



**MAY 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: 20 MAY 2020**

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## ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE

BUSINESS UNIT:	AARQA
DISCIPLINE:	ACADEMIC AFFAIRS AND RESEARCH
LOCATION:	SANDRINGHAM
POSITION:	PROGRAMME MANAGER - GRANTS (FIXED TERM CONTRACT UNTIL SEPTEMBER 2024)
GRADE:	D2
REFERENCE NUMBER:	CORPAARQA0320/001-01

### Key Job Responsibility

■ Manage 400 or more projects / KPA,s and grant funded projects to ensure efficient and effective deliverables and reporting to stakeholders ■ Consolidate and manage all activities managed by researchers to be able to report to stakeholders ■ Implement project management policies to ensure quality project delivery for all the assigned projects ■ Manage full life cycle of the project definition (proposal preparation and submission) contract review and award project execution (project schedule planning and monitoring plus scope control etc.) and project closure ■ Prepare and coordinate reports and presentation for management and project sponsors to ensure that project targets are communicated efficiently amongst stakeholders ■ Monitor the project budget and financial activities in conjunction with the Group Grant Accountant, to ensure that the project expenditure is appropriately expended ■ Establish a project plan, monitor, control and deliver on project progress to ensure that the implementation is appropriate for NHLS business needs ■ Ensure project risk management and monitoring and appropriate record keeping required for audit and regulatory purposes in collaboration with Group Accountant ■ Maintain time frames and ensure that the appropriate quality assurance procedures are defined to ensure the calculated success of the project ■ Conduct formal reviews of the deliverables specified on the project to ensure that the success of the project is regularly assessed ■ Manage feedback to and from team leaders to ensure that all stakeholders are efficiently informed on project stages/targets ■ Provide any other management information and participate in committees required for strategic delivery of the NHLS mandate.

### Minimum requirements & key competency

■ 4 Year Degree/ Honours (NQF Level 7) in Business Management or Science ■ Postgraduate Diploma in Business Management or Masters Degree in Science desirable ■ 7 years experience in programme or project Management ■ 3 years experience stakeholder management ■ 3 years experience in general business management desirable ■ Project management knowledge ■ Budget management knowledge ■ Planning and organising of grant applications process and procedures ■ People Management skills ■ Monitoring and evaluation skills ■ Financial/budget management skills ■ Report writing skills ■ Presentation skills ■ Communication skills ■ Coordination skills ■ Analytical skills ■ Customer service skills.

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

**BUSINESS UNIT:** ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
**DISCIPLINE:** RESEARCH DEVELOPMENT AND TRAINING  
**LOCATION:** SANDRINGHAM  
**POSITION:** RESEARCH DEVELOPMENT AND TRAINING MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORPAARQA0320/001-02

#### **Key Job Responsibility**

■ Identify programmes that have to be implemented to support young scientists and provide continuous technical assistance and measures for professional growth. ■ Review and implement strategies that will encourage collaboration of researchers at provincial and national level. ■ Promote interest in neglected research initiatives and promote support for less developed NHLS research areas. ■ Provide guidelines and assistance on planning of research programmes. ■ Conduct a review of programmes, evaluate processes and advise on the implementation of best and sustainable research programmes. ■ Contribute, review and advise on the scientist performance measures and implement programme evaluation processes that will lead to improvements in research programs. ■ Promote and encourage prioritization of and adherence to NHLS research agenda. ■ Provide technical assistance, resources and support for grant application and attracting funding to the NHLS. ■ Assist with the creation of strategies to attract resources (funding, infrastructure and human capacity) necessary for the success of the NHLS research agenda. ■ Identify and advise on potential research niches that may require special support. ■ Encourage continuous programme evaluations and encourage contributions to public health intervention strategies. ■ Assist in the identification, development, promotion and the facilitation of new program initiatives. ■ Promote rural research development strategy.

#### **Minimum requirements & key competency**

■ Masters Degree in Science or Biomedical Technology ■ Registration with the HPCSA ■ PhD in Science (desirable) ■ 6 years' previous research experience. ■ 4 years' previous experience in a capacity building/ development function. ■ Writing of grant proposals ■ Writing of publications ■ Preparation of training programmes ■ Preparation and presentation of lectures ■ Minimum of 4 scientific peer reviewed publications ■ Exam compilation ■ Research methodology ■ Good clinical practice < Computer literacy ■ Capacity building/development skills ■ Communication Skills (verbal and written) ■ Scientific writing skills ■ Interpersonal skills ■ Budgeting skills.

