



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 FEBRUARY 2020

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ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE

MEDICAL SCIENTIST (SENIOR) – GRADE MSI

Universitas Academic Complex

- Human Genetics (Ref: HGUNI- MSI)

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 non-conformances 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 **Genetics** ■ 3 years' relevant experience as Medical Scientist ■ Registered with HPCSA as a Medical Scientist in **Genetics** ■ 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

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA registration and qualification, to Ms. Mathapelo Dlamini, enquiry telephone number (011) 386 6099 or via e-mail: aargahr@nhls.ac.za . Please indicate the center and reference number of the post.

MEDICAL SCIENTIST (PRINCIPAL) - GRADE MSP

Universitas Academic Complex

- Human Genetics (Ref: HGUNI- MSP)

Tshwane Academic Division

- Immunology (Ref: ImmuTAD-MSP)

Key Job Responsibility

■ Independent research and managing a research group, producing complex and scientific reports. ■ Responsible for overall management of multiple research projects, interpretation, techniques and procedures. ■ Responsible for development and implementation of proposals/protocol/new technology and new approaches. ■ Training and formal supervision of staff at all levels including intern medical scientists and technologists in the development of, delivery and evaluation of training programs and or tools. ■ Decides on specialized test or procedure to be used, interpret and authorize the results ■ Uses expertise and specialized knowledge to advise medical professional on appropriate testing and interpretation of results. ■ Responsible for overseeing and training of staff. ■ Designing of local and national intervention and programs ■ Manages, monitors, control stock, workflows and turnaround time ■ Management of Quality System.

Minimum requirements & key competency

■ MSc or equivalent in Medical Science in **Genetics Immunology** /PhD in **Genetics / Immunology** ■ PhD is strongly recommended ■ 5 years' relevant experience as Medical Scientist ■ At least 1 year's laboratory management experience ■ Registered with HPCSA as a Medical Scientist in **Genetics / Immunology** ■ Principal/Co investigator with successful funding applications for new separate projects ■ Author or co-author on peer reviewed journal manuscripts or book chapters ■ Successful supervision /co-supervise BSc Hons, MSc, MMED, PhD ■ External examiner of Masters and PhD Dissertation/Thesis ■ Local and national invited membership ■ Evidence of national and international conference and other research forum presentation by candidate or supervised students. ■ Full funding of own research group activities.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA registration and qualification, to Ms. Mathapelo Dlamini, enquiry telephone number (011) 386 6099 or via e-mail: aargahr@nhls.ac.za . Please indicate the center and reference number of the post.

CORPORATE REGION

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: HEAD: ICT OPERATIONS
PAY GRADE: D5
REFERENCE NUMBER: CORPIT0120/001-05 (07990.001.1726)

Key Job Responsibility

■ Coordinate ICT initiatives in the regions ■ Develop and manage strategy for ICT Client services, including management and back office support ■ Develop and manage strategy for systems and network maintenance ■ Develop and implement strategy for service and performance management ■ Oversee information security ■ Effective customer and other stakeholder services management ■ Create, implement, and test IT processes in the areas of service management, network and infrastructure services in line with guidelines provided by the CIO and IT best practices ■ Plan and manage NHLS - specific service management infrastructure services and information security projects ■ Define and implement an effective on - going support model for NHLS - specific solutions ■ Plan and manage other infrastructure services projects, per the IT's plans and priorities ■ Define, implement, and publish a key performance metrics for ICT Operations ■ Implement process and policy improvements based on up to date technologies information and research.

Minimum requirements & key competency

■ Honours Degree in Computer Science/ NQF Level 8 ■ ITIL Certification ■ Cobit Certification ■ PMP Certification (desirable) ■ Post Graduate Management qualification (desirable) ■ 8 years experience in an ICT Operations, infrastructure and Network servers ■ 5 Years experience in Oracle Technologies and Databases and related development/ support/ methodologies ■ 8 Years experience designing and implementing mission critical systems and applications in an enterprise environment ■ 5 Years managing a team of IT professionals ■ Knowledge, principles and Technology systems & concepts ■ Information Management models, tools and processes ■ Planning and Organising skills ■ Research Skills ■ Budget Skills ■ Interpersonal Skills ■ Strong communication Skills ■ Time Management Skills ■ Managerial Skills ■ Analytical Skills ■ Problem solving Skills ■ Staff Management Skills ■ Ability to work under pressure.

