



AUGUST 2017

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. 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.
3. Any credentials of the contract of employment will be subject to Security clearance, Competency/Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting qualifications must accompany all applications.
5. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. 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.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 17 AUGUST 2017

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GRANTS REGION

IF YOU HAVE APPLIED FOR THIS POSITION BEFORE AND YOU ARE STILL INTERESTED PLEASE RE-APPLY

POSITION: COORDINATOR: CLINIC LABORATORY (X3 POSTS) (RE-ADVERT)
PAY GRADE: C4
DURATION: 12 MONTHS FIXED TERM CONTRACT
LOCATION:

LIMPOPO AND MPUMALANGA REGION BASED AT POLOKWANE BENDOR OFFICE

(REF: LIMP01-0617/001-01)

KWA-ZULU REGION BASED AT PRINCE STREET OFFICE (REF: KZN01-0617/001-01)

EASTERN CAPE REGION BASED AT THE EAST LONDON REGIONAL OFFICE

(REF: EC01-0617/001-01)

To facilitate and coordinate the engagement and interface with Primary Health Care Facilities/ external stakeholders in order to ensure efficient and effective utilization of laboratory service to enhance the Viral Load Scale Up.

Key Job Responsibility

Compliance to NHLS Laboratory Handbook: ■ Ensure the use of the appropriate request forms and assist in the promotion of the order entry system where applicable ■ Laboratory requests comply to the PHC ELL to promote rational laboratory use ■ Gather analyse and disseminate information to appropriate departments in order to contribute to the effectiveness of operation ■ Support facilities in implementing quality assurance plans for sites, providing Point of Care Testing. **Turn-Around-Time on results:** ■ Advise users on the correct way of sample collection, package and storage ■ Ensure results are delivered accurately and timeously ■ Ensure users are registered on WebView ■ Advise the users on the SMS printers' management in terms of maintenance and delivery thereof ■ Review courier routes and schedules ■ Participate in the design, implementation and evaluation of a system to track specimen and test results. **Technical Support:** ■ Provide technical support for stakeholder forums ■ Analyse and communicate rejection reports and provide training interventions ■ Advise PHC on stock/inventory management in terms of forecasting, ordering, handling and usage of equipment. **Training Facilitation:** ■ Provide training to internal and external stakeholders to ensure efficient utilisation of Laboratory Services ■ Manage, train, mentor and support POCT including roll-out of RTQ11, implementation of IQC and enrolment in PT (Proficiency Testing). **Monitoring and Evaluation:** ■ Develop and maintain close working relationships with area management teams, district support partners and healthcare facilities ■ Assist in promoting and monitoring the use of unique patient identifier ■ Assist in promoting and monitoring compliance to algorithm such as GeneXpert.

Minimum requirements & key competency

■ National Diploma Biomedical Technology/ Professional Nursing Degree ■ Registration with HPCSA as Medical Technologist or with SANC as Professional Nurse ■ 5-7 years experience as a Medical Technologist or Professional Nurse ■ Knowledge of Pathology laboratory Policies & Procedures ■ Customer relations and communication skills ■ Facilitation and coordination. Data Analysis and interpretation skills ■ Good understanding of laboratory processes and the (PHC) / health sector ■ Computer Literacy – MS Office package and laboratory related systems- LIS, Thusano, TCL, Oracle will be an advantage ■ Project Management ■ Valid driver's license ■ Candidate should be willing to travel extensively.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Maria Ntlailane via e-mail: aarqahr@nhls.ac.za. Please indicate the reference number of the post, name of the post and the specific discipline.