



MARCH 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: 13 MARCH 2020

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GRANTS REGION

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: PROFECIENCY TESTING
LOCATION: SANDRINGHAM
POSITION: QUALITY CONTROL TECHNOLOGIST (RE-ADVERTISEMENT)
(FIXED - TERM CONTRACT UNTIL 30 SEPTEMBER 2020)
GRADE: C2
REFERENCE NUMBER: CORPAARQA0120/001-01

Key Job Responsibility

■ To prepare Quality Control (Internal and External) material for participating facilities/laboratories ■ Characterisation of Quality Control material using validated test methods ■ Collation of results received from participants. ■ Preparation of and analysis of statistical data ■ Provision and distribution of technical reports to the Stakeholders ■ Attend to participants queries and perform a root cause analysis where needed ■ Perform various laboratory testing as required ■ Assist with piloting of new schemes ■ Assist with training of the use of Quality Control material ■ Attend meetings and represent the department with relevant Stakeholders.

Minimum requirements & key competency:

■ National Diploma in Biomedical Technology (NQF Level 6) / Bsc Honours in Medical Sciences (NQF Level 8) / National Diploma in Biotechnology (NQF Level 6) ■ 5 (Five) years Post qualification experience in a medical laboratory ■ Knowledge of QA and QC Systems ■ Knowledge of Proficiency testing ■ HPCSA Registration (desirable) ■ Computer literacy (MS Office, excel & power point) ■ Communication skills (verbal and written) ■ Leadership skills (desirable) ■ Report writing skills (desirable) ■ Time management skills ■ Interpersonal skills ■ Analytical skills ■ Problem solving skills ■ Attention to detail ■ Ability to work accurately and independently ■ Ability to perform routine serological laboratory testing ■ Programme management skills (desirable) ■ Willingness to work unsociable hours, Shifts, weekend and public holidays

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Kgaugelo Mkwanazi @ (011) 386 6115, via e-mail: corporate1@nhls.ac.za. Please indicate the reference number of the post, name of the post and the specific discipline.

ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: RESEARCH MONITORING AND EVALUATION
LOCATION: SANDRINGHAM
POSITION: RESEARCH MONITORING AND EVALUATION MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPAARQA0320/001-01

Key Job Responsibility

■ Provide oversight for research and development (R & D) planning, monitoring, evaluation and knowledge management. ■ The development, strengthening and implementation of strategies for monitoring and evaluation of R & D activities within the NHLS. ■ Introduce effective tools to monitor R & D activities, progress and outputs. ■ Develop and introduce monitoring and evaluation indicators in alignment to NHLS strategic requirements to efficiently measure and report outputs and successes. ■ Monitoring and evaluation of overall achievements and progress including sustainability. ■ Provide monthly, quarterly, half-yearly and annual reports on NHLS research activities. ■ Ensure compliance to planned project activities and related policies and regulations. ■ Conduct impact analysis for R & D initiatives and activities ■ Conduct capacity assessment on existing monitoring and evaluation system. ■ Provide teaching and training in M & E related topics to NHLS professionals and trainees ■ Participate in annual project reviews and planning workshops and contribute to preparation of relevant reports. ■ Assist researchers with monitoring and evaluation tools and support them in their use. ■ Prepare and maintain monitoring and evaluation database ■ Perform other duties as required. ■ Understanding of stakeholder requirements for monitoring and evaluation and advising AAR and researchers. ■ Provide direct research support to NHLS professionals, especially those outside academic centres.

Minimum requirements & key competency

■ Masters degree in Public Health, Statistics, Medical Sciences or Computer Science ■ Doctoral degree in Public Health , Epidemiology or Computer Science (desirable) ■ 4 (four) years previous experience in monitoring and evaluation ■ 2 (two) years previous experience in database development ■ 2 (two) years previous experience in health research environment ■ Designing, developing monitoring and evaluation of M & E systems ■ Developing and implementing monitoring and evaluation tools ■ 2 (two) years data analysis and interpretation ■ Research methodology ■ Writing of grant proposals (desirable) ■ Minimum 2 peer reviewed publications (desirable) ■ Computer literacy ■ Analytical skills ■ Communication skills (verbal and written) ■ Interpersonal skills ■ Budgeting skills ■ Data analysis and interpretation skills ■ Scientific writing skills.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Kgaugelo Mkwazi @ (011) 386 6115, via e-mail: corporate1@nhls.ac.za. Please indicate the reference number of the post, name of the post and the specific discipline

