Internal Vacancies 
Bulletin 1113/002

Guidelines to Applicants

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources) either 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 and/or ITC checks.

4. Successful candidates may be 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 (Job Title).
   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. 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 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 4 DECEMBER 2013.
GAUTENG REGION

NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES (GRANT ADMINISTRATION)

CENTRE FOR HIV AND STI'S
VIROLOGY
SANDRINGHAM
MANAGER – QUALITY ASSURANCE
(FIXED TERM CONTRACT – 12 MONTHS)
BASED AT LESOTHO
(PAY ZONE D1: R317 671.00pa-R 413 767.00pa)
REF: NICCDC1113/002 -01 (96044)

Key Job Responsibilities:
The provision of technical support in the following areas:
- The development of the QMS programme at a National and regional level
- Develop and maintain and review the Quality manual and Standard Operating Procedures (SOP) database to ensure that contents are aligned with current laboratory practice and that documentation is appropriate and reflects current practice
- Develop and maintain systems to control and distribute current SOP’s in accordance with testing policy and to ensure compliances
- Institute a program of technical audits to assess effectiveness and ensure continued improvement of the quality system in line
- Implement EQA distribution, collate and review results, report results to Management and implement corrective actions
- Facilitate external audits to ensure objective review of the quality system and corrective action of non conformances raised
- Facilitate Quality Assurance meetings and co ordinate annual quality management review meetings to ensure continued self assessments.
- Train staff in quality management systems and safety
- Provide input on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within testing sites
- Provide input to ensure a safe working environment and compliance with all safety legislation
- Report writing including monitoring and evaluation and development of appropriate plans
- Co ordinate CDC grants activities in alignment with MoH strategies for QA improvement.

Key Job Requirements:
- National Diploma/ Degree in Biomedical technology
- 5(Five) – 10 (Ten) years post qualification experience in an appropriate laboratory setting (Microbiology/ Chemical Pathology/ Virology)
- Assertiveness
- Excellent Communication skills (written and verbal)
- Knowledge of principals of quality management systems and application of ISO 15189 essential, good laboratory practice
- Training experience and knowledge of SLMTA/ SLIPTA
- Good mentoring skills
- Computer literacy(Word/ excel) essential
- General managerial skills
- Internal Auditing/ External auditing an advantage.
Cryptococcal Meningitis, a common opportunistic infection, is a leading cause of death among South Africans with HIV/AIDS. The NICD/NHLS, in collaboration with the Department of Health and other partners, implemented a laboratory-based screening programme to prevent cryptococcal meningitis-related deaths in Gauteng and Free State. A Medical Officer is needed to manage programme implementation and to evaluate the impact of this programme.

**Key Job Responsibilities:**
- Lead (or assist with) studies nested within or related to the cryptococcal screening programme
- To obtain and regularly update ethics clearance for monitoring and evaluation (M&E) of the screening programme and studies nested within the programme
- Update study protocols required for special studies, including data collection tools
- Manage the cryptococcal screening project team, as per project organogram
- Assist the database manager to manage the study databases
- Supervise and check the clinical case report forms for correctness of data
- To regularly communicate with major project stakeholders such as national, provincial and district health departments, PEPFAR partners, CDC, USAID and speedily resolve issues related to implementation of the project
- Analyse M&E and study data
- Conduct site visits for surveillance and study purposes
- Guide the project administrator to organize stakeholders and team meetings
- Follow up on clinical queries related to screening programme and to provide clinical advice to optimize patient management
- Provide technical assistance to other health care workers when on call for the NICD 24-hour hotline
- Present scientific data at conferences (local and international) and publish scientific papers
- Attend clinical ward rounds at M&E sites and teach laboratory and clinical staff
- Write grant progress reports and reports for after site visits, meetings etc.
- Manage the budget planning process and oversee grants administration for the project
- Supervise students based within NICD-COTHI.

**Key Job Requirements:**
- MBBCh with at least 5-7 years post qualification working experience
- Registration with HPCSA as an independent medical practitioner
- A public Health/epidemiology & biostatistics qualification would be an advantage
- Interest in epidemiology, microbiology, surveillance and research
- Track record of project and team management
- Good communication skills and well organized
- Computer skills- including database management, and use of statistical software.