Enquiries may be directed to Keitumetse Boikanyo @ (011) 386 6096, or e-mail application to 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 (SCM) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPIT1119/002-08 (07924.0031233)

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 Modules ■ Basic SQL experience (desirable) ■ Understanding of business and system processes ■ Knowledge of relevant Oracle Modules (SCM) ■ 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 or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT CLIENT SERVICES
LOCATION: SANDRINGHAM
POSITION: SUPERVISOR: IT SERVICE DESK (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPIT1119/001-03 (07921.001.9012)

Key Job Responsibility

■ To ensure maximum availability of the service desk thus enabling business to access the first point of contact to IT ■ To ensure a high first line call resolution is achieved at first point of contact thus insuring speedy turnaround time are achieved ■ To ensure that all performance management and training needs of staff in the Service Desk unit are met in order to keep abreast of the changing technology environment ■ To ensure service continuity by accurately categorising, prioritising, allocating and resolving service requests and incidents in order to deliver on current SLAs maintain continuous high level customer service ■ To develop SOPs and generate inputs into monthly reports in order to report on performance and compliance ■ To inform the manager of the operational budget requirements for the support unit to improve operational efficiency ■ To manage all staff leave service requests to ensure that requests do not hamper operational activities ■ To ensure resource availability during business hours and attend to escalations by supervising the stand-by service ■ To ensure the optimal use of toolsets, service desk standards and client specific processes aligned to ITIL best practice.

Minimum requirements & key competency

■ 3 Year Diploma (NQF Level 6) Information Technology ■ ITIL Foundation Certification ■ ITIL Service Operation Certification (desirable) ■ Customer Service Certification (desirable) ■ Service Desk Manager Certification (desirable) ■ 3 years relevant IT experience ■ Technical knowledge in working with IT Service Management tools ■ Technical knowledge in managing SLA, OLA and managing escalations ■ Knowledge of Telephone and Call Centre Management ■ Knowledge of Quality Management (desirable) ■ Knowledge of Service Desk Process Management and Improvement ■ Knowledge of Service Catalogue ■ Knowledge of the following Service Operations Processes: Incident Management, Request Fulfilment, Problem Management and Change Management ■ Knowledge of Project Management (desirable) ■ Computer Literacy ■ Good Customer relations skills ■ Written and verbal communication skills ■ Report writing skills. ■ Organizational skills ■ Analytical and problem solving skills ■ People Management ■ Ability to function as a team player ■ Attention to detail ■ Presentation skills (desirable) ■ Project Management (desirable).

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

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT PROJECT MANAGEMENT OFFICE
LOCATION: SANDRINGHAM
POSITION: MANAGER: IT PROJECTS
PAY GRADE: D2
REFERENCE NUMBER: CORPIT0120/001-02 (07935.002.1406)

Key Job Responsibility

■ Manage and prioritise medium to complex project delivery and governance from beginning to end in accordance with NHLS business strategic objectives and Project Management Methodologies ■ Assist in the definition of the scope and objectives involving all relevant stakeholders and ensuring technical feasibility ■ Develop comprehensive projects plan and track project progress according to the approved project plan ■ Manage projects scope, goals and deliverables that support business goals in collaboration with all stakeholders ■ Develop full-scale project documentation which addresses all knowledge areas in accordance with the Project Management methodology ■ Develop, manage and execute communication, human resources, change management, procurement and quality management strategies to achieve project delivery within triple constrain which are scope, timeline and budget ■ Meet budgetary objectives and make adjustments to project constraints based on financial analysis ■ Manage project governance to drive projects delivery ■ Develop a project evaluation framework to assess the strengths of the project and identify areas of improvement ■ Plan, assign and manage project human resources internally and externally ■ Delegate tasks and responsibilities to appropriate personnel ■ Develop and manage multi-project risks, issues, dependencies and mitigation strategies.