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: SUPPORT FUNCTION
LOCATION: LIVINGSTONE LABORATORY
POSITION: CLERK (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: ECNMB&SB1119/001-01(24022.009.7009)

Main Purpose of the Job

Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

Key Job Responsibility

- Verifies the suitability of specimens for processing
- Receives, labels and sorts specimens for testing according to the SOP's
- Captures patient's information into the system
- Creates shipping lists of samples for distributions to laboratories
- Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times
- Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens
- Keeps specimens request forms for audit purposes
- Handle administrative queries, phone out results, initiate printing and faxing of reports
- Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

- Grade 12 / NQF Level 4
- Secretarial Certificate (Desirable)
- 1 (One) year clerical experience
- 1 (One) year laboratory experience (Desirable)
- Knowledge of Laboratory Information System
- General administration knowledge
- Computer skills
- Communication skills (Verbal, written, presentation)
- Ability to work independently and collaboratively
- Attention to detail
- **Candidates will be required to do a typing competency test.**

Enquiries may be directed Ndileka Dubeni @ (041) 395 6127, 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 BAY & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY/CHEMICAL PATHOLOGY
LOCATION: LIVINGSTONE LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: ECNMB&SB0120/001-01(24001-005-7014)

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/Chemical 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 Asamkele Gonose @ (041) 395 6162, 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: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: EC-NMAL0819/001-03(23002-001-6011)

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: ALFRED NZO & JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HOLY CROSS HOSPITAL
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EC-AN&JG0120/001-02(26040-001-1113)

Main Purpose of the Job

To manage a laboratory to ensure achievement of a cost effective and high quality service in line with customer and business needs.

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory ■ 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 ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements ■ Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance. ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources ■ Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in the **Clinical Pathology** ■ 5 (five) years post qualification and experience in the diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and Processes ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, organizing and process management ■ Analytical 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>

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADZIKANE KAZULU MEMORIAL HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-AN&JG0120/001-03(26080-002-7014)

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 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>

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: VIROLOGY
LOCATION: UNIVERSITAS ACADEMIC
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0220/001-04 (31008-009-8014)

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 **Virology**
- 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 Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY (HISTOLOGY)
LOCATION: UNIVERSITAS
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: UNIFS0519/001-04 (31002-008-7014)

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 **Anatomical Pathology (Histology)** 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 Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: POTCHEFSTROOM
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: FSNW0220/001-02(51800-001-7014)

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
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- 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 Palesa Nong @ 011 489 9155, e-mail application to FSNW.recruitment2@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NORTHWEST
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: MAFIKENG
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: FSNW0220/001-01 (51000-003-7015)

Key Job Responsibility

■ Draws blood as required using safety procedures ■ Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients ■ Pre- and Post- test counselling of parents/guardians and children of various ages according to current South African legislation guidelines ■ Performs and interprets point of care tests as required ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition ■ Handles or refers queries related to the service ■ Theoretical and practical training of other health care workers to render this service ■ Report writing to document the service and identify successes and failures ■ Revises standard operating procedures as new information becomes available and proactively operating strives to improve integration of child care service within the health care facility ■ Participates in operational research to inform best practice ■ Provides general nursing and phlebotomy technician as required, from time to time ■ Checks stock levels of all collection material and orders additional stock to ensure the availability of required materials at all times ■ Implementation sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

Minimum requirements & key competency

■ Grade 12/NQF Level 4 ■ Registered as an Enrolled/Professional Nurse with the Nursing Council or Qualification as a Laboratory Technician in Phlebotomy(essential) ■ Registered with the HPCSA as a Laboratory Technician in Phlebotomy ■ Counselling and Good Clinical Practice (GCP) courses ■ Minimum of 2 years nursing and/or phlebotomy experience ■ Project Management ■ Good Communication skills ■ Computer skills and Paediatric Experience is Advantageous ■ Sound Knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■ Effective auditing skills ■ Passion for quality and attention to detail ■ Ability to work independently and collaboratively ■ Organisational and Time Management skills ■ Time Management and Initiative ■ Writing and Computer skills with basic statistics ■ Maintain confidentiality.