- Interested internal persons who meet the requirements are invited to send a concise CV internal application form to the Human Resources Administrator via fax: 086 509 8505 or e-mail to nicdrecruitment@nhls.ac.za
- Enquiries may be directed to Zinhle Buthelezi @ (011) 885 5404
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

**THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013**
NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES

CENTRE FOR ENTERIC DISEASES
MEDICAL TECHNICIAN / TECHNOLOGIST
(PAYZONE DEPENDS ON EXPERIENCE)
SALARY RANGE: (R112 044.00pa – R330 046.00pa)
REF: NICD1113/002-01 (90929.004.8014)

To assist in national surveillance for enteric bacteria including extended serotyping of pathogens, antimicrobial susceptibility testing and participating in outbreaks and training courses in the organisms where applicable. To provide exceptional medical pathology laboratory services adhering to turn around times.

Key Job Responsibilities:
■ Receive, register and prepare specimens/isolates for processing in the unit. Assist in biochemical identification, serotyping, susceptibility testing, preparation of isolates for -70°C freezer and maintaining an enteric pathogens bank.
■ Database management for enteric surveillance and compiling quarterly stats for the regional laboratories. ■ Assisting in laboratory accreditation and in training courses offered by the Unit. ■ Assisting in research projects. ■ Assisting in quality assurance programme for the Unit. Carry out all routine testing procedures. ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department/ laboratory to contribute to staff development and in compliance with HPCSA requirements.

Key Job Requirements:
■ Qualified as a Medical Technician / Technologist ■ HPCSA registered ■ 1-2 years experience in a microbiology surveillance laboratory environment. ■ Knowledge of laboratory information system (DISA/Trakcare). ■ Knowledge of MS Access. ■ Technically orientated. ■ Attention to detail. ■ Communication, analytic and interpersonal skills. ■ Team orientated. Prepared to work extended hours when required.
DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
NATIONAL MICROBIOLOGY SURVEILLANCE UNIT
GERM-SA
DATA MANAGER
(PAYZONE D1)
SALARY RANGE: (R317 671 – R413 767PA)
REF: NICD1113/002-02 (90935.001.1331)

Data management, maintenance of surveillance databases and management of data team.

Key Job Responsibilities:
- Database management, maintenance and update of GERMSA databases and ensure IT systems work well.
- Maintain a clean and accurate databases by: running checks, cleaning database, correcting records, correlating data against computer print outs and log books.
- Perform daily back up of databases.
- Maintain strict confidential of information collected.
- Management of whole data team: conduct interviews for vacant positions, do performance appraisals for lab clerks and other staff under line management, manage lab clerks/data monitors/ other data personnel’s leave, supervise the work of lab clerks, keep record of weekly and monthly data entry staff under progress and be able to document the flow of data from the sites and NICD laboratories, provide in service training to data entry staff.
- Coordinate and supervise weekly and monthly data clerk meetings.
- Compile and automate reports, graphs, tables, maps, spread sheets for data distribution.
- Design and improve data capturing systems as required.
- Coordinate data audits as required.
- Communicate with clinical and laboratory staff to improve the quality of data.
- Oversee the development and maintenance of a filing system for all study case and investigation forms.
- Contribute to the development and maintenance of standard operating procedures.
- Participate in the epidemiological research related to surveillance data.
- Provide other tasks and contribute to organizational management as needed.
- Act as liaison between GERMS-SA and CDW.
- Manage the GERMS-SA electronic data capture project, i.e. GEDI.

Key Job Requirements:
- Honours degree in data management, statistics, or a related quantitative field.
- Experience with data management software, particularly database development and automated report generation using MS Access or SQL, and basic analytic skills.
- Management and training experience essential.
- Attention to detail.
- Professional communication and time management skills.
- Some work experience in a medical environment.
- Self motivated, able to work independently and work as part of a multidisciplinary team.
FIELD EPIDEMIOLOGIST (X9 POSTS)
BASED IN: ■ EASTERN CAPE (MTHATHA) ■ FREE STATE (BLOEMFONTEIN) ■ GAUTENG (PRETORIA) ■ KWAZULU-NATAL (PIETERMARITZBURG) ■ LIMPOPO (POLOKWANE) ■ MPUMALANGA (NELSPRUIT) ■ NORTHERN CAPE (KIMBERLY) ■ NORTH WEST (KLERKSDORP) ■ WESTERN CAPE (CAPE TOWN) (PAYZONE D1)

(SALARY RANGE R317 671.00pa – R763 517.00pa)
(REF: NICD0513/002-03/EX)

