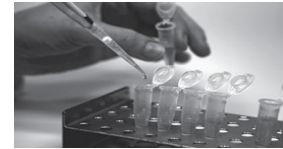


NATIONAL HEALTH LABORATORY SERVICE



NATIONAL HEALTH
LABORATORY SERVICE



Internal Vacancies Bulletin 03/10-001 Guidelines to Applications

1. If you meet, the requirements kindly forward a concise CV to the Practitioner /Administrator (Human Resources) either or by fax or email, quoting the reference number and the job title.
2. The onus is on you to ensure that your application has been received. Applications received without the reference numbers and copies of qualifications as well as those received after the closing date will not be considered.
3. Any credentials of the contract of employment shall be subject to reference /ITC checks.
4. Successful candidates maybe required to undergo psychometric assessment.
5. ALL positions that require an applicant to be registered with a professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
6. These positions are open to all employees of the NHLS including the employees who are on contract in similar or different positions currently.
7. Internal application forms should be accompanied by concise Curriculum Vitae of the applicant.
8. Please indicate the following on the application form:
 - a. The Region
 - b. The business unit
 - c. The post applying for
 - d. The reference number of the post
9. Applications received without the required information will not be processed.
10. Correspondence will be limited to short-listed candidates only.
11. All appointments have to be in line with THE EE plan of the NHLS
12. Successful applicants will be remunerated on the published scale associated with the grade of the post. 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.

THE CLOSING DATE FOR THESE POSITIONS IS 12 MARCH 2010.

NORTHERN REGION

BUSINESS UNIT: MPUMALANGA

NELSPRUIT

RE-ADVERTISEMENT

SUPERVISOR (LABORATORY)

(PAY ZONE C3)

REF: NORMP(RE-AD)1209/002-03 (72200-001-1133)

Key Job Responsibilities:

- Supervise the correct application of quality assurance processes and standard operating procedures (SOPs) to ensure corrective actions are taken as required
- Review and implement change to standard operating procedures (SOPs) in order to ensure the laboratory service is constantly able to provide a high quality, cost-effective and safe service
- Supervise and monitor laboratory processes and maintain the technical laboratory service to ensure accurate processing of specimens and recording reliable results
- Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Assist with the generation of management reports as required, monitoring work and performance status of the laboratory service and taking corrective action when required
- Liaise with customers in order to resolve service-related issues, maintain a positive image of the organization and promote the services of the NHLS
- Implement and maintain the quality system that governs the laboratory service and components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements
- Contribute to the development of an annual operational budget, and monitor and control expenses against budget in order to control costs and maximize the profitability of the section
- Implement and correctly apply all NHLS policies and procedures to ensure compliance
- Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources
- Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Train and develop staff to ensure they have the skills required by the organization and are able to achieve their performance objectives
- Arrange the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams
- Implement safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
- Perform the role of a Medical Technologist as required in accordance with operational needs.

Key Competency Requirements:

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in the appropriate category
- Five (5) to seven (7) years post-qualification experience
- Ability to work under pressure
- Knowledge of relevant laboratory processes and procedures
- Assertiveness
- Computer skills
- Attention to detail
- Leadership, communication, analytical, problem-solving and interpersonal skills
- Experience in all aspects of laboratory management.

NB: Applicants with less experience that the required year's postgraduate experience will be considered should a suitable applicant with the required prerequisites not be identified. Scarce skills will be considered in this instance.

BUSINESS UNIT: LIMPOPO WEST
POLOKWANE
RE-ADVERTISEMENT
CHEMICAL PATHOLOGY
MANAGER (LABORATORY)
(PAYZONE C4)

REF: NORLW(RE-AD)0110/001-02 (61001-001-1209)

Key Job Responsibilities:

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and implements change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results ■ Oversee asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the laboratory ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Trains and develops staff to ensure they have skills required by the organization and are able to achieve their performance objectives ■ Oversee and implements the Occupational Health and Safety to ensure a safe working environment and compliance with all legislation ■ Performs the role of Medical Technologist as required in accordance with operational needs.