Enquiries may be directed to Palesa Nong @ 011 489 9155, e-mail application to FSNW.recruitment2@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

GAUTENG REGION

MEDICAL GENETICIST (ENTRY) - GRADE PHE

Johannesburg Sedibeng and West Rand Business Unit

- Medical Genetics (Ref: 1414)

Key Job Responsibility

■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework. ■ To perform medical genetics assessment of patients, facilitate diagnostic testing and authorise a full range of laboratory tests, with the specified turnaround times ■ To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service. ■ To provide informal training to undergraduate and post-graduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence. ■ Conduct routine diagnostic medical genetics services.

Minimum requirements & Key competencies

■ FCMG and MMED qualification in **Medical Genetics** ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as medical geneticist in applicable discipline.

Enquiries may be directed to Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

MEDICAL GENETICIST (PRINCIPAL) - GRADE PHP

Johannesburg Sedibeng and West Rand Business Unit

- Medical Genetics (Ref: 1608)

Key Job Responsibility

■ Responsible for management of the clinical and counselling unit. ■ Active involvement within the NHLS/ University /Professional bodies promoting discipline and/or organisational strategic objectives at a regional or national level. ■ Participation in the development of teaching program/modules and/or participation in regional / national discipline specific teaching programs. ■ Manages several medical geneticists and genetic counsellors. ■ Implements improvements to local / regional laboratory practices or clinical programmes ■ Contribute to the development of medical genetic diagnostic policies and/or providing a referral consultative and/or clinical diagnostic service at a regional level ■ Interact with the QA team of the Unit/Laboratory to comply with SANAS requirements and ensure continuous quality improvement. ■ Interaction with laboratory to improve diagnostic and interpretation techniques and procedures ■ Clinical input into validation of new instruments / tests for national programmes (e.g. via HTA) ■ Collaboration of research with other departments at a national level.

Minimum requirements & Key competencies

■ FCMG and MMED qualification or equivalent ■ Minimum 5 years' experience as medical geneticist ■ At least 1-year clinical management experience ■ HPCSA registered for independent practice in **Medical Genetics** ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD. ■ Additional research degree desirable. ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level). ■ Academic curriculum development at local level. ■ Acting as examiner for CMSA. ■ Evidence of consultation on complex clinical queries locally / regionally. ■ Nationally: Invited for participation in committees, symposia, congresses, working groups. ■ National conference presentations ■ PI in research projects at local level. ■ PI on national grant ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

Enquiries may be directed to Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GAUTENG
DEPARTMENT: LOGISTICS
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: GAULOG0120/001-01 (40946-001-1333)

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 COO ■ 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 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 with the appointed region ■ Manage 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 Years ■ Transport/Courier experience- 2 to 4 years ■ Warehousing or Inventory Management – 2 to 4 years ■ Vendor and 3rd party management- 2 to 4 years ■ PFMA, PPPFA, BBBEE or similar requirements – 2 to 4 years ■ Personnel and Human Resources – 4 to 6 years ■ Health and Safety Principles and Legislation – 1 year ■ Logistics and Supply Chain Management operational knowledge – 2 to 4 years ■ Accounting/Budgeting – 2 years ■ Managerial/Supervising Skills - 4 to 6 years ■ decision Making - 4 years ■ Numerical skills - 2 years ■ Effective Business Communication Skills – 4 years ■ Problem solving skills – 4 years ■ Conflict management – 4 years ■ Interpersonal Skills – 4 years ■ Computer Literacy: Advanced MS Office Level – 4 years

Enquiries may be directed to Xoliswa Sinkqo (011) 489 9020, e-mail application to xoliswa.sinkqo@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DEPARTMENT: HUMAN GENETICS
LOCATION: BRAAMFONTEIN COMPLEX (JOHANNESBURG)
POSITION: MEDICAL SCIENTIST (SENIOR) (AMENEDMENT)
PAY GRADE: MSI
REFERENCE NUMBER: JHSW 0220/001-05(41982-009-9014)

Key Job Responsibility

■ Conducts research under supervision of a Senior Medical Scientist or Pathologist ■ On the bench (training of intern scientist, technologist and technicians). ■ Co-supervision of small research project. ■ Conducts tests and procedures independently. ■ Contributes to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance). ■ Records completed in accordance with current policies / procedures and relevant SOP. ■ Maintenance logs are accurate, up to date accessible and retrievable. ■ Error logs/corrective action reports completed according to requirements. ■ Perform equipment maintenance. ■ Participation in Quality Management. Identifies quality related problems and attempts to solve them and reports to a higher level ■ Interprets results of internal quality assessment tests ■ Ensure compliance with SOP's and non-conformances raised ■ Verify results/techniques of others in addition to processing own work. ■ Corrective action logs ■ Active participation in maintaining SANAS accreditation