The epidemiologist in the Division of Public Health Response and Surveillance will provide specialist epidemiology expertise for the National Institute of Communicable Diseases (NICD) in the Provinces. He/she will lead on the delivery of the “GERMS” programme in the province including management of GERMS staff within that province. The epidemiologist will be support the Department of Health (DOH) in the investigation of outbreaks working closely with the Provincial Communicable Disease Co-ordinators. The epidemiologist will be involved in training and supervision of the South African Field Epidemiologist residents in conjunction with Provincial DOH supervisors as well as any other capacity building activities on epidemiology as required. The epidemiologist will ensure that available laboratory base surveillance data is maintained, set up (where necessary), analysed and interpreted to the provincial level where appropriate and provided to the Provincial DoH. He/she will be responsible for data analysis, collation and writing of provincial reports. Provincial and national priority pathogens/syndromes will need to be identified and systems set up to collect appropriate data to describe these priority areas. The post falls within the Division of Public Health Surveillance and Response and as such the epidemiologist may be required to provide additional support for the other activities of the Division as a whole and to the other NICD units. The epidemiologist duties may cross provincial boundaries in terms of epidemiological support and staff management and travel is required within the province and between provinces.

Key Job Responsibilities:
- Manage provincial /cross-provincial GERMS-SA sites (labs, hospitals and clinics), staff, permissions and ethics (may include protocol-writing)
- Support and set up the expansion of surveillance of communicable disease in Provinces
- To coordinate, manage and check on-site data collection from clinics and laboratories manage data analysis, report-writing and dissemination for GERMS-SA outputs with the province
- To assist with grant proposals and possibly assist with the management of grants
- To assist in protocol development for GERMS projects
- To be actively involved in the writing and submission of scientific papers
- To participate in relevant internal, provincial, national and international meetings to facilitate the objectives of GERMS-SA
- To represent the GERMS-SA in provincial meetings and conferences
- To advocate GERMS-SA to different stakeholders
- To strengthen the relationship between NHLS, NICD, and DOH by being the liaison for all three institutions
- Provide DOH with support in outbreak investigation and response in the field. This would include liaison with all role players including the NHLS, National Communicable Diseases Directorate of the Provincial DoH and the Communicable Diseases Units and outbreak response teams in the province.
- Play a lead role in the development of laboratory-based early warning systems for outbreaks and analysis of communicable disease data generated from the CDW
- Provide field supervision and training of the SAFELTP residents for outbreak investigation, assist NHLS FELTP residents in setting up monthly reporting on diseases of public health importance diagnosed by the NHLS, and contribute to the teaching within the SAFELTP long and short courses
- Comply with any reasonable and lawful instruction issued by the manager.
Key Job Requirements:
■ MMed (PHM) or PhD in Epidemiology or Public Health or progress toward a PhD an advantage or Undergraduate degree (MBBCh or BSc or other appropriate degree) with MPH Field Epidemiology or Masters in Public Health or MSc Epidemiology and Biostatistics or undergraduate degree (MBBCh or BSc) with proven track record in the field with insight, experience and understanding of public health issues and systems including laboratory systems ■ Code 8 Driving License and own transport ■ Field experience in infectious disease epidemiology surveillance and/or research experience ■ Experience with data analysis and public health research ■ Experience in working in Public Health Sector. ■ Knowledge of epidemiology and statistical methods ■ Knowledge of and insight into laboratory practice with specific reference to the NHLS and NICD ■ Knowledge of a statistical software package for epidemiology analysis, MS Access, Excell, STATA or SAS ■ Leadership and management skills ■ Good understanding of the health systems in South Africa ■ Excellent interpersonal and communication skills ■ Problem solving skills.

LABORATORY SUPPORT SERVICE
RECEIVING LABORATORY
SANDRINGHAM
CLERK (LABORATORY)
(PAY ZONE B2)
SALARY RANGE (R84 517.00pa – R110 718.00pa)
REF: NICD1113/002-03 (90804-010-7009)

Key Job Responsibilities:
■ Receives, labels and sorts specimens for testing according to standard operating procedures ■ Captures patient information onto the system and checks the type of specimen against the test required. Includes amending patient details on DISA and reprinting corrected reports ■ Verifies suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures ■ Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail ■ Administers the distribution of specimens to ensure the correct and prioritised channeling of specimens to the various disciplines ■ Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received, processed and results returned timeously. This includes preparing and sending Measles positive notifications to relevant contacts as well as printing referred Measles laboratory reports for distribution to the National Department of Health and Provinces ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turn-around time ■ Verify excel database demographics and results for correctness for laboratory staff prior to distribution, including random quality assurance checks on laboratory reports on a weekly basis ■ Record all errors identified on reports on non-conformance chart. Report errors identified on reports when test results are incorrect. Provide corrective actions ■ Keep specimen request forms for audit purposes as required by standard operating procedures ■ Handle administrative queries, phoning out of results, initiate printing and faxing of reports, receiving of stock in accordance with standard operating procedures ■ Advises clinicians / nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection.