Key Competency Requirements:

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA in relevant category ■ Seven (7) to Eight (8) years post qualification and experience in a diagnostic laboratory ■ Knowledge of relevant laboratory processes and procedures ■ Assertiveness ■ Interpersonal, Computer, Analytical and Communication skills ■ Basic understanding of finance and general management ■ Attention to detail ■ Team Leadership ■ Ability to work under pressure and dealing with high work volumes ■ Willingness to work unsociable hours, shifts and public holidays.

NB: Applicants with less experience than the required years postgraduate experience will be considered should a suitable applicant with the required prerequisites not be identified. Scare skills will be considered in this instance.

CYTOLOGY
RE-ADVERTISEMENT
SUPERVISOR (LABORATORY)
(PAYZONE C3)

REF: NORLW(RE-AD)0909/001-02(61002-002-1133)

Key Job Responsibilities:

■ Supervise the correct application of quality assurance processes and standard operating procedures (SOPs) to ensure corrective actions are taken as required ■ Review and implement change to standard operating procedures (SOPs) in order to ensure the laboratory service is constantly able to provide a high quality, cost-effective and safe service ■ Supervise and monitor laboratory processes and maintain the technical laboratory service to ensure accurate processing of specimens and recording reliable results ■ Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Assist with the generation of management reports as required, monitoring work and performance status of the laboratory service and taking corrective action when required ■ Liaise with customers in order to resolve service-related issues, maintain a positive image of the organization and promote the services of the NHLS ■ Implement and maintain the quality system that governs the laboratory service and components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements ■ Contribute to the development of an annual operational budget, and monitor and control expenses against budget in order to control costs and maximize the profitability of the section ■ Implement and correctly apply all NHLS policies and procedures to ensure compliance ■ Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Train and develop staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ Arrange the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams ■ Implement safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation ■ Perform the role of a Medical Technologist as required in accordance with operational needs.

Key Competency Requirements:

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in the relevant category ■ Five (5) to seven (7) years post-qualification experience ■ Ability to work under pressure ■ Knowledge of relevant laboratory processes and procedures ■ Assertiveness ■ Computer skills ■ Attention to detail ■ Leadership, communication, analytical, problem-solving and interpersonal skills ■ Experience in all aspects of laboratory management.

NB: Applicants with less experience than the required years postgraduate experience will be considered should a suitable applicant with the required prerequisites not be identified. Scare skills will be considered in this instance.

- Interested internal persons who meet the requirements are invited to send a concise CV and internal application form to the Clerk (Human Resources) via fax: 086 693 2607 or e-mail to northern@nhls.ac.za
- Enquiries may be directed to Mabale Mamabolo @ (012) 678 9546
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THIS POSITION IS 12 MARCH 2010.

CENTRAL REGION

BUSINESS UNIT: FREE STATE

WELKOM

SUPERVISOR (LABORATORY)

HAEMATOLOGY (X1 POST)

REF: CENFS0310/001-02 (32400-003-1133)

CHEMISTRY (X1 POST)

REF: CENFS0310/001-03 (32400-001-1133)

(PAY ZONE C3)

Key Job Responsibilities:

■ Supervises the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required. ■ Reviews and implements change to standard operating procedures in order to ensure the laboratory support service is constantly able to provide a high quality, cost effective and safe service. ■ Supervise and monitor laboratory support processes and maintain the laboratory support service to ensure accurate registering / pre-analytical processing of specimens and recording reliable results. ■ Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times. ■ Assist with the generation of management reports as required to monitor work and performance status of the laboratory support service and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the NHLS. ■ Implement and maintain the quality system that governs the laboratory support service and components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements. ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the section. ■ Implement and correctly apply all NHLS policies and procedures to ensure compliance. ■ Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Trains and develops staff to ensure they have the skills required by the organization and are able to achieve their performance objectives. ■ Implements safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation ■ Performs the role of a medical technologist as required in accordance with operational needs ■ Coordinated and manage queries which are both internal and external ■ Monitor the registration for patients and health institution information into the NHLS LLS ■ Ensure optimal productivity level for staff performance.

