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

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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: aarqahr@nhls.ac.za. Please indicate the center and reference number of the post.
# MEDICAL SCIENTIST (PRINCIPAL) - GRADE MSP

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## 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 for Universitas and for TAD (Immunology/Virology/Microbiology/Haematology) /PhD in Genetics
- 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, Virology, Microbiology and Haematology)
- 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: aarqahr@nhls.ac.za. Please indicate the center and reference number of the post.
GRANTS

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: PROFECIENCY TESTING
LOCATION: SANDRINGHAM
POSITION: OFFICER: QUALITY ASSURANCE (FIXED TERM CONTRACT UNTIL 30 SEPTEMBER 2020)
PAY GRADE: B3
REFERENCE NUMBER: CORPAARQA0720/001-01

Key Job Responsibility
■ To accurately prepare PT Scheme materials in order to allocate them to participants ■ To capture PT Scheme results to facilitate the statistical analysis of laboratory results ■ To type up any PT specific documentation ■ To distribute the PT Scheme results to the correct participants in order for laboratories to monitor their performance ■ To prepare waybills and liaise with couriers to ensure participants receive schemes ■ To pack and send out PT Scheme surveys in order for laboratories to receive their schemes ■ To monitor and record temperatures and maintain good laboratory house-keeping ■ To perform general administrative duties.

Minimum requirements & key competency
■ Grade 12 ■ Certificate in TQM (desirable) ■ 1 (one) year TQM experience (desirable) ■ 1 (one) year administration experience ■ Knowledge of administrative systems ■ Knowledge of the organisations policies and procedures ■ Knowledge of the Accreditation Systems and Q-Pulse ■ Communication Skills (Verbal, written & presentation) ■ Organisational Skills ■ Interpersonal Skills ■ Accuracy ■ Attention to detail ■ Computer Literacy ■ Computer Literacy (Q-Pulse).

Interested persons who meet the requirements are invited to send a concise CV to Human Resources via e-mail to corporate1@nhls.ac.za. Enquiries may be directed to Maria Ntlailane on (011) 386 6187
CORPORATE REGION

BUSINESS UNIT: CORPORATE
DISCIPLINE: SUPPLY CHAIN MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: NATIONAL MANAGER: LOGISTICS (RE-ADVERTISEMENT)
PAY GRADE: D4
REFERENCE NUMBER: CORPFIN 0620/001-01 (0390-001-1620)

Key Job Responsibility
■ Ensuring the development and implementation of appropriate logistics and in-lab inventory policies and procedures
■ Ensuring the development of logistics and in-lab inventory management strategy with the aim of controlling costs within budgetary limits, generating savings and maximising available working capital
■ Oversight and management of regional logistic managers to ensure compliance with NHLS policies, procedures and performance targets
■ Ensuring the gap analyses are completed, communicated and implemented by Regions in order to improve control over inventory management
■ Development of best practice operating models and layouts. This includes the appointment of such resources as required from time to time to perform shipment analysis and modelling
■ Maintenance and oversight of service provider contracts, including audit reporting on rates, rate negotiations and mitigation of service delivery failures
■ Ensure service level agreements are met effectively and that internal operational targets are achieved at all times
■ Responsible for internal communications and presentations related to key performance matrix, program updates and on-going program information
■ Manage in-lab inventory to improve inbound processes, ensure order accuracy and verification and improve storage and replenishment processes
■ Together with Operational Management, ensure that the results of stock counts at lab level are appropriately investigated and corrective action taken where necessary
■ Confirm that pricing in the NHLS ERP system for in-lab inventory items is aligned with signed vendor agreements
■ Report monthly on the financial outcome and prevailing trends of stock counts by region and by laboratory to Management (CEO & Area Managers)
■ Identify labs that are leaders in inventory management within the NHLS so that this knowledge can be shared and key competencies quickly replicated and introduced
■ Ensure that the logistics components of NHLS are operating effectively, efficiently and accountably
■ Development and management of national logistics budget.

Minimum requirements & key competency
■ Post Graduate diploma / Degree (Honors) (NQF level 8) in supply chain management/procurement/logistic/operations management/public administration 10 (ten) years’ Logistics related experience of which 6 (six) years’ must be on a management level.
■ B degree + MBA [Degree in supply chain management + MBA or Business development programme]-desirable.
■ Knowledge of all applicable legislative matters
■ Economics and accounting knowledge
■ Customer service
■ Administration & management skills
■ Strategic management (incl. time management, problem solving & decision making)
■ Courier & industry knowledge
■ Advanced computer literacy skills
■ Judgement and decision making
■ People skills
■ Organising & co-ordinating
■ Professionalism
■ Valid Driver’s license (code B or code C1).