Key Job Requirements:
■ Grade 12 ■ One (1) – Two (2) years relevant experience in an appropriate laboratory environment ■ Computer skills (Excel, Word, Access) ■ Knowledge of laboratory information systems ■ Communication skills ■ Interpersonal and people skills ■ Attention to detail ■ Team orientated.
CENTRE FOR HIV AND STI'S
SANDRINGHAM
SECRETARY
(PAYZONE B4)
SALARY RANGE (R112 044.00pa – R152 828.00pa)
REF: NICD1113/002-04 (90202.002.7018)

Key Job Responsibilities:
■ Types and/or collates documents/reports and prepares presentations accurately and timeously as per requirements.
■ Faxes documents and maintains an accurate record of all documents transmitted. ■ Photocopy’s documents according to specific requirements and instructions. ■ Maintains a filing system and ensures that all documents are filed accurately and timeously according to procedures. ■ Assists manager with diary maintenance and ensures that all meetings and commitments are properly recorded while also optimizing available time in consultation with the manager. ■ Distributes documentation according to standard distribution instructions and ensures that, where necessary, documentation and reports are returned on time, by liaising with the respective managers/ departments. ■ Takes minutes of meetings, ensuring that an accurate and concise summary of proceedings is recorded, typed and distributed on time. ■ Coordinates printing, reviewing, signing and return of grant reconciliation sheets. ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements. ■ Manages the petty cash and ensures the correct handling and recording of cash in terms of set procedures. ■ Handles bookings and monitors use and maintenance of Centre’s vehicle where applicable ■ Liaises with travel agents and service providers regarding travel bookings as per requirements. ■ Assists with clients/students queries to ensure that they are speedily resolved. ■ Monitors and maintains a database for the medical library.

Key Job Requirements:
■ Grade 12 ■ Relevant 3 year diploma/degree in secretarial field ■ Minimum 5 years experience as a secretary
■ Computer Skills ■ Good typing skills ■ General office administration skills ■ Communication skills ■ Attention to detail ■ Interpersonal skills ■ A practical test will be conducted as part of the interview process.

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 nicdrecruitment@nhls.ac.za
■ Enquiries may be directed to Lungile Molefe @ (011) 386 6090
■ Please indicate the reference number of the post

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013
BUSINESS UNIT: DR GEORGE MUKHARI TERTIARY

VIROLOGY

MEDICAL TECHNICIAN / TECHNOLOGIST

(PAYZONE DEPENDS ON EXPERIENCE)

SALARY RANGE (R135 461.00pa – R330 046.00pa)

REF: NORRK0413/001-15 (64022.002.7014/8014)

Key Job Responsibilities:

- Manage the sample collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media
- Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- To maintain safe standards in accordance with the OHS act
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timorously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) 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 services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Job Requirements:

- Medical Technologist: National Diploma in Biomedical Technology
- Medical Technician: Qualified as a Medical Technician
- Registration with the HPCSA in Virology or Clinical Pathology
- Post qualification experience as a Medical Technologist / Medical Technician
- Knowledge of laboratory processes, equipment and procedures
- Knowledge of accreditation principles
- Knowledge of laboratory information system (Disa)
- Technically oriented
- Computer Skills
- Interpersonal and organizational skills
- Knowledge of principles of good laboratory practices
- Ability to work under pressure, within a team and with minimal supervision
- Willing to work unsociable hours, weekends, public holidays and call outs.

- 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: 086 509 8528 or e-mail to corporate1@nhls.ac.za
- Enquiries may be directed to Vivian Sithoga @ (011) 386 6096
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013
BUSINESS UNIT: SEKWE
RE-ADVERTISEMENT
LERATONG LABORATORY
MEDICAL TECHNOLOGIST
(PAY ZONE DEPENDS ON EXPERIENCE)
SALARY RANGE (R135 461.00pa- R330 046.00pa)
REF: CAUSK063/001-08(44900-002-8014)

Key Job Responsibilities:
- Manage the sample collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media
- Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- To maintain safe standards in accordance with the OHS act
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) 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 services. It may also involve that undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Competency Requirements:
- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Knowledge of laboratory information system (DISA) or Track Care system
- Knowledge of laboratory processes, equipment and procedures
- Knowledge of principles of good laboratory practice
- Knowledge of Accreditation principles
- Technically orientated
- Assertive
- Attention to detail
- Interpersonal, computer, analytical and communication skills
- Ability to work under pressure, within a team and with minimal supervision
- Willingness to work unsociable hours, shifts, weekends, public holidays and call outs.