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

## CORPORATE REGION

BUSINESS UNIT: INFORMATION TECHNOLOGY  
DISCIPLINE: INFORMATION & KNOWLEDGEMENT MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: SYSTEMS ADMINISTRATOR:  
ENTERPRISE CONTENT MANAGEMENT (ECM) (RE-ADVERTISEMENT)  
PAY GRADE: C1  
REFERENCE NUMBER: CORPIT1119/001-01 (07926.001.9055)

### Key Job Responsibility

■ To provide technical support to the current ECM system to ensure that business needs are met ■ Handle enquiries (proactive and calls logged) on scanning solutions, exception report and other ECM Content Server related solution ■ To ensure that the ECM CS infrastructure documentation is updated and maintained ■ To provide support to all implemented ECM solutions, including Lab Requests Form ECM scanning solution ■ Contribute to the identification, development and implementation of potential requirements in the organisation's ECM solution ■ To plan, coordinate and provide scanning and content management training to users and IT teams and maintain pre/post training documentation (training material, registers, post training evaluations) ■ To develop SOP's for newly implemented system functionality and update existing SOP's ■ Facilitate access to ECM CS and maintain user profiles at AD, OTDs and ECM CS level ■ Monitor usage of ECM systems ■ Monitor scanning performance, trouble-shooting and resolving process errors, FTP and specific lab profile issues ■ Monitor and make adequate changes to lab work spaces and lab request forms folder ■ To provide weekly/ monthly portfolio reports ■ To perform any reasonable duties related to the area of work as requested by management.

### Minimum requirements & key competency

■ 3 Year Diploma (NQF Level 6) or Degree in Information Technology / Computer Science ■ Valid Code 8 Driver's License. ■ 2 Years' experience in IT support environment ■ 1 Year experience in supporting Open Text ECM solutions including scanning solution and providing regular reports on tasks ■ Knowledge of ECM system, concepts and principles ■ Basic knowledge of Mobile and Windows Operating Systems ■ Knowledge of MS Packages ■ Understanding of SLA's and OLA's ■ Basic Knowledge of multi-functional Printers (desirable) ■ Kodak Scanners ■ Customer Service Skills (Telephone Etiquette) ■ Problem Solving Skills ■ Decision Making Skills ■ Communication skills (Written & Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising ■ Interpersonal Skills ■ Demonstrate leadership, team-work and collaboration ■ Ability to work under pressure and priorities.

Enquiries may be directed to Keitumetse Boikanyo @ (011) 386 6096, or e-mail application to [corporate2@nhls.ac.za](mailto:corporate2@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: INFORMATION TECHNOLOGY  
DISCIPLINE: ORACLE  
LOCATION: SANDRINGHAM  
POSITION: FUNCTIONAL ANALYST ORACLE ERP (SCM) (RE-ADVERTISEMENT)  
PAY GRADE: C4  
REFERENCE NUMBER: CORPIT1119/002-08 (07924.003.1233)

#### Key Job Responsibility

■ To gather business requirement, analyse and document functional specifications to ensure that system related incidents/issues are recorded for future use. ■ To identify, recommend and initiate application enhancement requests to ensure that changing business needs are addressed. ■ To configure functionality to ensure optimal performance, capacity management and availability of the system. ■ To identify and provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization. ■ To research and evaluate new software functionality to ensure that these meet the specific needs of IT and the business and that the organization is kept abreast technology. ■ To coach, mentor and provide of Trainee Functional Analyst, users with system related problems to minimize down times. ■ To Design test cases and perform testing on changes to ensure that the required standards and objectives are met.

