



SEPTEMBER 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. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**

**CLOSING DATE: 17 SEPTEMBER 2020**

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## CORPORATE REGION

**BUSINESS UNIT:** RISK MANAGEMENT AND INTERNAL AUDIT  
**DISCIPLINE:** RISK MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** RISK MANAGER  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORPRISK0820/001-01

### 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

- Implement and oversee the Risk Management Strategy and Business plans to ensure that control measures and action plans are in place to address key risks
- Review and follow up on action plans to ensure compliance to risk strategy
- Review, recommend and follow up on management report items from the Auditors to ensure compliance
- Implement and manage overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur
- Preparing risk management and insurance budgets building risk awareness amongst staff by providing support and training within the company
- Implementation of business continuity plans to limit risks
- Establish and drive combined assurance for the organization
- Custodian of Plan to prevent Fruitless and Wasteful Expenditure thereby ensuring full compliance
- Manage insurance negotiations by ensuring NHLS assets and risks are appropriately insured and claims timeously settled
- Maintaining records of insurance policies and claims
- Oversee new projects and developments within the NHLS to ensure that the NHLS meets its legislative and procedural obligations at all times
- Prepare documents and reports the process owners, management, EXCO, Audit & Risk Committee (ARC) and NHLS Board
- Risk reporting tailored to the relevant audience

### Minimum requirements & key competency

- Bachelor of Commerce Honours Internal Auditing/Risk Management (NQF Level 8)
- Membership with the Institute of Risk Management South Africa (IRMSA) and/or other relevant professional bodies
- Valid driver's license
- 8 (eight) years overall professional risk management experience in risk identification, assessment and risk rating
- Experience in a public sector environment
- 3 (three) years relevant supervisory or management experience which clearly demonstrates leadership
- Experience with control assessment and assessment of mitigation action
- PFMA Knowledge
- Knowledge in internal audit, risk, governance and control functions
- Familiarity with General Accepted Auditing Standards
- Experience with analysing processes and implementing process improvements
- Ability to complete complex financial, operational and compliance audits
- Knowledge of Governance Control in the risk management process
- Computer Literate (MS Office proficient)
- Interpersonal skills
- Communication skills (Listening, Written, Verbal and Presentation)
- Research and strong analytical skills
- Planning and organisational skills
- Results driven
- Ability to work independently and collaboratively
- Investigation skills
- Integrity and Trust; Ethics and Values; Problem solving; Perseverance; Priority Setting; Functional/Technical Skills; Conflict management; Presentation Skills.

Enquiries may be directed Maria Ntlailane on (011) 386 6187, e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

**BUSINESS UNIT:** FINANCE  
**DISCIPLINE:** ACCOUNTS PAYABLE  
**LOCATION:** SANDRINGHAM  
**POSITION:** MANAGER: ACCOUNTS PAYABLE (RE-ADVERTISEMENT)  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORPFIN 0520/001 -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 related qualification (NQF level 7) finance related ■ 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 Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to [Mmathapelo.mthethwa@nhls.ac.za](mailto:Mmathapelo.mthethwa@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

**BUSINESS UNIT:** FINANCE  
**DISCIPLINE:** FINANCIAL REPORTING  
**LOCATION:** SANDRINGHAM  
**POSITION:** MANAGER: GROUP ACCOUNTING (FIXED TERM CONTRACT – 06 MONTHS)  
**PAY GRADE:** D4  
**REFERENCE NUMBER:** CORPFIN0920/001 -02 (02900-001-1711)

**Key Job Responsibility**

■ To review and develop financial and management policies and systems and policies to ensure sound governance and internal control systems ■ To oversee the general ledger to ensure adequate controls including reconciliations and appropriate reporting are in place ■ To ensure the production of timeous and accurate monthly and quarterly financial statements (balance sheet) ■ To ensure timeous and accurate annual financial statements in accordance with relevant accounting standards ■ To oversee credit control and cash flow management to ensure the availability of available funds to meet the needs of the business ■ To oversee accounts payable activities to ensure the administration and payment to creditors in line with credit terms and standards ■ To oversee fixed assets, projects and inventory functions to ensure it reflects the actual status ■ To oversee the treasury function to ensure the most effective investments of funds within the parameters of treasury regulations ■ To oversee the grants administration accounting to ensure compliance and effective reporting ■ To ensure that the general ledger chart of accounts is maintained on a regular basis ■ To oversee the internal and external liaison ■ To train and manage Finance staff to ensure they have the skills required by the organisation and are able to achieve their performance and strategic objectives ■ To manage, control/drive or participate in ad-hoc projects that arise from time to time.

