



JUNE 2020

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 criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Applicants will be shortlisted in line with the NHLS applicable proficiency matrix for health professionals.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
7. Correspondence will be limited to shortlisted candidates only.
8. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
9. 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.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.
11. **This is an open advert. External applicants are welcome to apply for this bulletin**

CLOSING DATE: 18 JUNE 2020



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EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: EC-NMAL0819/001-03(23002-001-6011)

Main Purpose of the Job

To type all pathology results received from pathologists, ensuring all information received is accurate and correctly transcribed so as to facilitate that no misunderstandings occur in the interpretation of the results sent to doctors

Key Job Responsibility

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way to facilitate well-presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries ■ Responding to queries by referring the doctors to the relevant pathologist's ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

Minimum requirements & key competency

■ Grade 12/NQF level 4 ■ One (1) year computer course/module/certificate/programme and / or subject completed ■ One (1) year Dictaphone typing experience ■ Basic computer literacy ■ Laboratory system. ■ Good listening skills ■ Good interpersonal skills ■ Speed and accuracy in typing ■ Good knowledge of Medical terminology is essential ■ **Candidates will be required to do a typing competency test.**

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to EC.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
 DISCIPLINE: CHEMICAL PATHOLOGY
 LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT2
 REFERENCE NUMBER: EC-NMAL0520/002-03 (23001-004-8014)

Main Purpose of the Job

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibility

Operational efficiency of laboratory:

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs ■ Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures ■ Adhere to analytical times and basic TAT for capturing/resulting ■ Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E special stains, frozen section biopsies and IMF ■ Verify and authorize test results ■ Verify QC of test results ■ Refer for further testing if required ■ Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter ■ Identification of clerical and/or technical errors, report results and document non- conformances ■ Monitor stock for operational needs ■ Perform lot-to lot verification.

QMS:

- Interpret all Quality Controls ("QC") ■ Implement corrective action and close non-conformance ("NC") ■ Review/participate and submit EQA ■ Print, analyse and action rejection report ■ Action, close customer complaints.

Assessments of results/Special stains/Interpretation of results:

- Reviewing the work of others and amending results where necessary

Teaching, Training & Development of Laboratory staff:

- 1 x CPD presentation per annum / Training Presentation ■ Ensuring that continuous training takes place and ensure the implementation of training programmes

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7 ■ HPCSA registration as a Medical Technologist in **Chemical Pathology** ■ Minimum of 4 (four) years post qualification experience ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to EC.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

KZN REGION

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KING DINUZULU LABORATORY
POSITION: MEDICAL TECHNOLOGIST (NIGHTY DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZ NKDL0220/001-14 (81600.001.8104)

Main Purpose of the Job

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibility

Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year ■ Perform preventive equipment maintenance performed as per set schedule ■ Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable ■ Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench ■ Receive samples and determine if sample is acceptable to proceed with further analysis ■ Perform tests in accordance with SOPs ■ Verify test results.

QMS

- Understand the physical and chemical principles of the various analyses performed ■ Complete corrective action and troubleshooting logs for QC and equipment failures ■ Run Instrument Quality Controls ("IQC") and EQA ■ Record Non-Compliance ("NC"). Record Customer Complaints ■ Print and action Overdue and Pending List.

Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results ■ Perform Data Checks as per SOP ■ Uncertainty of measurement ■ Inter-lab comparisons and validations.

Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities ■ 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7 ■ Registration with the HPCSA as a Medical Technologist in **Clinical Pathology** ■ Perform sampling and analysis of blood, tissue and body fluids ■ Preparation of samples for examination ■ Knowledge for the usage of specialized instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to details striving for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication skills (verbal, written & presentation ■ Computer Literacy ■ Time management and evaluation skills.

Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to kznrecruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHARLES JOHNSON MEMORIAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCJM0220/001-42 (87500-002-8014)

Main Purpose of the Job

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibility

Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREYTOWN HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGREYT0220/001-44 (86800-001-8014)

Main Purpose of the Job

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibility

Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI HOSPITAL
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNMADA0220/001-46 (87301-002-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

■ Ensure compliance with health and safety measures at all times-each day / month / year ■ Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service) ■ 100% compliance on recording of temperature readings in accordance with relevant SOP's

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

■ Daily receive, sort and prioritize patient samples according to laboratory SOP ■ Daily analyse patient samples according to laboratory SOP ■ Ensures that reliable and accurate results are generated 100% of the time ■ Daily adherence to set turnaround times for each tests onsite(NB) timed up to the preliminary reports ■ Daily filing and storage of specimen ■ Checks abnormal results according to laboratory SOP and reports results according to SOP ■ Prepares stains and slides for specialized testing ■ Daily documents data in own area of work.

Maintained and Operated Equipment:

■ Perform equipment maintenance as per schedule ■ Compliance and application of SOP's ■ Ensure sufficient stock is available as per guidelines ■ Performance of quality checks ■ Competency certificate for operation of equipment ■ 100% compliance to maintenance of reagent log sheets (logging of reagents, date of receipt, use and expiry and loading on instruments) ■ Time error logs are flagged on equipment.