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
Key Job Responsibility

- Research and record the reasons advanced for a particular transaction and supplier selection
- Analyze emergency statistics. This includes analysing BEE spent as well as spent on targeted groups and local companies
- Check all transactions for legal and other prescript compliance. Identify areas of non-compliance and recommend ways for the organisations to rectify this.
- Document reasons provided for selection/prices such as non-availability, sole provider, NT list of approved suppliers. In addition, check the reasonableness of prices paid against previous similar transactions, NT guidelines, etc. This includes evaluations of exchange fluctuations.

Minimum requirements & key competency

- Honours degree (Audit/Finance, Procurement/Supply Chain Management/logistics in Procurement/Logistics (NQF level 8)
- Minimum 8 (eight) years relevant experience including data analytics
- Knowledge of PFMA, PPPFA, treasury regulations
- Computer literacy (MS Office, specifically Excel)
- Written and verbal communication skills
- Time management skills
- Interpersonal skills
- Attention to detail
- Analytical thinking
- Maintaining confidentiality
- Planning and organising skills
- Numeric skills
- Working with people at senior level
- Assertiveness
- Ability to work in a high-pressure environment
- Valid Driver’s license (code B or code C1).

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@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 (HRMS/PAYROLL) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPIT0620/001-06 (07924-002-1233)

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 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 training to relevant stakeholders to ensure they understand and can achieve optimal system utilization.
- To design test cases and perform testing on changes to ensure that the required standards and objectives are met.

Minimum requirements & key competency
- 3 Year National Diploma IT or relevant business qualification (NQF Level 6)  
- Certificate in Business Analysis (desirable)
- 5 (five) years functional analyst/support experience within Oracle (HRMS/Payroll) Modules
- Basic SQL experience (desirable)
- Knowledge of relevant legislation e.g. Income Tax (desirable)
- Basic SQL application (desirable).
- Valid Driver’s License.
- Knowledge of Oracle HRMS/Payroll Modules
- Knowledge of Application Implementation Methodology (AIM)
- Understanding of business and system processes
- Knowledge of relevant Oracle HRMS/Payroll Modules
- 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 PROJECT MANAGEMENT OFFICE
LOCATION: SANDRINGHAM
POSITION: ADMINISTRATOR: IT PROJECTS (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: CORPIT0120/001-01 (07935-004-8034)

Key Job Responsibility
■ Facilitate the development of full-scale project documentation from the beginning until the closing of the projects
■ Assist in the preparation and reporting of projects activities under the supervision of the Project Manager
■ Create and maintain the Project control files (document control) in accordance with company procedures and Project management methodology
■ Facilitate proper reporting – management and report writing
■ Assist with the maintenance of project plans as required
■ Take minutes during meetings and distribute to the relevant persons within specified time frame
■ Assist with compiling and circulating of the Project documentation to all Project members to ensure that information is uniformly distributed
■ Communicate, coordinate, plan and arrange project meetings, other PMO meetings and site visits as required including flights, accommodation, venue etc…
■ Perform general office administration duties, as required by the PMO.

Minimum requirements & key competency
■ Grade 12 ■ (NQF Level 5) Certificate in Project Management/ Office Administration/ General Administration ■ Projects Management Certification (Prince 2 Methodology) (desirable) ■ 2 (two) years Office administration experience ■ 1 (one) year IT experience (desirable)
■ 1 (one) year Health Industry experience (desirable) ■ Understanding of SLA’s and OLA’s ■ Basic Knowledge of multi-functional Printers (desirable) ■ Financial Management Knowledge ■ General Business Processes and Procedure Knowledge ■ General Management ■ Knowledge of PMO Standards ■ Planning and organising skills ■ Communication Skills (Written & Verbal) ■ Numerical Skills ■ Presentation Skills ■ Ability to work under pressure ■ Time management (i.e ability to prioritise) ■ Basic interpretation of Legal documents ■ Business writing Skills ■ Ability to coordinate ■ Negotiation Skills.