Minimum requirements & key competency

■ MSC or equivalent in Medical Science in **Genetics** ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA as a Medical Scientist in **Genetics** ■ At least 1 Scientific Research Abstracts ■ Having successfully supervised undergraduate and post-graduate students-BSc Hons, MMed, MSc ■ Experience in funding, development and validation of new tests, producing standard and complex reports, co-managing project finances ■ Competency evaluations ■ Presentation skills

Enquiries may be directed to Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: FACILITIES/GENERAL SERVICES
LOCATION: BRAAMFONTEIN COMPLEX (JOHANNESBURG)
POSITION: ARTISAN-REFRIGERATION (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: JHBSW 0120/00-01 (04920-001-6003)

Main Purpose of the Job

Ensure that fridges in Laboratories and Air-conditioners are in working order.

Key Job Responsibility

- Conduct routine (scheduled) maintenance on refrigeration and air-conditioning equipment according to maintenance plan/schedule
- Perform fault finding on non-functioning refrigeration and air-conditioning equipment and repair accordingly in order to ensure that they are in good working order
- Complete job cards after repairs and routine maintenance calls have been done and forward documents to workshop Supervisor to ensure correct billing for the job
- Perform all the work in line with safe handling of gas (recover gas using the recovery system, always vacuum the system before put refrigerant)
- Complete requisitions to order spares and collect ordered spares needed for repairs to refrigeration and air-conditioning equipment
- Keep records of all repairs done on refrigeration and air-conditioning equipment for future reference
- Record all job done on daily job register.

Minimum requirements & key competency

- Grade 12 plus Air-Conditioning/Refrigeration Trade Test (**Essential**)
- Saracca Safe handling license (**essential**)
- Driving license (**Essential**)
- Minimum of 2 years post trade test experience within refrigeration and air-conditioning field (**Essential**)
- Certificate of conformance (**Desirable**)
- N6 Mechanical/Electrical Engineering Certificate (**Desirable**)
- Basic Knowledge of OSHA
- Knowledge of specific equipment used on refrigeration and air-conditioning field
- Knowledge of operating tools, testers, and hand tools.

Enquiries may be directed to Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: DR GEORGE MUKHARI
DISCIPLINE: MICROBIOLOGY
LOCATION: PRETORIA
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: GAUDGM0919/001-02(46006-001-1231)

Main Purpose of the Job

Supervises and co-ordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service..

Key Job Responsibility

- Provides expert technical assistance in the specialized area of work to other laboratories for the purpose of troubleshooting and the set-up of new methods
- Oversees all aspects of quality assurance within the unit including daily Quality Control, External Quality Assurance, calibration and equipment maintenance to ensure the delivery of quality results and the implementation of timeous corrective action as and when required
- Generate regular TrakCare (LIS) work-file enquiries to monitor outstanding work within the unit and to take corrective action as required
- Responsible for the training and development of medical technologist and medical technicians in the technical aspects of the laboratory's needs
- Responsible for the training of medical technology students to ensure that they are technically competent in the work performed by the unit in order to pass the relevant qualifying examinations
- Responsible for the upkeep of the quality systems of the unit, including regular reviews of Standard Operating Procedures, in order to ensure compliance with SANAS accreditation requirements
- Responsible for the optimization of each batch of reagents (antibodies) for Immunohistochemistry, guided by manufacturer's instruction and personal experience, to ensure the cost effective use of reagents and quality results
- Responsible for the optimization of stock levels and assessment of CAPEX needs within the unit to ensure the cost effective use of NHLS resources and availability of resources at all times
- Implement safe working conditions and procedures to ensure a safe working environment and compliance with safety legislation
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department to contribute to staff development and in compliance with HPCSA requirements
- Liaises with customers in order to resolve service related issues and to promote a positive image of the laboratory
- Performs the duties of a medical technologist as required to ensure that all the work is processed in a timely and efficient manner
- Manages and develops staff to ensure that they are able to meet their performance objectives
- Assists lab manager in drawing up job descriptions for subordinates to ensure that staff are aware of their performance expectations.

Minimum requirements & key competency

- Three (3) year relevant Diploma or Degree in Medical Technology
- Registration with the HPCSA as a medical technologist in **Microbiology / Clinical Pathology**
- Minimum of seven (7) years' experience as a Medical Technologist in a diagnostic laboratory
- Knowledge of laboratory instruments
- Interpret numerical laboratory results
- Quality Assurance
- In-depth knowledge of microbiology
- Communication skills
- Customer Care
- Interpersonal skills
- Coaching
- Analytical skills
- Problem solving skills
- Attention to detail
- Supervisory skills
- Computer literacy skill.