Quality Assurance:

■ Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA ■ Identify IQC and report deviations to supervisor ■ Daily document log sheets (room temperature, fridges, etc.)

Teaching, Training, Research and Development of Laboratory staff:

■ CPD presentation (at least 1 lecture per annum) ■ Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

Minimum requirements & key competency

■ Grade 12 / NQF 4 ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations ■ Knowledge of technical appliances ■ Knowledge of quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Communication skills ■ Interpersonal skills. ■ Computer literacy ■ Record keeping and filing skills ■ Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NEWCASTLE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNEW0220/001-47 (87400-002-8014)

Main Purpose of the Job

Conducts and monitors a variety of diagnostic analyses of patient specimens to provide accurate laboratory test results to aid in and confirm clinical diagnosis and treatment therapies.

Key Job Responsibility

Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

Assessments of results/Special stains/Interpretation of results

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: ACADEMIC COMPLEX
 DISCIPLINE: ANATOMICAL PATHOLOGY
 LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
 POSITION: PROSECTOR (RE-ADVERTISEMENT)
 PAY GRADE: B4
 REFERENCE NUMBER: KZNANATIALCH0520/001-16 (81113-002-7014)

Main Purpose of the Job

To carry out post-mortem procedures, assisting the pathologist in examining cadavers and transferring harvested samples into clean fixative to assist the pathologist in making a diagnosis.

Key Job Responsibility

■ To receiving, sort and refer (where applicable) specimens for testing ■ To remove organs for the pathologist to examine ■ To dissect samples for the purpose of processing ■ To transfer samples into clean fixative to preserve the specimen ■ To file reserve specimen in the store room according to year and number ■ To discard old specimen to open room for new cases to store according to archive standard operating procedure ■ To carry out the post mortem procedures according to requirements ■ To assist the pathologist and technologist in the sample examination process ■ To file slides and wax-blocks accordingly, ensure that wax-blocks are filed in annual and numerical order and to retrieve slides or wax-blocks when needed ■ To dispose of or incinerate all specimens in accordance with standard operating procedures and legislation ■ To monitor stock availability of consumables to ensure availability of all necessary commodities ■ To apply all health & safety and housekeeping regulations according to policy and legislation to ensure a safe working environment ■ Prepare Trim lab and dissection room for the next day's work (i.e. cleaning trim table, wash instruments, see that enough aprons and hand towels are available, disinfectant is topped up and washing of all glassware) ■ Lay out the cadaver in the appropriate manner so pathologist can do a superficial examination. After the examination the technician must cut the body according to SOP ■ To ensure that the organs are placed back in the cadaver after examination and the body is sewed together according to protocol ■ To ensure that the body is appropriately dressed for presentation to recipient.

Minimum requirements & key competency

■ Matric / Grade 12 ■ Registered with HPCSA as a Laboratory Assistant (**Histology**) ■ Six (6) months ■ Interpersonal skills ■ Attention to detail ■ Written and verbal communication skills ■ Time management skills ■ Psychological resilience ■ Ability to work in a team ■ Meeting deadlines and working pressure ■ Ability to operate in an anti-social environment and stigma attached to the job.

Enquiries may be directed to Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: LIMPOPO AND MPUMALANGA REGION
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: PRETORIA - LYNNWOOD
POSITION: REGIONAL FINANCE MANAGER
PAY GRADE: D2
REFERENCE NUMBER: LIMP-0620/002-01 (60901-002-1457)

Main Purpose of the Job

To provide corporate finance and administration support services to the Region/Institute.

Key Job Responsibility

■ To implement and communicate all NHLS policies, systems, procedures and internal controls to ensure smooth operation of the Region/Institute and compliance with audit requirements ■ To facilitate the development and implementation of Region/Institute's business plans and budget to ensure compliance with national strategic requirements and objectives ■ To monitor , control, correlate and report on financial performance of the Region /Institute against the budget to ensure cost effective, efficient service that is compliant with Public Finance Management requirements ■ To review , recommend and report on capital expenditure for authorization by executive manager to ensure that expenditure remains within allocated budget and is distributed equitably between various business units in the branch ■ To facilitate the implementation of contracts and service level agreements as a Regional/Institute level to ensure that the needs of the customers and NHLS business objective are met ■ To oversee general service of the Region/Institute (e.g. safety , security , office facilities, transport services and switchboard) in order to support logistical business needs and improve overall efficiency ■ To develop and manage staff to ensure that they have the skills required by the organisation and are able to achieve their performance objectives ■ To manage inventory and assets and conduct ad hoc audits to ensure correctness of stock levels ■ To, where required , take responsibility for the overall financial and information technology of the Region/Institute in accordance with the NHLS rules , policies and procedures.