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 MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: HEAD: ICT OPERATIONS (AMENDMENT)  
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 IT related qualification (NQF Level 8)
- Certification (COBIT / ITIL/ CESA/ CISSP)
- Management Qualification
- 10 Years’ experience in an ICT Operations environment
- 5 (five) years Management experience
- Knowledge of Oracle Technologies and Databases and related development/ support/ methodologies
- 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
EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: PORT ELIZABETH MAIN BRANCH
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: ECNMB&SB0501/002-11 (21003.002.1414)

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
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.
- Oversees and monitors 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 fulfillment 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 ensure the most optimal utilization of available resources.
- Ensures Training and development of staff to ensure they have the skills required by the organization and are able to achieve their performance objectives.
- Oversees the training of students to ensure comprehensive preparation.
- Performs the role of a medical technologist as required as per operational needs.

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

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to EC.recruitment@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
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
■ 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 so as 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 pathologists. ■ 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 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
**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 identity problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to kznrecruitment@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: HARRY GWALA-UGU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: SCOTTERBURGH HOSPITAL  
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)  
PAY GRADE: MT1  
REFERENCE NUMBER: KZNSCOTT0520/001-11 (81520-002-8014)

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

Operationally 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
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Teaching, Training & Dev of Laboratory staff
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- 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
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- Accuracy and organisational skills
- Attention to details striving for an error free standards
- Ability to identity problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
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
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■ Receive samples and determine if sample is acceptable to proceed with further analysis
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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
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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 identity problems and troubleshoot
■ Ability to work independently and collaboratively
■ Communication skills (verbal, written & presentation)
■ Computer Literacy
■ Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHARLES JOHNSON MEMORIAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCJM0220/001-42 (87500-002-8014)

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

Key Job Responsibility

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

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

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

**Teaching, Training & Dev of Laboratory staff**
- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

**Minimum requirements & key competency**
- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identity 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](http://careers.nhls.ac.za)
BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREYTOWN HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGREYT0220/001-44 (86800-001-8014)

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

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

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

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

Teaching, Training & Dev of Laboratory staff
■ Attend actively CPD activities ■ 1x CPD presentation per annum in the 2nd and 3rd year.

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

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNMDA0220/001-45 (87300-004-8014)

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 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 identity problems and troubleshoot
■ Ability to work independently and collaboratively
■ Communication skills (verbal, written & presentation)
■ Computer Literacy
■ Time management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NEWCASTLE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNEW0220/001-47 (87400-002-8014)

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

Key Job Responsibility

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

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

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

Teaching, Training & Dev of Laboratory staff
- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency
- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identity 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: MGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EDENDEALE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEDEN0520/001-07 (86001-015-8014)

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 identity problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

Enquiries may be directed to Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
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 Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: MGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESTCOURT LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEST0520/001-06 (87100-001-8014) (87100-005-8014)

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 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 identity problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication skills (verbal, written & presentation ■ Computer Literacy ■ Time management and evaluation skills.

Enquiries may be directed to Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT:    MGUNGUNDLOVU-THUKELA
DISCIPLINE:    CLINICAL PATHOLOGY
LOCATION:    LADYSMITH LABORATORY
POSITION:    MEDICAL TECHNOLOGIST (WITHDRAWN)
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 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 Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BETHESDA HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
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 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 standards
- 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](http://careers.nhls.ac.za)
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 identity 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: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ITSHELEJUBA HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
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
- 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
- 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 identity 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: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MOSVOLD HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZN MOS0220/001-68 (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 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 identity 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: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: VRYHEID LABORATORY
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNVRY0520/001-05 (83200-007-8014)

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 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 standards
- Ability to identity 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: ENHLANZENI
DISCIPLINE: MANAGEMENT AND ADMIN
LOCATION: NELSPRUIT - REGIONAL OFFICE
POSITION: COORDINATOR-QUALITY ASSURANCE (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: LIMP05-E0520/002-07 (70090-002-1227)

Main Purpose of the Job
To monitor and strive to continuously improve the effectiveness of the quality system of the diagnostic laboratories within a business unit, in accordance with the principles of Good Laboratory Practice and ISO 15189.

