



JUNE 2020

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Applicants will be shortlisted in line with the NHLS applicable proficiency matrix for health professionals.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
7. Correspondence will be limited to shortlisted candidates only.
8. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
9. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.
11. **This is an open advert. External applicants are welcome to apply for this bulletin**

CLOSING DATE: 12 JUNE 2020

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ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE

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

Key Job Responsibility

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

Minimum requirements & key competency

■ 4 Year Degree/ Honours (NQF Level 8) in Business Studies or Science ■ 7 (seven) years' experience in programme or project Management of which 3 years must have been spent on stakeholder management ■ 3 (three) years' experience in general business management desirable ■ Project management knowledge ■ Budget management knowledge ■ Planning and organising of grant applications process and procedures ■ People Management skills ■ Monitoring and evaluation skills ■ Financial/budget management skills ■ Report writing skills ■ Presentation skills ■ Communication skills ■ Coordination skills ■ Analytical skills ■ Customer service skills.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Maria Ntlailane @ (011) 386 6187, via e-mail: corporate1@nhls.ac.za. Please indicate the reference number of the post, name of the post and the specific discipline.

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: PROFECIENCY TESTING
LOCATION: SANDRINGHAM
POSITION: QUALITY CONTROL TECHNOLOGIST (RE-ADVERTISEMENT)
(FIXED-TERM CONTRACT UNTIL 30 SEPTEMBER 2020)
PAY GRADE: C2
REFERENCE NUMBER: CORPAARQA1019/001-04

Key Job Responsibility

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

Minimum requirements & key competency

■ National Diploma in Biomedical Technology (NQF Level 6) / Bsc Honours in Medical Sciences (NQF Level 7) / National Diploma in Biotechnology (NQF Level 6) ■ 5 (five) years Post qualification experience in a medical laboratory ■ Knowledge of QA and QC Systems ■ Knowledge of Proficiency testing ■ HPCSA Registration (desirable) ■ Computer literacy (MS Office, excel & power point) ■ Communication skills (verbal and written) ■ Leadership skills (desirable) ■ Report writing skills(desirable) ■ Time management skills ■ Interpersonal skills ■ Analytical skills ■ Problem solving skills ■ Attention to detail ■ Ability to work accurately and independently ■ Ability to perform routine serological laboratory testing ■ Programme management skills (desirable) ■ Willingness to work unsociable hours, Shifts, weekend and public holidays.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Maria Ntlailane @ (011) 386 6187, via e-mail: corporate1@nhls.ac.za. Please indicate the reference number of the post, name of the post and the specific discipline.

CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: ACCOUNTS PAYABLE
LOCATION: SANDRINGHAM
POSITION: MANAGER: ACCOUNTS PAYABLE (**AMMENDMENT**)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0520/001 -07 (06900-001-1614)

Key Job Responsibility

■ To ensure validity, accuracy and completeness of the total trade creditors' liability by overseeing the daily data capturing process and reviewing the monthly reconciliation of all creditor control accounts. ■ To assist the cash management department with cash planning and provide recommendations on weekly cash vendor disbursements whilst aligning cash outflows with current cash flow forecasts. ■ To review individual supplier reconciliations in order to ensure accurate payment and determine the correct supplier's liability thereby ensuring the correction of prepaid and accrual account allocations. ■ To facilitate the resolution of any invoice query within the procure-to-pay cycle and expediting the payment process where necessary in order to comply with supplier payment terms and other legislative requirements. ■ To produce bi-weekly, monthly, quarterly and annual reports as per management requirements in order to determine the status of accounts payable and company liability. ■ To oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance and minimise financial risk to the business. ■ Monitor and evaluate existing accounts payable systems, analysing the effectiveness of these systems and recommend improvements of the same. ■ Effectively manage the accounts payable team by recruiting, developing, and performance managing the team to ensure efficient human resources for the department. ■ To maintain good will towards internal and external stakeholders ■ To perform other ad-hoc duties as assigned from time to time.