- 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: 011 489 9107 or e-mail to
  - michael.ramalepe@nhls.ac.za
- Enquiries may be directed to Michael Ramalepe @ (011) 489 9775
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013
SOUTH AFRICAN VACCINE PRODUCERS (SAVP)

SUPERVISOR (QUALITY CONTROL)
(PAY ZONE C3)

SALARY RANGE (R202 093.00pa – R270 853.00pa)

REF: SAVP1113/001-01 (99042-001-1125)

Key Job Responsibilities:
- To ensure all QC functions are performed timeously and efficiently in order to comply with GLP and GMP.
- To ensure that samples are collected adequately and analysed in accordance with Standard Operating Procedures (SOP’s) in order to meet GLP and GMP requirements.
- To authorise the release/reject of materials to ensure compliance with specifications and ensure daily reporting of results including external test reporting.
- To participate in regular intra-departmental vertical technical audits and inter-departmental audits and assist in evaluation of products not meeting specification to comply with GMP and GLP.
- To propose specifications and test methods or products intermediate raw materials and packaging material to ensure all testing is performed in accordance with regulatory and WHO technical report series requirements.
- To ensure all SOPs in QC are adequately documented to meet GLP and GMP requirements.
- To ensure that equipment and processes are validated and maintained and to perform checks of all QC and calibration logs and charts to identify problems and propose corrective action in line with GLP and GMP.
- To evaluate and propose changes to the annual QC budget and prepare monthly reports for invoicing for external contract testing and other services to meet financial best practice.
- To plan and monitor regular technical/theoretical competency assessments of technical staff in order to identify training needs in line with GMP and regulatory requirements.
- To liaise with internal and external customers to ensure customer service excellence.

Key Competency Requirements:
- 3 Year Degree / Diploma in Medical Technology / Microbiology / Bio-Technology / Food Technology
- 5 Years post-qualification experience within pharmaceutical testing laboratory
- Sound knowledge of GMP and GLP
- Knowledge of current regulatory body requirements
- Computer literacy (MS Office & LIS)
- Written and verbal communication
- Interpersonal skills
- Planning and organising skills
- Basic financial/budgeting 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: 086 509 8528 or e-mail to corporate1@nhls.ac.za

Enquiries may be directed to Brenda van der Merwe @ (011) 885-5372

Please indicate the reference number of the post

Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013
BUSINESS UNIT: LIMPOPO WEST
PHILADELPHIA LABORATORY
CLINICAL PATHOLOGY
MEDICAL TECHNOLOGIST
RE-ADVERTISEMENT
(PAYZONE DEPENDS ON EXPERIENCE)
SALARY RANGE (R135 461.00pa – R330 046 .00pa)
REF: LIMP-W 1113/003-02 (66800-001-9011)

Key Job Responsibilities:
■ Manage the samples collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media ■ Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customer by monitor work, staff and equipment to obtain maximized outcomes ■ To maintain safe standards in accordance with the OHS act ■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems ■ Be concerned with research and development (R&D) 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 services. It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Competency Requirements:
■ National Diploma in Biomedical Technology ■ Registered with the HPCSA as a Medical Technologist ■ Post qualification experience as a Medical Technologist ■ Working knowledge of laboratory equipment, experience of the instruments, understanding and interpreting results ■ Interpret numerical laboratory results ■ In-depth knowledge of chemistry ■ Basic computer skills ■ Interpersonal skills ■ Organizational skills ■ Knowledge of principles of good laboratory practice ■ Knowledge of Accreditation principles ■ Willingness to work unsociable hours, shifts, weekends, public holidays
Key Job Responsibilities:
■ Manage the sample collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
■ To maintain safe standards in accordance with the OHS act
■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Conduct research and development (R&D) 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 services. It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
■ Teach and train laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Competence Requirements:
■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of laboratory information system (DISA)
■ Knowledge of laboratory processes, equipment and procedures
■ Knowledge of principles of good laboratory practice
■ Technically orientated
■ Assertive
■ Attention to detail
■ Interpersonal, computer, analytical and communication skills
■ Ability to work under pressure, within a team and with minimal supervision
■ Willingness to work unsociable hours, shifts, weekends, public holidays
BUSINESS UNIT: LIMPOPO EAST

LETABA

MEDICAL TECHNOLOGIST

(PAYZONE DEPENDS ON EXPERIENCE)

SALARY RANGE (R135 461.00pa – R330 046 .00pa)

REF: LIMP-E 1113/002-03 (61080.002.8014)

Key Job Responsibilities:

■ Manage the sample collection and sample suitability for setup / analysis , ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents ■ Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■ To maintain safe standards in accordance with the OHS act ■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems ■ Conduct research and development (R&D) 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 services. It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Teach and train laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Competence Requirements:

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist ■ Knowledge of laboratory information system (DISA) ■ Knowledge of laboratory processes, equipment and procedures ■ Knowledge of principles of good laboratory practice ■ Technically orientated ■ Assertive ■ Attention to detail ■ Interpersonal, computer, analytical and communication skills ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays.
CLINICAL PATHOLOGY
MALAMULELE
MEDICAL TECHNICIAN
RE-ADVERTISEMENT
(PAYZONE DEPENDS ON EXPERIENCE)
SALARY RANGE (R112 044.00pa – R222 904.00pa)
REF: LIMP-E 1113/001 (61220.002.7014)

Key Job responsibilities:
■ Receive, prepare, sort and analyse specimens for testing ■ Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries ■ Maintenance and calibration of instruments, machines and equipment ■ 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 ■ Training of students ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department / laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Key competency Requirements:
■ Qualified as Medical Technician ■ Registered as Medical Technician ■ Post- qualification experience in diagnostic laboratory as Medical Technician ■ Experience in a laboratory environment ■ Knowledge of working on DISA ■ Operate instruments in the Laboratory ■ Communication skills ■ Interpersonal skills ■ Technically orientated ■ Team orientated ■ Attention to details ■ Willing to work unsociable hours, Public holidays and shifts ■ working under pressure.
BUSINESS UNIT: MPUMALANGA
CLINICAL PATHOLOGY
ERMELO LABORATORY
RE-ADVERTISEMENT
MEDICAL TECHNOLOGIST
(PAY ZONE DEPENDS ON EXPERIENCE)
SALARY RANGE (R135 461.00pa – R330 046.00pa)
REF: LIMP-M 1113/001-05(71500.003.8014)

Key Job Responsibilities:
■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents ■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act ■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media ■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems ■ Be concerned with research and development (R&D) 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 services ■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Competency Requirements:
■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist ■ Knowledge of laboratory information system (DISA) ■ Knowledge of laboratory processes, equipment and procedures ■ Knowledge of principles of good laboratory practice ■ Technically orientated ■ Assertive ■ Attention to detail ■ Interpersonal, computer, analytical and communication skills ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays.
Key Job Responsibilities:
- Manage the sample collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media
- Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- To maintain safe standards in accordance with the OHS act
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) 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 services. It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Key Competence Requirements:
- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist
- Post-qualification experience as a Medical Technologist
- Knowledge of laboratory information system (DISA/TRACKCARE)
- Knowledge of laboratory processes, equipment and procedures
- Knowledge of principles of good laboratory practice
- Technically orientated
- Assertive
- Attention to detail
- Interpersonal, computer, analytical and communication skills
- Ability to work under pressure, within a team and with minimal supervision
- Willingness to work unsociable hours, shifts, weekends, public holidays and call outs.

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: 086 774 0980
or e-mail to nondumiso.mhlanga@nhls.ac.za
Please indicate the reference number of the post
Reference, ITC and Criminal checks will be conducted.

Enquiries may be directed to Mabatho Moshidi @ 082 886 8579 or Nondumiso Mhlanga @ 015 296 3910

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013
WESTERN CAPE & NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR TERTIARY
TISSUE IMMUNOLOGY DEPARTMENT

AMENDMENT
MEDICAL SCIENTIST
(PAYZONE DEPENDS ON EXPERIENCE)

SALARY RANGE (R317 671.00pa – R509 863.00pa)
REF: WCGSH (re-ad) 0713/001/01 (12017.002.1413)

Key Job Responsibilities:

- Maintain accreditation status with national and international agencies.
- Establish new immunogenetic and histocompatibility tests in the Lab as an ongoing process of Research and Development.
- Interact with other EFI accredited Labs in Europe for keeping up to date with assay development and diagnostic histocompatibility testing.
- Be responsible for running molecular histocompatibility testing.
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times.
- Verify and report results (interpreting where applicable) and ensure that results are delivered timeously at source.
- Implement an ongoing education programme in histocompatibility.
- Analyse data write papers and raise the scientific profile of the laboratory.
- Be the scientific face, along with the Director of the laboratory and interact with the South African Bone Marrow Registry, transplant surgeons, nephrologists, other academic centres and external clients.
- Attend and present data at informal and formal scientific meetings.
- Seek new customs in clinical trials and other clinical research studies that require HLA typing.