Minimum requirements & key competency

■ 3 Year National Diploma (NQF Level 6) / Degree in IT / Projects Management ■ Certification in Projects Management ■ Post Graduate Diploma in Business Management (desirable) ■ Certification in Business Analysis (desirable) ■ 5 Years' experience in IT Project Management environment ■ 5 years working in IT Contracts and Procurement Processes (desirable) ■ 3 Years Business Analysis experience (desirable) ■ 5 years' experience in PFMA (desirable) ■ 5 years' experience working with vendors (desirable) ■ Extensive computer knowledge ■ Knowledge of SDLC (desirable) ■ Knowledge of organizational policies and procedures ■ Sound knowledge of procurement process (PFMA) ■ Sound knowledge of the laboratory related environment (desirable) ■ Knowledge of Portfolio, Program and Project Management Methodologies and Practices ■ Thorough understanding of project management phases ■ Knowledge of Business Analysis Practices ■ Knowledge of Business Case development, Project Prioritisation and Benefit Realisation ■ Knowledge of Change Management Methodologies ■ Knowledge of IT Governance Models such as COBIT, ITIL ■ Knowledge of IT Architecture Framework such as TOGAF ■ Knowledge and Understanding of PFMA Principles and Practices ■ Knowledge of Procurement and Contract Management Processes.

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

EASTERN CAPE REGION

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

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: BUFFALO CITY & AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WILLOWVALE
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: ECBR0220/001-03 (24640.001.1113)

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 Mpumzi Mpambani @ (043)700 8706, 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: MICROBIOLOGY
LOCATION: PORT ELIZABETH MAIN BRANCH
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: ECNMB&SB0201/001-01(24100.001.1414)

Key Job Responsibility

- Contributes to the management of the Unit/Laboratory/Facility in conjunction with colleagues and collaboration with laboratory manager.
- To perform, interpret report on and authorise a full range of laboratory tests within 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.
- To participate in outreach programs to educate and empower professional peers and clinicians.
- Assume overall responsibility for a quality assurance program in order to maintain SANAS accreditation.

Minimum requirements & key competency

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

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>

GAUTENG REGION

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0120/001-01(43002-010-8014)

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 **Histology**
- 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 CMAH.Recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: BRAAMFONTEIN COMPLEX (JOHANNESBURG)
DISCIPLINE: FACILITIES/GENERAL SERVICES
LOCATION: BRAAMFONTEIN COMPLEX
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: EKURHULENI_TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: KALAFONG LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EKTS0120/001-02 (64150-005-7009)

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 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>

BUSINESS UNIT: DR GEORGE MUKHARI
DISCIPLINE: CYTOGENETICS
LOCATION: PRETORIA
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUDGM1019/001-03(46005.001.8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Cytogenetics**
- 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 Nicola Mdhuli (011) 386 6145, or e-mail application to DGMrecruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: DR GEORGE MUKHARI
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: PRETORIA
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUDGM0919/001-01(46001.001.1133)

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

■ Supervises the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required. ■ Assists manager with review and change to standard operating procedures in order to ensure the laboratory support service is constantly able to provide a high quality, cost effective and safe service. ■ Supervise and monitor laboratory support processes and maintain the laboratory support service to ensure accurate registering / pre-analytical processing of specimens and recording reliable results. ■ Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure the most availability of required stock at all times. ■ Assist with the generation of management reports as required monitoring work and performance status of the laboratory support service and taking corrective action when required. ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the service of the NHLS. ■ Aids the maintenance of the quality system that governs the laboratory support service and components of the department to ensure compliance with principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements. ■ Assists with the monitoring of expenses against budget in order to control costs and maximize the profitability of the section. Correctly applies all NHLS policies and procedures to ensure compliance. Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources. Participate in the delivery of training of staff within the department to ensure that they have skills required by the organization and are able to achieve their performance objectives. ■ Assists with provision of safe working conditions and procedures in order to ensure a safe working environment and compliance.

Minimum requirements & key competency

■ 3 (three) year relevant Diploma or degree in in Medical Technology. ■ Registration with the HPCSA in the **Chemistry / 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 Nicola Mdhuli (011) 386 6145, or e-mail application to DGMrecruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

KZN REGION

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KING EDWARD HOSPITAL – LABORATORY SUPPORT SERVICE
POSITION: CLERK LABORATORY (NIGHT DUTY) (RE-ADVERTISEMENT) (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNKEH-LSS1019/001-01 (81322.005.7009)

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

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHURCH OF SCOTLAND HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCOSH1019/001-04 (87700.004.8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- 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 **Histology**
- 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: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI MEMORIAL HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNPMM0919/001-08 (81440.019.7009)

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 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: PORT SHEPSTONE HOSPITAL
POSITION: ASSISTANT STORES (RE-ADVERTISEMENT)
PAY GRADE: B1
REFERENCE NUMBER: KZNPORT0919/001-03 (81480.001.3001)

Main Purpose of the Job

To pack the stock received from suppliers in the storeroom and dispatch to designated laboratories or departments.