Key Competence Requirements:

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in the relevant category ■ Five (5) – Seven (7) years post qualification experience in the relevant category ■ Knowledge of relevant laboratory processes and procedures ■ Assertiveness ■ Interpersonal, analytical, communication and computer skills ■ Understanding of QC Rules ■ Attention to detail ■ Team leadership ■ Ability to work under pressure.

- Interested internal persons who meet the requirements are invited to send a concise CV internal application form to the Administrator (Human Resources) via fax: (051) 405 2902 or e-mail to neo.diseko@nhls.ac.za
- Enquiries for Free State Tertiary and Universitas Business Unit may be directed to
- Neo Diseko @ (051) 404 0510
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THIS POSITION IS 12 MARCH 2010.

COASTAL REGION

MEDICAL TECHNICIAN (STUDENT)

(FIXED TERM CONTRACT – 36 MONTHS)

(PAY ZONE TB2)

GROOTE SCHUUR (X3 POSTS) REF: COASTMTS0310/001-01	BODER (X3 POSTS) REF: COASTMTS0310/001-05
TYGERBERG (X3 POSTS) REF: COASTMTS0310/001-02	SOUTH TRANSKEI (X3 POSTS) REF: COASTMTS0310/001-06
WESTERN CAPE (X9 POSTS) REF: COASTMTS0310/001-03	NORTH TRANSKEI (X3 POSTS) REF: COASTMTS0310/001-07
IBHAYI (X3 POSTS) REF: COASTMTS0310/001-04	MTHATHA (X3 POSTS) REF: COASTMTS0310/001-08

Learn to perform these tasks under supervision

Key Job Responsibilities:

■ Receive, sort and refer (where applicable) specimens for testing according to Standard Operating Procedures ■ Verifies and validates information on the system against specimens received and tests requested ■ Liaises with the receiving area regarding errors made during data capturing ■ Carries out different laboratory procedures for specimen and/or media preparation for analysis under supervision in accordance with the standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirements, e.g. stain preparation; glassware wash-up, equipment maintenance, prescribed waste disposal etc. ■ Labels and stores samples/media (where applicable) to ensure traceability in accordance with standard operating procedures ■ Operates autoclaves, steam sterilizers, drying / sterilizing ovens and distilled water stills according to standard operating procedures ■ Disposes of specimens in accordance with standard operating procedures and legislation ■ Monitors stock availability of consumables to ensure availability of all necessary commodities ■ Applies all safety and housekeeping regulations according to policy and legislation to ensure a safe working environment.

Key Competency Requirements:

■ Grade 12 with Math's & Science ■ Registration with HPCSA as a Medical Technician Student in relevant category ■ Basic Computer literacy ■ Knowledge of laboratory information system ■ Technically orientated ■ Attention to detail ■ Ability to work under pressure within a team and dealing with high work volumes ■ Working in a hazardous environment and being very safety conscious ■ Willingness to work unsociable hours, shifts and public holidays.

NB: On completion of relevant training additional training in Phlebotomy will be required.

MEDICAL TECHNICIAN
(PAY ZONE DEPENDS ON EXPERIENCE)

WESTERN CAPE (X5 POSTS) REF: COASTMT0310/001-01	BODER (X2 POSTS) REF: COASTMT0310/001-02
SOUTH TRANSKEI (X2 POSTS) REF: COASTMT0310/001-03	NORTH TRANSKEI (X2 POSTS) REF: COASTMT0310/001-04
MTHATHA (X2 POSTS) REF: COASTMT0310/001-05	

Key Job Responsibilities:

■ Prepare and analyze specimens for testing ■ Phone abnormal and urgent results to doctors, deal with all routine enquiries ■ Maintenance and calibration of equipment and machines ■ Carry out all routine testing procedures ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times ■ Adhere to safety procedures and perform all required QC procedures ■ Participate in staff development programs and training of students ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Monitors stock availability of consumables to ensure availability of all necessary commodities within area of responsibility ■ Performs tasks in support of the analytical process as per discipline requirements, e.g. stain preparation, glassware wash-up etc. ■ Disposes of specimen in accordance with the standard operating procedures and legislation ■ Applies all safety and house keeping regulations according to policy and legislation to ensure a safe working environment ■ participate in Quality Assurance ■ File request forms, assist in the process of maintaining records and filling raw data

Key Competency Requirements:

■ Qualification as a Medical Technician ■ Registration with HPCSA as a Medical Technician in Clinical Pathology / Microbiology ■ Relevant post qualification experience as a Medical Technician in a diagnostic laboratory ■ Computer literacy ■ Technically orientated ■ Attention to detail ■ Team orientated ■ Working in a hazardous environment and being very safety conscious ■ Willing to work unsociable hours, shifts and public holidays.

- Interested internal persons who meet the requirements are invited to send a concise CV and internal application form to the Administrator (Human Resources) via fax: (021) 425 8386 or e-mail to poovaneshree.naidoo@nhls.ac.za
- Enquiries for Greenpoint and Groote Schuur Business Units may be directed to Poovaneshree Naidoo @ (021) 417 9314
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THIS POSITION IS 12 MARCH 2010.

COASTAL REGION: WESTERN CAPE

NICD SATELLITE OFFICE (GROOTE SCHUUR)
MEDICAL SCIENTIST (X2 POSTS)
(PAY ZONE DEPENDS ON EXPERIENCE)
REF: COAGSH0310/001-05

Key Job Responsibilities:

■ To ensure completion of high quality research/ diagnostic projects using molecular biology and interdisciplinary research approaches ■ Be familiar with all aspect of the Specialized Molecular Epidemiology Unit ■ Initiate, carry out and manage independent projects ■ Participate in laboratory quality management including external quality assessment, internal quality assurance programmes, internal and external audit, liaise with QA management ■ Ensure that all tests are carried out within the appropriate turn around time ■ Participate in NICD/ other continuing education programmes ■ Train staff and students in aspects of molecular diagnostics

Key Competency Requirements

■ MSc/ PhD degree ■ Relevant post qualification experience in molecular microbiology ■ Registration with the HOCSA as a Medical Scientists would be advantageous ■ Experience in project management ■ A sound knowledge and experience in diagnostic microbiology ■ A good practical knowledge of molecular biology techniques including DNA extraction and purification, PCR and DNA sequencing ■ Work without direct supervision in a self-directed manner ■ Logical and thorough ■ Ability to communicate ideas and present results ■ Maintain clear accurate records and have good organizational skills ■ Sound computing skills to include databases and related packages ■ Strong interpersonal skills

**LABORATORY SUPPORT SERVICE
MANAGER (LABOARTORY)**

(PAY ZONE D1)

REF: COAGSH0310/001-07 (12022-001-1312)

Key Job Responsibilities:

■ Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Review and implement change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Oversee and monitor equipment maintenance to ensure accurate and reliable operations ■ Oversee asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the support services and take corrective action when required ■ Liaise with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable to the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of good laboratory practice and the fulfillment of SANAS accreditation requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the laboratory ■ Oversee and implement safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plan and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Train, develop and manage staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Oversee the training of student for the internship and experiential programme to ensure comprehensive preparation of students for their exams ■ Oversees and implement safety working conditions and procedures in order to ensure a safe working environment and compliance with all legislation. ■ Perform the role of a medical technologist as required in accordance with operational needs

Key Competency Requirements:

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA in relevant category ■ Eight (8) – Ten (10) years post-qualification experience in a diagnostic laboratory ■ Experience in all aspect of laboratory management ■ Knowledge of relevant laboratory processes and procedures ■ Consistency in achieving stringent turnaround and performance targets ■ Cost Effective utilization of all resources ■ To be vigilant and take timely corrective action ■ Ability to optimize processes to achieve maximum efficiencies ■ Managing Diversity ■ Client liaison and maintaining a positive image of the company ■ Assertiveness ■ Relevant computer competencies ■ Understanding of finance and general management ■ Attention to detail ■ Team leadership ■ Communication, analytical and interpersonal skills ■ Ability to work under pressure ■ Crisis and conflict management.

**MANAGEMENT AND ADMINISTRATION
MANAGER (LABOARTORY) (RESEARCH AND CLINICAL TRIALS)
(PAY ZONE C4)**

REF: COAGSH0310/001-08 (12090-001-1214)

Key Job Responsibilities:

■ Assist in preparing budgets for different research studies of the unit ■ Maintain record keeping and control research project related petty cash money and bank deposits ■ Liaise with laboratory and surveillance departmental sections to ensure that research projects are supported effectively ■ Develop and improve standard operating procedures (SOPs) and ensure that all research staff comply therein ■ Inform the Principal Investigator of study progress ■ Coordinate and be responsible for minutes of internal and external departmental study meetings ■ Assist with writing of research protocol and reports ■ Liaise with various relevant departments in general administration and financial issues to ensure compliance with policy ■ Organize and assist in the training of new staff, undergraduate, registrars as well as to contribute to capacity building for the existing staff ■ Assist with demonstrations and lectures ■ Supervision of research personnel

Key Competence Requirements:

■ National Degree / Diploma / B-Tech / Bsc (Hons) / Msc in Biomedical Technology ■ Registration with the HPCSA in relevant category ■ Seven (7) – Eight (8) years post qualification and experience in clinical and/or laboratory research and administrative environment ■ Knowledge of relevant research and laboratory processes and procedures and study protocols ■ Assertiveness ■ Interpersonal skills ■ Computer skills ■ Understanding of finance and general management ■ Attention to detail ■ Demonstrated Team leadership ■ Communication skills ■ Analytical skills.

- Interested internal persons who meet the requirements are invited to send a concise CV and internal application form to the Administrator (Human Resources) via fax: (021) 425 8386 or e-mail to poovaneshree.naidoo@nhls.ac.za
- Enquiries for Greenpoint and Groote Schuur Business Units may be directed to Poovaneshree Naidoo @ (021) 417 9314
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THIS POSITION IS 12 MARCH 2010.

BUSINESS UNIT: TYGERBERG
HAEMATOPATHOLOGY
MEDICAL SCIENTIST (X2 POSTS)
(PAY ZONE DEPENDS ON EXPERIENCE)
REF: COATB0310/001-01 (11004-001/002-8014)

Key Job Responsibilities:

■ Be concerned with the teaching and training employees in laboratory skills and health science so that they have better skills, knowledge and understanding to provide improved and effective health care. ■ Be concerned with basic and applied research in line with the strategic objective of the NHLS, in order to improve knowledge, provide conceptual thinking and understanding of health related issues. ■ Be concerned with Research and Development to assess the appropriateness of tests; to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic and identification of service. ■ Be able to develop projects and demonstrate a history of successful application for research funding. ■ Be concerned with identifying and solving applied information technology development and data mining; technical problems related to routine laboratory testing and R&D so that an efficient service is provided; and accurate and reliable research is carried out; operational problems (eg. Relating to epidemiology and surveillance) so that root causes are understood in order to implement appropriate solutions. ■ Be concerned with the total Quality Management of the laboratory which involve the implementation and monitoring of systems to ensure accurate and reliable results. ■ Be concerned with the application of specialized knowledge to diagnose disorders, diseases and pathogens or vectors of pathogen, and where necessary provide consultation, so that appropriate treatment or control methods can be provided/ implemented.