Enquiries may be directed to Nicola Mdhuli (011) 386 6145, e-mail application to DGMrecruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: VIROLOGY
LOCATION: VIROLOGY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUCM0220/001-01(43008-001-1113)

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory ■ 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 ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain in a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of good laboratory practice and the fulfilment of SANAS accreditation requirements ■ Participates in the involvement and promotion of continuing professional development(CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the laboratory ■ Oversee the implementation and correct application of an NHLS policies and procedures to ensure compliance ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Ensures training and development of staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive preparation. ■ Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competency

■ A National Diploma in Medical Technology or Biomedical Technology or Bachelor in Health Science/NQF 6 ■ Registration with the HPCSA in the **Virology** ■ 5 (Five) year post qualification and experience in the diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of laboratory Procedures and processes ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skills ■ Basic understanding of finance and general management & computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, organizing and process management ■ Analytical skills.

Enquiries may be directed to Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: SOMATIC CELL GENETICS
LOCATION: CHARLOTTE MAXEKE
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0120/001-01(43004-008-8014)

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 / BHSc in Biomedical Technology NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology discipline**
- Current proof of HPCSA registration
- Experience as a Biomedical Technologist
- 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 Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE
POSITION: LABORATORY ASSISTANT (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: GAUCM0120/001-03(43001-001-3003)

Key Job Responsibility

■ Receives, sort and refer (where applicable) specimens for testing. ■ Spin and label specimens appropriately for testing. ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirement; which include: Specimen centrifugation and aliquoting, Protection against light, Stain preparation, tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for parity, ■ Monitoring of relevant equipment to ensure it is maintained and in good working order. ■ Stores, retrieves data, samples and media (where applicable), in accordance with procedures. ■ Disposal of waste in accordance with standard operating procedures and legislation. ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab. ■ Comply with policies and procedures of the NHLS, Quality Standards and the Occupational Health and Safety Act. ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens. ■ Assist with ad-hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Grade 12/NQF Level 4 ■ Registered with HPCSA as a Laboratory assistant in Clinical pathology category ■ 1 (one) year plus prior experience in a laboratory environment is advantageous (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health.

Enquiries may be directed to Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: EKURHULENI_TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: TAMBO MEMORIAL LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT) (X2 POSTS)
PAY GRADE: B5
REFERENCE NUMBER: EKTS0220/001-08 (44700-001-002-7015)

Main Purpose of the Job

To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.

Key Job Responsibility

■ Draws blood as required using safety procedures. ■ Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients. ■ Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines. ■ Performs and interprets point of care tests as required. ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition. ■ Handles or refers queries related to the service. ■ Theoretical and practical training of other health care workers to render this service. ■ Report writing to document the service and identify successes and failures. ■ Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility. ■ Participates in operational research to inform best practice. ■ Provides general nursing and phlebotomy technician services as required, from time to time. ■ 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.

Minimum requirements & key competency

■ Grade 12/NQF level 4 ■ Certificate in Nursing (3 years)/ SMLTSA Certificate ■ Counselling and Good Clinical Practice (GCP) courses ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician ■ Knowledge of HIV and TB management, ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialised testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre- or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests, ■ Knowledge of various test regimes, ■ Knowledge of specimen safety precautions ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■ Computer literate ■ Project management skills ■ Data capturing and analysis skills, ■ Interpersonal and Counselling skills, ■ Written and verbal communication skills ■ Time management and initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed to Vivian Sithoga (011) 489 8588, e-mail application to EKTS.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NKANDLA HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNKA0220/001-38 (82200-005-8014) (82200-006-8014)

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: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KWAMAGWAZA HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZKNWAMAG0220/001-35 (82105-018-8014)

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: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESHOWE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNESH0220/001-32 (82200-002-8014)

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: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: STANGER HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (AMENDMENT) (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNSTAN0220/001-40 (82105-017-8014) (82105-018-8014)

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: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: STANGER HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNSTAN0220/001-39 (82105-012-8014)

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: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST ANDREWS LABORATORY
POSITION: LABORATORY TECHNICIAN (WITHDRAWN)
PAY GRADE: LT1
REFERENCE NUMBER: KZNSTANDREW0220/001-28 (81510.002.7014)