Key Job Responsibility
Develop, maintain and review Management Standard Operating Procedures (SOP’s) database to ensure that contents are aligned with current practice and that documentation is appropriate and reflects current practice within the Business Unit. Undertake regular intra and inter - departmental technical audits to assess effectiveness and ensure continued improvement of the quality system in line with ISO 15189 and other regulatory body requirements. Liaise with the regional Quality Assurance Manager to facilitate external laboratory audits to ensure objective review of the quality system and corrective action of non-conformances raised. Track and monitor the clearance of non-conformances within the Business Unit. Monitor and assist other laboratories within the Business Unit in preparing for accreditation. Assist the regional Quality Assurance Manager on quality system implementation to ensure uniformity throughout the NHLS. Facilitate Quality Assurance meetings and co-ordinate annual management review meeting to ensure continued self-assessment. Train staff in Good Laboratory Practice and Business Unit Quality Systems. Provide input to Management on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within the Business Unit. Provides input to safety officer to ensure a safe working environment and compliance with all safety legislation.

Minimum requirements & key competency
- 3-year relevant Medical Technology Diploma/Degree. Registration with HPCSA in an appropriate category
- Driver’s License
- 5 (five) years’ experience post qualification within an appropriate laboratory setting
- Knowledge of principles of good laboratory practice
- Knowledge of quality management systems
- Internal Auditing
- Assertiveness
- Communication skills (written, verbal, presentation)
- Computer literacy (Word, Excel and Q pulse)
- Effective auditing skills
- Passion for quality and attention to detail
- Ability to work independently and collaboratively
- Organizational, and Time management skills.

Enquiries may be directed to Ms. Jeaneth Masibigiri @ 015 296 3910 & Mr. Selby Silinda @ 013 752 2053, e-mail application to LIMPRegion@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ELIM LABORATORY
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-VM0120/001-05 (61160-001-7014)

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

**Key Job Responsibility**

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

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

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

**Teaching, Training & Dev of Laboratory staff**
- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

**Minimum requirements & key competency**
- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standards
- 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 Ms. Jeaneth Masibigiri @ 015 296 3910 & Mr. 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](http://careers.nhls.ac.za)
BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GIYANI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-VM0120/001-06 (61200-002-8014)

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

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

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

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

Teaching, Training & Dev of Laboratory staff
■ Attend actively CPD activities ■ 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency
■ National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7 ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Perform sampling and analysis of blood, tissue and body fluids ■ Preparation of samples for examination ■ Knowledge for the usage of specialized instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to details striving for an error free standard ■ Ability to identity 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 Ms. Jeaneth Masibigiri @ 015 296 3910 & Mr. 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
**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 standards
- 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 Ms. Jeaneth Masibigiri @ 015 296 3910 & Mr. 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 & NORTHERN CAPE REGION
DISCIPLINE: HUMAN RESOURCE DEPARTMENT
LOCATION: TYGERBERG ACADEMIC COMPLEX
POSITION: PRACTITIONER - HUMAN RESOURCE (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: WNC 0520/001-03 (06902-003-1217)

Main Purpose of the Job

Provide human resource services within a designated area / business unit to ensure the proper application of all HR policies and procedures, compliance with all relevant systems and legislation to ensure that all HR objectives and strategic targets are achieved in line with operational needs of the NHLS.

Key Job Responsibility

1. Policy implementation and compliance to all HR processes in a Business Unit ■ Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units ■ Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures.

2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level ■ Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information ■ Provide monthly reports to the HR Manager on the progress and compliance levels for designated area.

3. Facilitate the orientation and exit management programmes at designated Business Units ■ Responsible for employees orientation and exit process, coordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy ■ Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures.

4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment ■ Responsible for overseeing Employee Relations, facilitation, alternative dispute resolution and conflict management as well as disciplinary, grievance procedures and hearings to ensure consistent and fair application in terms of legislation and NHLS policies and procedures.

5. Manage HR Administration matters and provide advice ■ Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Conduct sick leave and leave management analysis, reporting Business Units trends ■ Managing and maintaining EE Records and reporting on targets.

6. Co-ordinate and facilitate the Recruitment and Selection process ■ Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations.

Minimum requirements & key competency

■ Degree / Diploma in Human Resources Management (NQF 6) or Bcom Degree in HR / Industrial Psychology Degree ■ Valid Driver’s License ■ 5 Five) years demonstrated HR generalist experience essential ■ 3 (three) years demonstrated IR experience ■ 3 (three) years HR Systems administration experience desirable (Oracle System Advantageous) ■ Computer literacy (MS Office, Powerpoint, Advance excel and Oracle) ■ Very good communication skills, verbal and written ■ Ability to communicate at all levels ■ Good administration skills ■ Attention to detail ■ Time management ■ Good conflict management skills ■ Ability to adapt to change ■ Planning and Organising skills ■ Ability to work under pressure, Ability to work independently and within a team, maintain confidentiality, Supervisory skills, Conflict resolutions, Analytical skills, Presentation skills. Successful candidate will be expected to travel.