Key Competence Requirements:

■ PhD or Doctoral (student close to submission) ■ Registration with HPCSA as a Medical Scientist ■ Relevant post qualification experience as a Medical Scientist ■ Working knowledge of principles of good laboratory practice. ■ Working knowledge of Accreditation principles ■ Track record of research conducted in the field and postgraduate student supervision. ■ Project development and fund application. ■ Computer Skills. ■ Interpersonal skills. ■ Organizational skills.

- Interested internal persons who meet the requirements are invited to send a concise CV and internal application form to the Administrator (Human Resources) via fax: (021) 938 4457 or e-mail to Nomfundo.ndam@nhls.ac.za
- Enquiries may be directed to Nomfundo Ndam @ (021) 938 4169
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THIS POSITION IS 12 MARCH 2010.

NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES

MICROBIOLOGY EXTERNAL QUALITY ASSESSMENT REFERENCE UNIT MEDICAL SCIENTIST

(PAY ZONE DEPENDS ON EXPERIENCE)

REF: NICD0310/001-01 (90206-001-8013)

Key Job Responsibilities:

■ Develop molecular diagnostic tests for antimicrobial mechanisms of resistance for nosocomial pathogens ■ Form part of a team for National Antimicrobial Resistance Surveillance Systems at NICD/EQARU ■ Perform molecular diagnosis of isolates for Proficiency Testing Schemes ■ Identify and implement information technology developments and data mining for the needs of the unit ■ Conduct training and teaching in molecular diagnostics and other topics as required by the unit ■ Solve problems in the everyday running of molecular diagnostics ■ Apply new trends in diagnostics and enhance the quality system of the EQARU overall.

Key Competency Requirements:

■ MSc ■ Registration with the HPCSA as a Medical Scientist ■ Able to run molecular diagnostic tests independently ■ Computer Literate on MS Office ■ Relevant post discipline-specific experience ■ Interpersonal and communication skills ■ Organizational skills ■ Working knowledge of principles of good laboratory practice ■ Working knowledge of accreditation principles ■ Attention to detail ■ Able to handle pressure ■ Willing to work overtime ■ Innovative ■ Able to work independently and in a team ■ Able to develop new diagnostics from the ground.

- 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: (011) 386 6579 or
- e-mail toncd.nioh@nicd.ac.za
- Enquiries may be directed to Debbie Holroyd @ (011) 386 6279
- Please indicate the reference number of the post.
- Reference, ITC and Criminal checks will be conducted
-

THE CLOSING DATE FOR THESE POSITIONS IS 12 MARCH 2010.

CORPORATE

INFORMATION TECHNOLOGY SERVICE AND SUPPORT IT SERVICE DESK (AGENT) (X2 POSTS) (PAY ZONE B4)

REF: CORIT0310/001-01 (07921-006/009-7023)

Key Job responsibilities:

■ Provide first line support by fielding incoming service requests, analyzing problems to ensure that information technology problems are resolved at time of call or assigned to relevant specialist group for resolution ■ Log, assign, update, reallocate, escalate and close all calls on the Customer Relationships Management system in accordance with standard operating procedure ■ Maintain a high level of customer service, such as tracking calls logged, interfacing with staff and third parties to confirm satisfactory progress and resolution of logged service requests and providing feedback to customers, in accordance with NHLS Service Desk procedures ■ Attends to customer queries, resolves those within the scope of the role as stipulated in the NHLS Service Desk Procedure; and escalates complaints only where applicable to ensure that complex queries are resolved ■ Perform other duties as requested by leadership to ensure that the Service desk remains functional at all times ■ Perform Quality Assurance checks before contributing to the Knowledge Base within the Customer Relationship Management System and report accurate and meaningful information for Management ■ Extract data for validation reports from the central repository and communicate these validation reports to the relevant Business manager to ensure that Business Managers have current information at their disposal.