#### Minimum requirements & key competency

■ National Diploma-IT or relevant business qualification (NQF Level 6) ■ Certificate in Business Analysis (desirable) ■ 5 years functional analyst/support experience within Oracle **SCM** Modules ■ Basic SQL experience (desirable) ■ Understanding of business and system processes ■ **Knowledge of relevant Oracle SCM Modules (Inventory, Purchasing, Order Management, IProcurement and General Ledger)** ■ Knowledge of Application Implementation Methodology (AIM) ■ Knowledge of relevant legislation e.g. Income Tax (desirable) ■ Basic Knowledge of SQL (select statements) ■ Verbal and Written Communication Skills ■ Analytical Thinking ■ Computer literacy ■ Software testing ■ Numerical reasoning ■ Attention to detail ■ Basic SQL application (desirable). ■ Valid Driver's License.

Enquiries may be directed to Keitumetse Boikanyo @ (011) 386 6096, or e-mail application to [corporate2@nhls.ac.za](mailto:corporate2@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: MICROBIOLOGY/TB  
LOCATION: UNIVERSITAS ACADEMIC  
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: UNIFS0220/001-03 (31006-002-1133)

### 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 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 technologists and medical technicians in the technical aspects of the laboratory tests performed within the unit to ensure that they are adequately skilled in line with 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 system of the unit, including the regular review of Standard Operational 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 the availability of reagents and suitable equipment at all times.
- Implements safe working conditions and procedures to ensure a safe working environment and compliance with all safety legislation.
- Participate in the delivery of Continuing Professional Development (CDP) 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 sub-ordinates to ensure that staff is aware of their performance expectations.

### Minimum requirements & key competency

- 3 (three) year relevant Diploma or degree in in Medical Technology.
- Registration with the HPCSA in **Microbiology / Clinical Pathology**
- Minimum of 4 years' experience as 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 skills.

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@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: KWA-MAGWAZA HOSPITAL  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)  
PAY GRADE: C2  
REFERENCE NUMBER: KZNUMP0220/001-41 (81740.002.9011)

### 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 to Shaun Govender @ (031) 327 6727, e-mail application to [shaun.govender@nhls.ac.za](mailto: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: UMPHUMULO HOSPITAL  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)  
PAY GRADE: C2  
REFERENCE NUMBER: KZNUMP0220/001-34 (83450.001.9011)

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

**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** BETHESDA HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNBETH0220/001-59 (87911-002-8014)

#### 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 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** HLABISA LABORATORY  
**POSITION:** SUPERVISOR LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** KZNHLA0220/001-61 (87820.002.1133)

#### **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 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 technologists and medical technicians in the technical aspects of the laboratory tests performed within the unit to ensure that they are adequately skilled in line with 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 system of the unit, including the regular review of Standard Operational 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 the availability of reagents and suitable equipment at all times. ■ Implements safe working conditions and procedures to ensure a safe working environment and compliance with all safety legislation. ■ Participate in the delivery of Continuing Professional Development (CDP) 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 sub-ordinates to ensure that staff is aware of their performance expectations.

#### **Minimum requirements & key competency**

■ 3 (three) year relevant Diploma or degree in in Medical Technology. ■ Registration with the HPCSA in the **Clinical Pathology** ■ Minimum of 4 years' experience as Medical Technologist in a diagnostic laboratory. ■ Knowledge of laboratory instruments. ■ Interpret numerical laboratory results. ■ Quality assurance. ■ Communication skills ■ Customer care. ■ Interpersonal skills. ■ Coaching. ■ Analytical skills. ■ Problem solving skills. ■ Attention to detail. ■ Supervisory skills. ■ Computer Literacy skills.

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

**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** HLABISA HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNHLA0220/001-60 (87820.005.8014)

#### 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 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** ITSHELEJUBA HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNITS0220/001-65 (83500.002.8014)

#### 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
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- Understand the physical and chemical principles of the various analyses performed
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##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto:shaun.govender@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MOSVOLD HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNMOS0220/001-68 (87880.001.8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> 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.