Key Job Requirements:

- PhD in the relevant field
- Registered with HPCSA as a medical scientist in the appropriate category
- Be computer literate and preferably be familiar with HLA typing software packages
- Be able to work in a team and coordinate responsibilities
- Knowledge of principles of accreditation
- Knowledge of principles of good laboratory practice
- Be technically competent and hands-on in the laboratory
- Should be able to write English well and communicate effectively in the written form
- Be articulate and willing to impart knowledge through teaching and holding workshops
- Should be familiar with molecular host genetics, such as HLA typing.
- 3 -5 years experience in molecular techniques, including sequencing.
BUSINESS UNIT: GROOTE SCHUUR TERTIARY
CHEMICAL PATHOLOGY
AMMENDMENT
MEDICAL TECHNOLOGIST
NIGHT DUTY ONLY
PAZYZONE: DEPENDS ON EXPERIENCE
SALARY RANGE: R135 461.00pa – R330 046.00pa)
REF: WCGSH1113/001-01 (12001.005.8014)

Key Job Responsibilities:
■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
■ Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements.
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment obtain maximized outcomes
■ Comply with policies of the NHLS, accreditation procedures, Standard Operating Procedures (SOPS) and safety regulations in accordance with the Occupational Health and Safety Act (OHS).
■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times.
■ Verify and reporting of results (interpreting where applicable) and ensuring that results are delivered timorously to source.
■ Undertake trouble shooting wherever necessary e.g. identifying and solving technical and conceptual problems.
■ Conduct research and development (R&D) to asses 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 diagnosis services. It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department /laboratory to contribute to staff development and in compliance with HPCSA requirements
■ Teach and train laboratory personnel medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory services is delivered.

Key Competence Requirements:
■ National Diploma in Biomedical Technology
■ Registration with HPCSA as a medical technologist in the relevant discipline
■ Post-qualification experience in a diagnostic laboratory as a medical technologist
■ Knowledge of laboratory processes, equipment and procedures
■ Knowledge of principles of good laboratory practice
■ Knowledge of Accreditation principles
■ Technically orientated
■ Assertive
■ Interpersonal, computer, analytical, leadership and communication skills
■ Organisational skills
■ Attention to detail
■ Ability to work under pressure, within a team and with minimal supervision
■ Willing to work unsociable hours, weekends, public holidays and call outs.

Interested persons who meet the requirements are invited to send a concise CV and internal application form to the Administrator (Human Resources) via fax: 0214045281 or e-mail to gomotsang.mogomane@nhls.ac.za

Enquiries may be directed to Gomotsang Mogomane @ (021) 404 4100

Please indicate the reference number of the post

Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013
BUSINESS UNIT: NELSON MANDELA TERTIARY
LABORATORY SUPPORT SERVICE
PHLEBOTOMIST
(PAYZONE C1)
SALARY RANGE (R135 461.00pa – R 184 038.00pa)
REF: COANMH1113/002-01 (23022-008-8022)

Key Job Responsibilities:
■ Draws blood at various locations as required using safe and correct procedures
■ Observes the physical condition of patients during blood taking and applies sound nursing practices in order to ensure the safety and comfort of patients
■ Keeps records of specimens collected and ensures that all patients details and clinical information is accurately recorded
■ Provides general nursing services as required, from time to time, such as emergency first aid, assisting with immunization and the administration of glucose tolerance tests
■ 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.

Key Competency Requirements:
■ Registered as a staff nurse with the nursing council
■ Sound knowledge of all required phlebotomy and related nursing procedures
■ Time management
■ Interpersonal skills.
HISTOPATHOLOGY LABORATORY
MANAGER (LABORATORY)
(PAYZONE C4)
SALARY RANGE (R246 564.00pa – R330 046.00pa)
REF: COANMH1113/001-02 (23002-001-1209)

Key Job Responsibilities:
■ Manages the correct application of quality assurance processes and standard procedures to ensure corrective actions are taken as required
■ Reviews and implements change to standard operating procedures in order to ensure the laboratory support function (laboratory courier services, specimen and sorting, test result reporting functions) is constantly able to provide a high quality, cost effective and safe service
■ Oversees and monitors equipment maintenance to ensure reliable operations
■ Oversees 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
■ Generates management reports as required to monitor work and performance status of the support services 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 complex. This includes participation in hospital interdisciplinary committees and training of new intern medical doctors on laboratory procedures and practice
■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximises the profitability of the laboratory
■ Oversees the management of waste disposal in line with relevant laboratory procedures and legislation
■ Oversees 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
■ Trains, develops and manages staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
■ Managing data integrity to facilitate completeness for billing of customer (e.g. hospital, private and medical aid clients, referrals and foreign patients) and resolution of billing queries to ensure accurate, timeous and correct collection of monies owed.