Minimum requirements & key competency

■ 3 year B Com Degree/Equivalent qualification Finance related (NQF level 7) ■ 7 (seven) years plus Generalist experience in a Finance Department ■ 4 (four) years Accounts Payable management experience ■ Knowledge of Accounting principles is essential ■ Knowledge of procurement ■ Knowledge of organisational financial policies and procedures ■ Knowledge of PFMA and relevant accounting policies, e.g. GAAP ■ ERP /AP Knowledge and Experience ■ Communication skills (Verbal and Written) ■ Interpersonal skills ■ Problem solving skills ■ Financial skills ■ Computer skills ■ Time management ■ Ability to work with confidential information ■ Planning and Organising ■ Analytical Skills ■ Ability to work under pressure.

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: FINANCE
DISCIPLINE: FINANCIAL ACCOUNTING
LOCATION: SANDRINGHAM
POSITION: FINANCIAL ACCOUNTANT (FIXED-TERM CONTRACT – 06 MONTHS)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0620/001 -02 (02906-001-1417)

Key Job Responsibility

■ Prepares monthly General Ledger reports and statements by collecting data; analysing and investigating variances; summarizing data, information, and trends. ■ Prepares the NHLS and SAVP Trial Balance ■ Prepares the monthly, quarterly and annual Trial Balance by assembling data. ■ Manages the Chart of Accounts and business rules. ■ Establishes and maintains a chart of accounts and assigns entries to proper accounts. ■ Reviews balance sheet reconciliations and provides top-level income statement analysis. ■ Reviews reconciliations ■ Approves journal entries. ■ Approves journal entries to ensure financial reports are valid, accurate and complete. ■ Approves payments. ■ Releases cash funds to suppliers and employees as a designated bank signatory. ■ Updates Accounting Policies. ■ Oversees the preparation of and reviews accounting policies to ensure compliance with accounting standards. ■ Complies with financial statutory obligations ■ Complies with statutory SARS submission requirements by studying regulations; adhering to requirements; advising management on required actions. ■ Generates reports which provide financial analysis. ■ Responds to financial inquiries by gathering, analysing, summarizing, and interpreting data. ■ Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations. ■ Maintains a Skills development Plan and conducts Staff Performance reviews ■ Trains, manages and develops junior financial staff members to achieve their performance objectives. ■ Prepares for internal and external audits. ■ Prepares audit files. ■ Liaises with internal and external auditors and facilitates the smooth running of the audit process as and when required. ■ Performs ad hoc financial duties as and when required. ■ Accomplishes the finance and organization mission by completing related results as needed. ■ Manages and provides work direction to finance staff. Responsible for the improvement of controls and the implementation of corrective action in the following areas: Treasury, Inventory, Fixed Assets

Minimum requirements & key competency

■ BCom Accounting Degree ■ 5 (five) years' experience ■ PFMA ■ Knowledge of Oracle or a related system ■ Financial Accounting knowledge ■ Monthly/year-end financial reporting ■ Understanding of business banking (desirable) ■ SAICA Seminars (Continuous Professional Development) (desirable) ■ Knowledge of Audit Principles ■ Financial Skills ■ Analysing Skills ■ Attention to detail ■ Statistical Analysis ■ Business Knowledge ■ Computer Literacy ■ Reporting Skills ■ Research Skills.

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>

EASTERN CAPE REGION

BUSINESS UNIT: ALFRED NZO & JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MT AYLIFF HOSPITAL
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EC-AN&JG0520/002-05 (26020-001-1113)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: ALFRED NZO & JOE GQABI
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: ST PATRICKS HOSPITAL
POSITION: MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: EC-AN&JG0520/002-04 (27800-001-3003)

Key Job Responsibility

■ Collect specimens and deliver reports to the hospital wards according to set procedures to facilitate work flow and report delivery ■ Sorts and distributes internal/courier mail in the receiving office to ensure the correct delivery of mail to the departments ■ Sort and deliver collected specimens to different laboratory departments ■ Take telephonic messages in the transport office to ensure operational standards and that company image is maintained ■ Operate the pneumatic tube.