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**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** NKONJENI HOSPITAL  
**POSITION:** MANAGER LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** KZNNKO0220/001-69 (83100.001.1113)

#### **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.

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**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** APPELSBOSCH HOSPITAL  
**POSITION:** MANAGER LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** KZNAPPEL0220/001-50 (86300.001.9011)

#### **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 to Calvin Naidoo @ (031) 327 6728, e-mail application to [calvin.naidoo@nhls.ac.za](mailto:calvin.naidoo@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** EMMAUS HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNEMMAUS0202/001-48 (86101-023-8014) (87200-002-8014)

#### 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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

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**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** HAEMATOLOGY – FLOWCYTOMETRY  
**LOCATION:** INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** KZSHAEMIALCH2020/001-19 (81108.012.8014)

#### 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:

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

##### QMS:

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

##### Assessments of results/Special stains/Interpretation of results:

- Reviewing the work of others and amending results where necessary

##### Teaching, Training & Development of Laboratory staff:

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

#### Minimum requirements & key competency

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

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**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** HAEMATOLOGY – IMMUNOLOGY  
**LOCATION:** INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** KZNAEMIALCH02020/001-20 (81420.012.8014)

#### 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:

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

##### QMS:

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

##### Assessments of results/Special stains/Interpretation of results:

- Reviewing the work of others and amending results where necessary

##### Teaching, Training & Development of Laboratory staff:

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

#### Minimum requirements & key competency

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

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**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** HAEMATOLOGY  
**LOCATION:** INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
**POSITION:** MEDICAL SCIENTIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MSE  
**REFERENCE NUMBER:** KZNHAEMIALCH0220/001-24 (81208.001.2105)

#### **Key Job Responsibility**

■ Conducts research under supervision of a Senior Medical Scientist or Pathologist ■ On the bench (training of intern scientist, technologist and technicians, registrars and BSc Honours students). ■ Co-supervision of small research projects. ■ Conducts tests including diagnostic 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 and the maintenance of SANAS accreditation and ensuring compliance with all non-conformances raised. ■ Optimisation of new tests.

#### **Minimum requirements & key competency**

■ BSc Honours / MSc or equivalent in Medical Science or relevant field (post internship) ■ 0 years' experience post internship ■ Registered with the applicable professional body e.g. HPCSA / SACNASP or SAIOH. ■ At least 1 Scientific Research Abstracts ■ Involvement in development and validation of either 1 new diagnostic methodology or significant modifications to existing applications/ procedures ■ Presentation at local conferences/ research days or forums ■ Adherence to quality management systems ■ Corrective action logs ■ Active participation in maintaining SANAS accreditation.

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**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** CHEMICAL PATHOLOGY  
**LOCATION:** INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
**POSITION:** MEDICAL SCIENTIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MSE  
**REFERENCE NUMBER:** KZNCHEMIALCH0220/001-10 (81102.002.9014)

**Key Job Responsibility**

■ Conducts research under supervision of a Senior Medical Scientist or Pathologist ■ On the bench (training of intern scientist, technologist and technicians, registrars and BSc Honours students). ■ Co-supervision of small research projects. ■ Conducts tests including diagnostic 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 and the maintenance of SANAS accreditation and ensuring compliance with all non-conformances raised. ■ Optimisation of new tests.

**Minimum requirements & key competency**

■ BSc Honours / MSc or equivalent in Medical Science or relevant field (post internship) ■ 0 years' experience post internship ■ Registered with the applicable professional body e.g. HPCSA / SACNASP or SAIOH. ■ At least 1 Scientific Research Abstracts ■ Involvement in development and validation of either 1 new diagnostic methodology or significant modifications to existing applications/ procedures ■ Presentation at local conferences/ research days or forums ■ Adherence to quality management systems ■ Corrective action logs ■ Active participation in maintaining SANAS accreditation.

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

**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LADYSMITH LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNLADY0220/001-13 (87001-001-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> 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.

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**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LADYSMITH LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNLADY0220/001-14 (87000.007.8014)

#### **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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

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**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** NORTHDALE LABORATORY  
**POSITION:** MEDICAL TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNNORTH0220/001-15 (86200-005-7014)

### 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** 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.aidoo@nhls.ac.za](mailto:calvin.aidoo@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LADYSMITH LABORATORY  
**POSITION:** MEDICAL TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNLADY0220/001-16 (87001-002-7014)

### 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
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## LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: SEKHUKHUNE WATERBERG  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: DILOKONG LABORATORY  
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)  
PAY GRADE: B2  
REFERENCE NUMBER: LIMP04-SW0120-001- 07 (66700.002.7009)

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

**BUSINESS UNIT:** GERT SIBANDE NKANGALA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** EVANDER LABORATORY  
**POSITION:** MANAGER LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** LIMP05- GSN1219-001-10 (719200-001-1113)

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