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 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>

BUSINESS UNIT: MGUNGUNDLOVU-THUKELA
DISCIPLINE: CYTOLOGY
LOCATION: GREYS HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGREYSCYTO0220/001-49 (86100.002.8014)

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 **Cytopathology**
- 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 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 MPUMALNGA
DISCIPLINE: LOGISTICS
LOCATION: PRETORIA- LYNNWOOD REGIONAL OFFICE
POSITION: REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: LIMP 0120-001-02 (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 Years ■ Transport/Courier experience- 2 to 4 years ■ Warehousing or Inventory Management – 2 to 4 years ■ Vendor and 3rd party management- 2 to 4 years ■ PFMA, PPPFA, BBBEE or similar requirements – 2 to 4 years ■ Personnel and Human Resources – 4 to 6 years ■ Health and Safety Principles and Legislation – 1 year ■ Logistics and Supply Chain Management operational knowledge – 2 to 4 years ■ Accounting/Budgeting – 2 years ■ Managerial/Supervising Skills - 4 to 6 years ■ decision Making - 4 years ■ Numerical skills - 2 years ■ Effective Business Communication Skills – 4 years ■ Problem solving skills – 4 years ■ Conflict management – 4 years ■ Interpersonal Skills – 4 years ■ Computer Literacy: Advanced MS Office Level – 4 years

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 3910 & Selby Silinda @ 013 752 2053, e-mail application to LIMPRregion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LIMPOPO MPUMALANGA
DISCIPLINE: FINANCE
LOCATION: ROB REFFERIA
POSITION: STORES OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: LIMP 0120 -001-01 (60901-002-1419)

Main Purpose of the Job

To ensure the continued availability and supply of goods to the NHLS Laboratories and departments and to maintain the minimum and maximum stock levels.

Key Job Responsibility

- Ensure that all stock ordered has been delivered using procurement system management reports in order to prevent order duplicates.
- Supervise the receiving and verification of goods to ensure that suppliers adhere to special delivery requirements. ■ Oversee the management of stock in order to ensure continuity of supply to the laboratories. ■ ensure that all stock requested by laboratories is delivered and dispatched as per schedule to maintain accurate and timeous delivery. ■ Take stock according to NHLS policy in order to manage stock levels from a financial and rotation perspective. ■ Liaise with suppliers and laboratory staff in order to resolve queries/requests timeously. ■ organize layout of the stockroom to prevent stock from expiring so that financial wastage to the organization can be minimized. ■ provide all details of new items to the procurement department for loading onto the system to facilitate ordering and payment of suppliers. ■ Monitor the assets in the stores to ensure all assets are accounted for according to the NHLS policy. ■ Manage and supervise store clerks and stores assistance. ■ Provide support to laboratories in the event of them being understaffed or to get new staff updated on processes. ■ Assist with training when required. ■ Ensure a safe environment in the stores in terms of Health and safety as well as theft in order to minimize risk.

Minimum requirements & key competency

- Grade 12 (Essential). ■ 3-year Relevant Diploma or degree in in Procurement/Supply Chain/Logistics/Finance (Essential). ■ 3-5 years' experience in stock control (Essential). ■ Knowledge of procurement system [Enterprise Resource Planning – ERP] (Essential). ■ Knowledge of financial management system. ■ Knowledge of the PFMA. ■ People management ■ Computer Skills ■ Time Management. ■ Interpersonal skills. ■ Planning and Organizing skills. ■ Leadership.

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 3910 & Selby Silinda @ 013 752 2053, e-mail application to LIMPRegion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: EHLANZENI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: SHONGWE LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP01-E0120 -001-09 (72500-005-7014)

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 **Microbiology / TB** 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 Jeaneth Masibigiri @ 015 296 3910 & Selby Silinda @ 013 752 2053, e-mail application to LIMPRegion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ELIM LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-VM0120-001-05 (61160.001.7014)

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 Jeaneth Masibigiri @ 015 296 3910 & Selby Silinda @ 013 752 2053, e-mail application to LIMPRegion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GIYANI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-VM 0120 -001-06 (61200.002.8014)

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 Jeaneth Masibigiri @ 015 296 3910 & Selby Silinda @ 013 752 2053, e-mail application to LIMPRegion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: TUBERCULOSIS / MICROBIOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHI
REFERENCE NUMBER: WCNC0120/002-02(14014-001-1414)