Minimum requirements & key competency

■ Grade 10 / NQF level 2 ■ Driver's license essential ■ 6 (six) months experience in a laboratory environment essential ■ Knowledge of logistics of campus/ hospital/ laboratory departments essential ■ Interpersonal skills in dealing with clients ■ Good driving skills ■ Communication skills ■ Willing to work unsociable hours (weekends, shifts, public holidays, nights and call outs).

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

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: ANATOMICAL PATHOLOGY
LOCATION: UNIVERSITY OF FREE STATE
POSITION: MEDICAL OFFICER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: UNIVERSITY OF FREE STATE (FNWUFS-0320-001)

Key Job Responsibility

■ To contribute towards histopathological and cytology diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed. ■ To assist with service, research and teaching work of the department within a framework of accreditation to ensure the functions of the department are performed in accordance with good laboratory practice. ■ To participate in “outreach” training for nurses and doctors to ensure that correct specimen collection techniques are applied in order to ensure that the specimen quality is adequate for cytological diagnosis thereby minimizing the need for repeat testing. ■ To provide telephonic advice, in consultation with senior staff as required, to doctors, nurses and patients in order to resolve queries and allay fears and concerns related to the biopsy procedure or underlying disease in a professional and timely manner. ■ To do quality assurance to ensure that the required standards are met in order to protect the patient. ■ To contribute to medical technologist / technician, undergraduate teaching and the departmental CPD program to ensure that the departmental objectives and obligations in this regard are met ■ To keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals. ■ To compile reports and perform administrative tasks in order to ensure accurate record management as prescribed in policies and procedures. ■ To perform administrative tasks in the Division as required by Head of Department, Business Manager, Laboratory Manager and NHLS. ■ To attend routine FNA clinics as the need arises, for the purpose providing a routine FNA collection service as agreed with various healthcare providers.

Minimum requirements & key competency

■ MB BCH or an equivalent is essential ■ Registration with HPCSA as Medical Practitioner independent practice ■ 5 (Five) years' experience working in a laboratory ■ Professional ethics ■ computer literacy ■ Health policies and health & safety rules. ■ Updated with CPD points as required ■ Ability to work under pressure ■ Time management / Meeting patient care deadlines ■ Flexibility / Adaptability ■ Planning and Organising skills.

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

GAUTENG REGION

MEDICAL GENETICIST (ENTRY) - GRADE PHE

Johannesburg Sedibeng and West Rand Business Unit

- Medical Genetics (Ref: 1414)

Key Job Responsibility

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

Minimum requirements & Key competencies

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

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

MEDICAL GENETICIST (PRINCIPAL) - GRADE PHP

Johannesburg Sedibeng and West Rand Business Unit

- Medical Genetics (Ref: 1608)

Key Job Responsibility

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

Minimum requirements & Key competencies

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

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG AND WEST RAND
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: HUMAN GENETICS (BRAAMFONTEIN)
POSITION: CLERK (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: JHBSW 0120/001-08 (41088-006-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: CHRIS HANI BARAGWANATH TERTIARY
DISCIPLINE: MICROBIOLOGY DEPARTMENT
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: LABORATORY ASSISTANT (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: GAUCHB0520/001-01(42006-002-5003)

Main Purpose of the Job

To perform laboratory specimen preparations and related procedures in terms of pre and post testing standard operating procedures under supervision.

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12/NQF Level 4 plus Lab assistant Certificate ■ Registered with HPCSA as a Laboratory assistant in **Clinical Pathology / Microbiology** category ■ 1 (one) year plus prior experience in a laboratory environment is advantageous (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer literate ■ Technically orientated ■ Attention to detail ■ Team orientated ■ Communication skills ■ **Willing to work unsociable hours (weekends, shifts, public holidays, nights and call outs).**

Enquiries may be directed to Jeanette Dhlamini (011) 489 9008, e-mail application to bara.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

WESTERN AND NORTHERN CAPE REGION

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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: TUBERCULOSIS
 LOCATION: GREEN POINT COMPLEX
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: WCNC0620/001-01 (14014.010.8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0120/001-01 (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** ■ 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: TUBERCULOSIS (MICROBIOLOGY)
LOCATION: KIMBERLEY HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0520/001-01 (35205-013-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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