Key Competence Requirements:
■ 3 year diploma in biomedical technology
■ Registration with HPCSA in the histopathology category
■ 6-8 years post qualification and experience in a laboratory and administrative environment
■ Knowledge of relevant laboratory processes and procedures
■ Assertiveness
■ Interpersonal skills
■ Computer skills
■ Understanding of finance and general management
■ Attention to detail
■ Team leadership
■ Communication skills
■ Analytical skills
BUSINESS UNIT: NORTHERN TRANSKEI
MARY TERESA LABORATORY
RE-ADVERTISEMENT
MEDICAL TECHNOLOGIST
(PAYZONE DEPENDS ON EXPERIENCE)
SALARY RANGE (R135 461.00pa – R 330 046.00pa)
SALARY RANGE REF: COANT0913/001-01(26080-001-8014)

Key Job Responsibilities:
■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media.
■ Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements.
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes.
■ To maintain safe standards in accordance with the OHS act.
■ Conduct, process and interpreting where applicable and ensuring that results are delivered timeously to source.
■ Undertake trouble shooting wherever necessary e.g. identifying and solving technical and conceptual problem.
■ Be concerned with research and development (R&D) 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 services it may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. In laboratory skills and health science to ensure that a high standard of laboratory service delivered.

Key Competency Requirements:
■ National Degree / Diploma in Biomedical Technology
■ HPCSA Registration as a Medical Technologist in the Clinical Pathology category
■ Post qualification experience as a Medical Technologist
■ Interpersonal skills
■ Organisational skills
■ Organisational skills
■ Knowledge of principles of good laboratory practice
■ Working knowledge of laboratory equipment
■ Basic computer skills.
BAMBISANA LABORATORY
RE-ADVERTISEMENT
ASSISTANT (LABORATORY)
(PAYZONE B2)
SALARY RANGE (R84 517.00pa – R110 718.00pa)
REF: COANT0613/001-04(26060-001-5003)

Key Job Responsibilities:
- Receive, sort and refer (where applicable) specimens for testing
- Verifies and validates information on the system against specimens received and tests requested
- Liaise the receiving area regarding errors made during data capturing
- Carries out different laboratory procedures for specimen preparation for analysis in accordance with the specific tests required and standard operating procedures up to final analysis
- Performs tasks in support of the analytical process as per discipline requirements (e.g. loading of the analysers of specimen etc.)
- Labels and stores samples (where applicable) to ensure traceability in accordance with procedures
- Disposes of specimens in accordance with the standard operating procedures and legislation
- Must be able to lift heavy containers of approx 25 kg onto trolley and deliver them to the laboratory as well as the waste management area for disposal
- Monitors stock availability of consumables to ensure availability of all necessary commodities
- Applies all safety housekeeping regulations according to policy and legislation to ensure a safe working environment.

Key Job Requirements:
- Grade 12
- One (1)-Two (2) years experience in a diagnostic laboratory
- Registration with the HPCSA as a Laboratory Assistant
- Knowledge of laboratory information system will be an advantage
- Technically orientated
- Attention to detail
- Team orientated
- Work under pressure
- Work unsociable hours.
GREENVILLE LABORATORY
RE-ADVERTISEMENT
CLERK (LABORATORY)
(PAYZONE B2)
SALARY RANGE (R84 517.00pa – R 110 718.00pa)
REF: COANT0113/001-03

Key Job Responsibilities:
■ Receives, labels and sorts specimens for testing according to standard operating procedures
■ Captures patient information onto the system and checks the type of specimen against test required
■ Verifies suitability of specimen for testing and reject unsuitable samples in accordance with set standard operating procedures
■ Administers the distribution of specimens to ensure the correct and priorities channelling of specimens to the various disciplines
■ Create shipping list of samples for distribution to laboratories in order to ensure completeness audit trail
■ Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received by designated laboratory, processed and results returned timeously
■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turn around time
■ Keep specimen request forms for audit purposes as required by standard operating procedures
■ Handled administrative queries, phoning out of results, initiate printing and faxing of reports in accordance with standard operating procedures
■ Advises clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection.

Key Job Requirements:
■ Grade 12
■ Knowledge of DISA laboratory system
■ Communication skills
■ Computer literacy
■ Ability to work under pressure, independently and within a team
■ Attention to detail
■ Candidates will be required to do a typing test with proven typing skills and 35 wpm.

- 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: (047) 502 4051 or e-mail to Phumzile.mbilini@nhls.ac.za
- Enquiries may be directed to Phumzile Mbilini @ (047) 502 4192
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted

THE CLOSING DATE FOR THESE POSITIONS IS 4 DECEMBER 2013.