**Minimum requirements & key competency**

■ BCOM Accounting Degree or equivalent ■ Qualified and accredited Chartered Accountant (SA) (desirable) ■ 8 (eight) years relevant finance experience ■ 5 (five) years should be in a senior management level ■ Solid Experience in systems implementation ■ Knowledge of PFMA, Treasury regulations, IFRS & GRAP ■ Strategic financial management ■ Budgeting and management skills ■ Conceptual skills ■ Analytical skills ■ Negotiation skills ■ Leadership skills ■ Financial and cash flow management skills ■ Communication skills ■ Ability to manage staff.

Enquiries may be directed Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to [Mmathapelo.mthethwa@nhls.ac.za](mailto:Mmathapelo.mthethwa@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

## EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN  
DISCIPLINE: HUMAN RESOURCES  
LOCATION: PORT ELIZABETH  
POSITION: HUMAN RESOURCES OFFICER (MARTENITY REPLACEMENT)  
(FIXED – TERM CONTRACT – 04 MONTHS)  
PAY GRADE: B5  
REFERENCE NUMBER: EC-NMB&SB0820/001-01 (06960)

### Main Purpose of the Job

**Administers human resources procedures in a designated regional business unit to ensure efficiency and the proper application of all relevant Human Resources policy and procedures.**

### Key Job Responsibility

■ Administer and advise on NHLS human resources policies and procedures to ensure uniformity in application within the regional business unit ■ Administer recruitment, selection and appointment procedures in line with relevant SOP's and policy to ensure that vacancies are filled timeously with the most suitable qualified candidate in terms of the job requirements and in compliance with organisational policy ■ Administer and participate in selection interviews for salary to ensure that recruitment and selection policies are adhered to ■ Administer orientation and induction programmes of new employees in accordance with relevant SOP's and policy to ensure that new employees are fully integrated into the organisation and aware of organisational policies and procedures ■ Administer employee terminations in terms of resignations, retirements, deaths, disabilities, including exit interviews, and ensure the proper application of policy, controls and procedures in this regard ■ Administer leave on the HR System and ensure proper application of policy and procedures in this regard ■ Facilitate arrangements for national HR initiatives and projects by co-coordinating attendance for road shows, information and training sessions as directed by National HR ■ Gather data, generate statistics and compile reports on HR activities, in the prescribed format, on a monthly basis for submission to the Regional HR Manager and relevant Business Manager to satisfy reporting requirements and provision of management information ■ Administer Industrial Relations processes ■ Administer disciplinary and grievance hearings to ensure correct and legal application of procedures in terms of legislation and NHLS policy and procedures ■ Loading of payroll and new engagement documentation or terminations documents to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Administration for the recruitment of students and registrars ■ Administration of probation procedures ■ Maintain organisational structure as per the posts required by the organisation.

### Minimum requirements & key competency

■ Grade 12 plus Higher certificate / NQF level 5 / NQF level 5 equivalent Certificate, ■ Degree or Diploma relevant to HR Certificate, Degree or Diploma relevant to HR Computer Literacy ■ Skills Industrial Relations Certificate ■ 2 (two) years plus experience in a HR Generalist environment ■ Proven knowledge and experience of Industrial Relation and Labour Legislated matters ■ Knowledge and experience of HR Systems Knowledge of relevant Labour Legislation. ■ Knowledge and application of Employment Equity. Knowledge of HR Processes and General HR Administration. ■ Knowledge of Performance Management Systems, I-Recruitment and/or other Oracle related systems. ■ Knowledge and experience with Payroll procedures. ■ Communication Skills – (Written, Verbal & Presentation) ■ Strong Administration skills ■ Time Management skills and the ability to meet deadlines, plan and organise ■ Ability to work independently and within a team ■ Ability to be flexible and adaptable and take own initiative ■ Strong attention to detail skills ■ Ability to resolve conflict through effective resolution.