Minimum requirements & key competency

■ B Com/ Financial Management degree or National Diploma in accounting (Essential) ■ 5 (five) year post qualification experience in finance and general management (Essential) ■ Knowledge of Oracle ERP (Essential) ■ Knowledge of relevant acts and Treasury Regulations i.e. PFMA , PPPFA, BBBEE , GRAP , GAAP etc. ■ Knowledge of writing policies and procedures ■ Cost and Management Accounting ■ Negotiation skills ■ Strong communication skill (including negotiation and facilitation) ■ Interpersonal skills ■ People management skills ■ Time management skills ■ Computer literacy (MSOffice with advance excel) ■ Attention to detail ■ Leadership skills ■ Assertiveness ■ Advance financial skills ■ Ability to deal with and provide support to managers who have limited knowledge of financial systems ■ Decision making skills ■ Ability to work independently and as part of a team ■ Investigative skills.

Enquiries may be directed to Ms. Mabatho Moshidi @ 082 886 8579, e-mail application to mabatho.moshidi@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LIMPOPO AND MPUMALANGA REGION
DISCIPLINE: LOGISTICS
LOCATION: PRETORIA- LYNNWOOD REGIONAL OFFICE
POSITION: REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: LIMP 0620-03 (60090.001.1333)

Main Purpose of the Job

To ensure all logistics and in-lab inventory operations within the region are performed optimally through driving productivity, efficiency and quality to enable cost effective management and development of logistics and in-lab inventory operations.

Key Job Responsibility

- Continuously improve productivity through implementing appropriate measurement mechanism, targets and management structures, as applicable to the logistics and in-lab inventory operations within the NHLS
- Continuously drive improved efficiencies through application of the best practice principles to create an environment in which efficiencies are monitored, reported and targeted within reporting lines.
- Be conscious of the cost effectiveness of the logistics and in-lab inventory operation while balancing the interest of quality in all operations and decisions
- Create and execute operational plans for the optimal execution of specimen transportation and in-lab inventory, aligned to national policies and procedures.
- Perform and present annual strategic forecast on resources, infrastructure, systems and advancements, required to achieve the optimal execution of logistics and in-lab inventory
- Oversight and management of regional logistics service providers, drivers and stores staff.
- Ensure regular gap analysis are performed, communicated and implemented within appointed region
- Ensure that all operational plans are supported by policies and procedures. The development, implementation and monitoring of policies is a key role of the regional logistics managers in support and joint action of the national logistics manager and the office of the Area Manager
- Produce tactical plans to support the implementation of the best practice operating models and layouts. The tactical plans must clearly reference the strategic objectives of the productivity, efficiency, cost effectiveness and quality, while considering the effective allocation and management of resource in transportation and inventory management.
- Ensure that all tactical plans relate to all elements of the logistics and in-lab inventory operations within the NHLS' assigned region, including transportation, laboratory inventory, supplier management, ordering and materials handling
- Ensure service level agreements are met effectively and that internal operational targets are achieved at all times
- Ensure that all tactical plans lead to operational implementation plans within agreed timelines and cost parameters for implementation and monitoring
- Responsible for internal communication and presentations related to key performance matrix, program updates and on-going program updates within the appointed region
- Assist in managing in-lab inventory to improve inbound processes, ensure order accuracy and verification and improve storage and replenishment processes
- Together with operations ensure that the results of stock counts at lab level are appropriated and corrective actions taken where necessary
- Report monthly on financial outcome and prevailing trends of stock counts for appointed region and by laboratory
- Identify laboratories that are leaders in inventory management within the NHLS so that this knowledge can be shared and key competencies replicated within the region
- The Management role of the regional logistical managers includes responsibility for adherence to health and safety regulations as well as the management of human resources according to all legal and NHLS regulations, policies and procedures to ensure compliance
- The Management function includes successful management of all specified financial processes to ensure continuous budget control and adherence to all financial policies and procedures
- Ensure all financial and operations reporting is done and processed correctly and timeously and according to specifications.

Minimum requirements & key competency

■ 3 Year Degree/Diploma in Logistics with Supply Chain management or transport included in studies (Essential) ■ Logistics Manager with experience in an operational supervisory position/Supervised a team in distribution area – 5 (five) years ■ Transport/Courier experience- 2 (two) to 4 (four) years ■ Warehousing or Inventory Management – 2 (two) to 4 (four) years ■ Vendor and 3rd party management- 2 (two) to 4 (four) years ■ PFMA, PPPFA, BBBEE or similar requirements – 2 (two) to 4 (four) years ■ Personnel and Human Resources – 4 (four) to 6 (six) years ■ Health and Safety Principles and Legislation – 1 (one) year ■ Logistics and Supply Chain Management operational knowledge – 2 (two) to 4 (four) years ■ Accounting/Budgeting – 2 (one) years ■ Managerial/Supervising Skills – 4 (four) to 6 (six) years ■ decision Making - 4 (four) years ■ Numerical skills - 2 (two) years ■ Effective Business Communication Skills – 4 (four) years ■ Problem solving skills – 4 (four) years ■ Conflict management – 4 (four) years ■ Interpersonal Skills – 4 (four) years ■ Computer Literacy: Advanced MS Office Level – 4 (four) years.

Enquiries may be directed to Ms. Mabatho Moshidi @ 082 886 8579, e-mail application to mabatho.moshidi@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>