Key Competence Requirements:

■ Grade 12 ■ A+ ■ 1-2 years practical IT / IT Service Desk experience ■ Understanding of information technology concepts ■ Good Telephone manner and communication skills ■ Functional Microsoft Office knowledge and other desktop products used by the organization ■ Filing / administration skills ■ Customer service orientation ■ Work under pressure.

IT SUPPORT ENGINEER RE-ADVERTISEMENT BASED IN BLOEMFONTEIN (PAYZONE C1)

REF: CORPIT(RE-AD)01010/001-01 (07921-003-8010)

Key Job responsibilities:

■ Install, maintain and support peripheral (printers, modems etc.) and related computer equipment to ensure service continuity to the users ■ Diagnosis of hardware faults and arranges repairs by service providers to ensure service continuity within the ■ Install, troubleshoot and configure client operating systems, desktop applications and network activity ■ Documents hardware, configuration of PC's and peripheral software license to ensure that asset numbers are attached to new equipment as per requirements ■ Performs administration duties with regard to Service Requests allocated and record actions taken for auditing purposes ■ Adhere to standard operating procedures and adopted software standards to ensure standardized IT desktop environment and prevention of other software usage.

Key Competence Requirements:

■ Grade 12 ■ Appropriate IT Networking Certification (A+ and N+) ■ Valid drivers' license and possess own vehicle ■ 1 year relevant experience in desktop hardware and software support ■ Knowledge of desktop hardware and software applications ■ Interpersonal skills ■ Analytical thinking and problem solving ■ Attention to detail ■ Available to work after normal working hours to assist customers with issues and problems; this includes holidays and weekends ■ May be required to travel and stay away from home for short durations on occasion ■ Good time management.

**IT SUPPORT ENGINEER
BASED IN KWA-ZULU NATAL
(PAY ZONE C1)
PRINCE STREET (X2 POSTS)
REF: CORIT0310/001-02 (07921-020/021-8010)
PORT SHEPSTONE (X1 POST)
REF: CORIT0310/001-03 (07921-022-8010)
RICHARDSBAY (X1 POSTS)
REF: CORIT0310/001-04 (07921-024-8010)**

Key Job responsibilities:

■ Install, maintain and support peripheral (printers, modems etc.) and related computer equipment to ensure service continuity to the users ■ Diagnosis of hardware faults and arranges repairs by service providers to ensure service continuity within the ■ Install, troubleshoot and configure client operating systems, desktop applications and network activity ■ Documents hardware, configuration of PC's and peripheral software license to ensure that asset numbers are attached to new equipment as per requirements ■ Performs administration duties with regard to Service Requests allocated and record actions taken for auditing purposes ■ Adhere to standard operating procedures and adopted software standards to ensure standardized IT desktop environment and prevention of other software usage.

Key Competence Requirements:

■ Grade 12 ■ Appropriate IT Networking Certification (A+ and N+) ■ Valid drivers' license and possess own vehicle ■ 1 year relevant experience in desktop hardware and software support ■ Knowledge of desktop hardware and software applications ■ Interpersonal skills ■ Analytical thinking and problem solving ■ Attention to detail ■ Available to work after normal working hours to assist customers with issues and problems; this includes holidays and weekends ■ May be required to travel and stay away from home for short durations on occasion ■ Good time management.

**ORACLE
TRAINEE FUNCTIONAL ANALYST (HR AND PAYROLL) (X2 POSTS)
(PAY ZONE C2)**

REF: CORIT0310/001-03 (07924-002/005-9028)

Key Job responsibilities:

■ Analyze and document functional system requirements to ensure that system related incidents / issues are recorded for future use ■ Identify, recommend and initiate application enhancement requests to ensure that changing business needs are addressed ■ Configures new and changes to functionality to ensure optimal performance, capacity management and availability of the system ■ Identify and provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Researches and evaluates new software functionality to ensure that these meet the specific needs of IT and the business and that the organization is kept abreast of latest technology ■ Coach and assist users with system related problems to minimize down times ■ Test changes to ensure that the required standards and objectives are met.