Key Job Responsibility

■ Contributes to the management of the Unit/Laboratory/Facility in conjunction with other colleagues in collaboration. ■ Responsible for Implementation of short-term projects. ■ Involvement in personal development and training of others in the department (entry level paths, technologists, scientists, interns) ■ Working within a team to coordinate teaching modules ■ Involved in under graduate and post graduate assessments. ■ Conduct consultative and diagnostic services. ■ Supervise entry level pathologists ■ Provides input into changes and improvements to SOPs ■ Validates new instruments / tests for laboratory ■ Contribute to the adherence and compliance to quality systems and SANAS requirements. ■ Collaboration of research within own department / institution, either independently or under supervision.

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline (**Microbiology or Clinical Pathology**) ■ Minimum 3 years' experience as pathologist consultant ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Peer Reviewed Publication ■ Successfully supervise undergraduate and postgraduate students – BSc Hons, MMed, MSc. ■ Presentation skills. ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc. Both the number of activities as well as the nature of the activity ■ Co-investigator / collaborator ■ Presentation at national conference.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to chris.mxhosana@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHI
REFERENCE NUMBER: WCNC0918/001-01(14101-001-1608)

Key Job Responsibility

■ Contributes to the management of the Unit/Laboratory/Facility in conjunction with other colleagues in collaboration. ■ Responsible for Implementation of short-term projects. ■ Involvement in personal development and training of others in the department (entry level paths, technologists, scientists, interns) ■ Working within a team to coordinate teaching modules ■ Involved in under graduate and post graduate assessments. ■ Conduct consultative and diagnostic services. ■ Supervise entry level pathologists ■ Provides input into changes and improvements to SOPs ■ Validates new instruments / tests for laboratory ■ Contribute to the adherence and compliance to quality systems and SANAS requirements. ■ Collaboration of research within own department / institution, either independently or under supervision.

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline (**Chemical Pathology**) ■ Minimum 3 years' experience as pathologist consultant ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Peer Reviewed Publication ■ Successfully supervise undergraduate and postgraduate students – BSc Hons, MMed, MSc. ■ Presentation skills. ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc. Both the number of activities as well as the nature of the activity ■ Co-investigator / collaborator ■ Presentation at national conference.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to chris.mxhosana@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0918/001-01 (14101.001.1414)

Key Job Responsibility

■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework. ■ To perform, interpret report on and authorise a full range of laboratory tests / autopsies with the specified turnaround times ■ To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service. ■ To provide informal training to undergraduate and post-graduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence. ■ Conduct routine diagnostic services.

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline (**Chemical Pathology or Clinical Pathology**) ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in applicable discipline.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to chris.mxhosana@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: WESTERN & NORTHERN CAPE REGION / MANAGEMENT & ADMIN
DISCIPLINE: LOGISTICS / GENERAL SERVICES
LOCATION: GREEN POINT COMPLEX
POSITION: REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: WCNC0120/002-02(10090-001-1333)

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 Years ■ Transport/Courier experience- 2 to 4 years ■ Warehousing or Inventory Management – 2 to 4 years ■ Vendor and 3rd party management- 2 to 4 years ■ PFMA, PPPFA, BBBEE or similar requirements – 2 to 4 years ■ Personnel and Human Resources – 4 to 6 years ■ Health and Safety Principles and Legislation – 1 year ■ Logistics and Supply Chain Management operational knowledge – 2 to 4 years ■ Accounting/Budgeting – 2 years ■ Managerial/Supervising Skills - 4 to 6 years ■ decision Making - 4 years ■ Numerical skills - 2 years ■ Effective Business Communication Skills – 4 years ■ Problem solving skills – 4 years ■ Conflict management – 4 years ■ Interpersonal Skills – 4 years ■ Computer Literacy: Advanced MS Office Level – 4 years

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to chris.mxhosana@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GEORGE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1119/001-01 (15800-006-8014)

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 / BSc in Biomedical Technology NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology discipline**
- Current proof of HPCSA registration
- Experience as a Biomedical Technologist
- 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.

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BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: TUBERCULOSIS
LOCATION: GREEN POINT COMPLEX
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT) (X2 POST)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC1019/001-01 (14014-015-017-7014)

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 / Tuberculosis / Microbiology** 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.