Enquiries may be directed to James Abraham @ (021) 417 9316, e-mail application to james.abraham@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
**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.
- Ensure 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 or Haematology 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 James Abraham @ (021) 417 9316, e-mail application to james.abraham@nhls.ac.za or visit the NHLS career page at [http://careers.nhls.ac.za](http://careers.nhls.ac.za)
BUSINESS UNIT: TYGERBERG ACADEMIC COMPLEX
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TYGERBERG HOSPITAL
POSITION: CLERK (LABORATORY) (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0520/001-01 (11022-001-5012) (11022-010-5003)

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 James Abraham @ (021) 417 9316, e-mail application to james.abraham@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: TISSUE IMMUNOLOGY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC0520/001-01 (12017-008-8014)

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

Key Job Responsibility

Operational efficiency of laboratory:
- 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 Tissue Immunology
- Minimum of 4 (four) years post qualification experience
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 4100, e-mail application to Neliswa.ngculu@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HAEMATOLOGY / CLINICAL PATHOLOGY
LOCATION: RED CROSS CHILDREN'S HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0520/001-01 (13004-009-8014)

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

Key Job Responsibility

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

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

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

Teaching, Training & Dev of Laboratory staff
- Attend actively CPD activities
- 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency
- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in Haematology / 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 Neliswa Ngculu @ (021) 404 4100, e-mail application to Neliswa.ngculu@nhls.ac.za or visit the NHLS career page at http://careers.nhls.ac.za
BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0520/001-01 (14001-001-8014)

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

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

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

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

Teaching, Training & Dev of Laboratory staff
■ Attend actively CPD activities
■ 1x CPD presentation per annum in the 2nd and 3rd year.

Minimum requirements & key competency
■ National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology / Chemical 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 identity 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
BUSINESS UNIT: WESTERN CAPE REGION
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GREEN POINT COMPLEX
POSITION: GENERAL WORKER CLEANER (RE-ADVERTISEMENT)
PAY GRADE: ICS1
REFERENCE NUMBER: WCNC0520/001-01 (14022-002-2112)

Key Job Responsibility
■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition.
■ Responsible for vacuuming carpeted areas and spot cleaning carpets.
■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves.
■ Sweeping and mopping of floors.
■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges.
■ To empty waste bins and take waste to designated areas.
■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities.
■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available.
■ To set up tables/ chairs and equipment for events as needed.
■ Follow health and safety regulations and use chemicals as directed.
■ Report deficiencies or needs to the Co-ordinator.

Minimum requirements & key competency
■ Grade 10
■ 1 (one) months on-the-job training
■ Knowledge of health and safety
■ Basic understanding of health and safety
■ Knowledge of cleaning machinery/ cleaning materials and chemicals
■ Cleaning of high windows
■ Application of various cleaning procedures (e.g. wax)
■ Strong interpersonal skills
■ Attention to detail
■ Communication skills
■ Time management.

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
VACANCY BULLETIN

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

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

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

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BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: PUBLIC HEALTH (VIROLOGY)  
LOCATION: GREEN POINT COMPLEX  
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: PHI  
REFERENCE NUMBER: WCNC0720/002-02 (14013-001-1414)

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

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BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0918/001-01 (14101-001-1414)

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

Minimum requirements & key competency
■ FCPath or MMED qualification in the relevant discipline Clinical Pathology / Chemical Pathology
■ Takes accountability for own personal development (attending CPD etc.)
■ HPCSA registered for independent practice as pathologist in applicable discipline.

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BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KIMBERLEY HOSPITAL
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: WCNC1119/001-01 (35202-001-1414)

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

Minimum requirements & key competency
■ FCPath or MMED qualification in the relevant discipline Clinical Pathology, Chemical Pathology / Haematology ■ 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: ANATOMICAL PATHOLOGY
LOCATION: KIMBERLEY HOSPITAL
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHI
REFERENCE NUMBER: WCNC0918/002-02(35203-001-1608)

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

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

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