health/Disease Control ■ Project management experience ■ Teaching experience ■ Curriculum development ■ Knowledge of epidemiological methods ■ Advance computer literacy ■ Research skills and publication record ■ Communication and organisational skills.

- **Interested internal persons who meet the requirements are invited to send a concise CV and internal application form to the Practitioner (Human Resources) via fax: 086 509 8505 or e-mail to [nidcrecruitment@nhls.ac.za](mailto:nidcrecruitment@nhls.ac.za)**
- **Enquiries may be directed to Kgaugelo Mkwanazi @ (011) 386 6090**
- **Please indicate the reference number of the post**
- **Reference, ITC and Criminal checks will be conducted**