Key Job Responsibility

■ To pack goods, onto designated shelves in the store room to ensure everything is in order ■ To hand deliver goods to requestors in laboratories and departments as required ■ To clean up the store room to ensure that goods are replaced in designated areas on a daily basis ■ To assist with receive and verifying of goods received from suppliers to ensure accuracy of delivery ■ To assist with capturing of all goods and services received on the procurement system in order to allow payment ■ To assist with stock taking accordingly in compliance with the procurement policy.

Minimum requirements & key competency

■ **Qualifications required** ■ Grade 12 / NQF level 4 ■ **Job related work experience** ■ 6 months in a logistical / stores environment is desirable ■ **Job related knowledge** ■ Read and write ■ Knowledge of stores environment and procedures is desirable ■ **Job related skills** ■ Communication skills ■ Time Management ■ Listening Skills ■ MS Office is desirable.

Enquiries may be directed to Calvin Naidoo @ (031) 327 6728, 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: CLINICAL PATHOLOGY
LOCATION: EDENDALE LABORATORY
POSITION: MEDICAL TECHNICIAN (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNEDEN1019/001-03(86001.003.7014)

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 6728, 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: CAPRICORN
DISCIPLINE: LABORATORY SUPPORT (LSS)
LOCATION: POLOKWANE LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP04-C0819 -001-02 (61022.018.7009)

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 or visit the NHLS career page at <http://careers.nhls.ac.za>

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREENPOINT LABORATORY
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0120/001-01 (14101.001.1414)

Key Job Responsibility

- Contributes to the management of the Unit/Laboratory/Facility in conjunction with colleagues and collaboration with laboratory manager.
- To perform, interpret report on and authorise a full range of laboratory tests within 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.
- To participate in outreach programs to educate and empower professional peers and clinicians.
- Assume overall responsibility for a quality assurance program in order to maintain SANAS accreditation.

Minimum requirements & key competency

- FCPATH or MMED qualification in the relevant discipline
- 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 CAPE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHI
REFERENCE NUMBER: WCNC0918/001-01 (14101.001.1414)

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 ■ Minimum 3 (three) 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: MEDIA LABORATORY
LOCATION: GREEN POINT LABORATORY COMPLEX
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: WCNC0219/001-01 (14011.001.1209)

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 / Microbiology** ■ 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 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: WORCESTER LABORATORY
LOCATION: WORCESTER
POSITION: CLERK (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC1019/001-01 (15600.002.4003)

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 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: KHAYELITSHA LABORATORY
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: WCNC1018/001-01 (16300.001.1113)

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 / Microbiology** ■ 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 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: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0120/001-01 (35202.001.1414)

Key Job Responsibility

- Contributes to the management of the Unit/Laboratory/Facility in conjunction with colleagues and collaboration with laboratory manager.
- To perform, interpret report on and authorise a full range of laboratory tests within 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.
- To participate in outreach programs to educate and empower professional peers and clinicians.
- Assume overall responsibility for a quality assurance program in order to maintain SANAS accreditation.

Minimum requirements & key competency

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

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969, e-mail application to paballo.thokoana@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: MICROBIOLOGY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0120/001-01 (35204.001.1414)

Key Job Responsibility

■ Contributes to the management of the Unit/Laboratory/Facility in conjunction with colleagues and collaboration with laboratory manager.
■ To perform, interpret report on and authorise a full range of laboratory tests within 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. ■ To participate in outreach programs to educate and empower professional peers and clinicians. ■ Assume overall responsibility for a quality assurance program in order to maintain SANAS accreditation.

Minimum requirements & key competency

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

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969, e-mail application to paballo.thokoana@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TSHWARAGANO LABORATORY
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC1119/001-01 (35540.005.7014)

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 Paballo Thokoana @ (053) 831 3969, e-mail application to paballo.thokoana@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: EC-ORT&CH1019/001-01(15800-006-8014)

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 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>