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BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GREEN POINT COMPLEX
POSITION: CLERK (LABORATORY) (RE-ADVERTISEMENT) (X3 POSTS)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0120/001-01 (14022-001-4004) (14022-009-7009) (14022-029-7009)

Main Purpose of the Job

Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

Key Job Responsibility

- Verifies the suitability of specimens for processing
- Receives, labels and sorts specimens for testing according to the SOP's
- Captures patient's information into the system
- Creates shipping lists of samples for distributions to laboratories
- Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times
- Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens
- Keeps specimens request forms for audit purposes
- Handle administrative queries, phone out results, initiate printing and faxing of reports
- Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

- Grade 12 / NQF Level 4
- Secretarial Certificate (Desirable)
- 1 (One) year clerical experience
- 1 (One) year laboratory experience (Desirable)
- Knowledge of Laboratory Information System
- General administration knowledge
- Computer skills
- Communication skills (Verbal, written, presentation)
- Ability to work independently and collaboratively
- Attention to detail
- **Candidates will be required to do a typing competency test.**

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BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: CHEMICAL PATHOLOGY DEPARTMENT
POSITION: MEDICAL SCIENTIST (RE-ADVERTISEMENT)
PAY GRADE: MSI
REFERENCE NUMBER: WCNC1019/001-01 (12101-004-1513)

Key Job Responsibility

■ Co-manage research and development with a Medical Scientist or Pathologist ■ Training and co-supervision of staff, intern scientists, technologists and students including involvement in the development and delivery of training programs and /or other tools ■ Conducts tests and/or procedures independently, interprets and authorizes results. ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff. ■ Maintenance and administration carried out according to internal and external requirements. ■ Participation in Quality Management. ■ Maintenance logs are accurate, up to date, accessible and retrievable. ■ Solves standard / routine technical problems independently (e.g. controls not working); reports persistent problems. ■ Perform equipment maintenance. ■ Perform root cause analysis. ■ Interprets results of internal quality assessment tests. ■ Ensure compliance with SOP's and nonconformance raised. ■ Verify results/techniques of others in addition to processing own work. ■ Active participation in maintaining SANAS accreditation. Development and validation of new diagnostic methodology or significant modifications to existing scientific applications/procedures.

Minimum requirements & key competency

■ MSc or equivalent in Medical Science in **Chemical Pathology** ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA as a Medical Scientist in **Chemical Pathology** ■ Peer reviewed journal manuscript/s or book chapters as first author or co-authored publications ■ Successfully supervise undergraduate and postgraduate students – BSc Hons, MMed, MSc ■ Experience in funding, development and validation of new tests, Producing standard and complex reports. Co-managing project finances ■ Competency evaluations ■ Presentation skills.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 4100, e-mail application to Neliswa.ngculu@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY
LOCATION: HAEMATOLOGY DEPARTMENT
POSITION: MEDICAL SCIENTIST (RE-ADVERTISEMENT)
PAY GRADE: MSI
REFERENCE NUMBER: WCNC1019/001-01 (12104-001-9014)

Key Job Responsibility

■ Co-manage research and development with a Medical Scientist or Pathologist ■ Training and co-supervision of staff, intern scientists, technologists and students including involvement in the development and delivery of training programs and /or other tools ■ Conducts tests and/or procedures independently, interprets and authorizes results. ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff. ■ Maintenance and administration carried out according to internal and external requirements. ■ Participation in Quality Management. ■ Maintenance logs are accurate, up to date, accessible and retrievable. ■ Solves standard / routine technical problems independently (e.g. controls not working); reports persistent problems. ■ Perform equipment maintenance. ■ Perform root cause analysis. ■ Interprets results of internal quality assessment tests. ■ Ensure compliance with SOP's and nonconformance raised. ■ Verify results/techniques of others in addition to processing own work. ■ Active participation in maintaining SANAS accreditation. Development and validation of new diagnostic methodology or significant modifications to existing scientific applications/procedures.

Minimum requirements & key competency

■ MSc or equivalent in Medical Science in **Haematology** ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA as a Medical Scientist in **Haematology** ■ Peer reviewed journal manuscript/s or book chapters as first author or co-authored publications ■ Successfully supervise undergraduate and postgraduate students – BSc Hons, MMed, MSc ■ Experience in funding, development and validation of new tests, Producing standard and complex reports. Co-managing project finances ■ Competency evaluations ■ Presentation skills.

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BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX
DISCIPLINE: TISSUE IMMUNOLOGY
LOCATION: TISSUE IMMUNOLOGY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1119/001-01 (12017-008-8014)

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 **Immunology**
- 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.

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