Key Competence Requirements:

■ Three (3) years qualification in HR or Finance Or completed first year of studying towards a 3 Year qualification in HR or Finance or an equivalent qualification ■ relevant Oracle modules and basic SQL ■ Understanding of Business processes ■ Understanding of the operation of modules within the Oracle ERP system i.e. Procurement, Finance, HR, Payroll ■ Medical background advantages ■ Good communication skills ■ Computer Literacy ■ Attention to detail ■ Code 8 drivers' license & own vehicle ■ Landline telephone access from home.

**FUNCTIONAL ANALYST (HR AND PAYROLL) (X2 POSTS)
(PAY ZONE C4)**

REF: CORIT0310/001-02 (07924-003/004-1233)

Key Job responsibilities:

■ Analyze and document functional system requirements to ensure that system related incidents / issues are recorded for future use ■ Identify, recommend and initiate application enhancement requests to ensure that changing business needs are addressed ■ Configures new and changes to functionality to ensure optimal performance, capacity management and availability of the system ■ Identify and provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Researches and evaluates new software functionality to ensure that these meet the specific needs of IT and the business and that the organization is kept abreast of latest technology ■ Coach and assist users with system related problems to minimize down times ■ Test changes to ensure that the required standards and objectives are met.

Key Competence Requirements:

■ Three (3) years qualification in HR or Finance ■ Relevant Oracle modules and basic SQL ■ Understanding of Business processes ■ Understanding of the operation of modules within the Oracle ERP system i.e. Procurement, Finance, HR, Payroll ■ Medical background advantages ■ Good communication skills ■ Computer Literacy ■ Attention to detail ■ Code 8 drivers' license & own vehicle ■ Landline telephone access from home.

- Interested internal persons who meet the requirements are invited to send a concise CV internal application form to the Human Resources Officer via fax: (011) 386 6185 or e-mail to corporate@nhls.ac.za
- Enquiries may be directed to Alice Oliphant @ (011) 386 6228
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 12 MARCH 2010.

ORACLE
SENIOR FUNCTIONAL ANALYST (HR AND PAYROLL) (X2 POSTS)
(PAY ZONE D1)
REF: CORIT0310/001-02 (07924-004/005-1323)

Key Job responsibilities:

■ Define, analyze and document functional advanced / complex system requirements using the appropriate methodology to ensure that system related incidents / issues are recorded for future use ■ Identify, recommend and initiate application enhancement requests to ensure that changing business needs are addressed ■ Configures new and changes to functionality to ensure optimal performance, capacity management and availability of the system ■ Identify, design and document tests to ensure that the intended changes are effected ■ Identify and provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Researches and evaluates new software functionality to ensure that these meet the specific needs of IT and the business and that the organization is kept abreast of latest technology ■ Coach and assist users with system related problems to minimize down times ■ Trains and manages staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ Perform risk-analysis of risks that could threaten the modules and devise suitable strategies for dealing with these risks to ensure the business is not compromised ■ Define the Business processes affecting the modules and communicate to the user-community and monitor compliance.

Key Competence Requirements:

■ Three (3) years Business (HR or Finance) qualification ■ Relevant Oracle modules and basic SQL ■ 4 – 6 Years relevant (HR, Finance, or IT Functional)experience ■ Re-engineering of Business processes ■ Understanding of several Oracle modules (Procurement, Finance) ■ Good Communication skills ■ Computer Literacy ■ Attention to detail ■ Code 8 drivers' license & own vehicle ■ landline telephone access from home.

- Interested internal persons who meet the requirements are invited to send a concise CV internal application form to the Practitioner (Human Resources) via fax: (011) 386 6185 or e-mail to corporate@nhls.ac.za
- Enquiries may be directed to Mmalefu Manoto @ (011) 386 6099
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 12 MARCH 2010.