**Enquiries may be directed Mpumzi Mpambani @ (043)700 8706, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** NELSON MANDELA BAY & SARAH BAARTMAN  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** PORT ELIZABETH MAIN BRANCH  
**POSITION:** PATHOLOGIST  
**PAY GRADE:** PHE  
**REFERENCE NUMBER:** ECNMB&SB0901/001-01 (24108-008-1414)

**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 / 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 Asamkele Gonose @ (041) 395 6162, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY  
DISCIPLINE: HISTOLOGY  
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL  
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: EC-NMAL0819/001-03 (23002-001-6011)

#### Main Purpose of the Job

To type all pathology results received from pathologists, ensuring all information received is accurate and correctly transcribed so as to facilitate that no misunderstandings occur in the interpretation of the results sent to doctors

#### Key Job Responsibility

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way to facilitate well-presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries ■ Responding to queries by referring the doctors to the relevant pathologist's ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

#### Minimum requirements & key competency

■ Grade 12/NQF level 4 ■ One (1) year computer course/module/certificate/programme and/or subject completed ■ One (1) year Dictaphone typing experience ■ Basic computer literacy ■ Laboratory system. ■ Good listening skills ■ Good interpersonal skills ■ Speed and accuracy in typing ■ Good knowledge of Medical terminology is essential ■ **Candidates will be required to do a typing competency test.**

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



## FREE STATE AND NORTH WEST REGION

**BUSINESS UNIT:** UNIVERSITAS ACADEMIC  
**DISCIPLINE:** ANATOMICAL PATHOLOGY (HISTOLOGY)  
**LOCATION:** UNIVERSITAS  
**POSITION:** MEDICAL TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** UNIFS1019/001-10 (31002-001-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

#### Teaching, Training, Research and Development of Laboratory staff:

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

### Minimum requirements & key competency

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

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

## GAUTENG REGION

BUSINESS UNIT: CHARLOTTE MAXEKE TERTIARY  
DISCIPLINE: ANATOMICAL PATHOLOGY  
LOCATION: CHARLOTTE MAXEKE TERTIARY  
POSITION: MEDICAL SCIENTIST (X2 POSTS) (RE-ADVERTISEMENT)  
PAY GRADE: MSE  
REFERENCE NUMBER: GAUCM 0919/001-01 (43002-011-9014) (43102-001-9014)

### Key Job Responsibility

■ Conducts research under supervision of a Senior Medical Scientist or Pathologist ■ On the bench (training of intern scientist, technologist and technicians, registrars and BSc Honours students). ■ Co-supervision of small research projects. ■ Conducts tests including diagnostic tests and procedures independently. ■ Contributes to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance). ■ Records completed in accordance with current policies / procedures and relevant SOP. ■ Maintenance logs are accurate, up to date accessible and retrievable. ■ Error logs/corrective action reports completed according to requirements. ■ Perform equipment maintenance. ■ Participation in Quality Management and the maintenance of SANAS accreditation and ensuring compliance with all non-conformances raised. ■ Optimisation of new tests.

### Minimum requirements & key competency

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

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

## KZN REGION

**BUSINESS UNIT:** HARRY GWALA-UGU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** PORT SHEPSTONE LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNPORT0720/001-01

### Main Purpose of the Job

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

### Key Job Responsibility

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

### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** HARRY GWALA-UGU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** SCOTTBURGH LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNSCOTT0720/001-02

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

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

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

■ Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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

**BUSINESS UNIT:** HARRY GWALA-UGU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MURCHISON LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNMUR0720/001-03

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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

**BUSINESS UNIT:** HARRY GWALA-UGU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** KOKSTAD LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNNKOK0720/001-04

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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

**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LADYSMITH LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNLADY0720/001-05

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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



**BUSINESS UNIT:** ETHEKWINI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** R. K. KHAN LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNRKK0720/001-06

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

**Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to [promise.mncube@nhls.ac.za](mailto:promise.mncube@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**



**BUSINESS UNIT:** ETHEKWINI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** WENTWORTH LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNWENT0720/001-08

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

**Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to [promise.mncube@nhls.ac.za](mailto:promise.mncube@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** LEMBE-THUNGULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** STANGER LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNSTAN0720/001-10

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** LEMBE-THUNGULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** EMPANGENI LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNEMP0720/001-13

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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

**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** BENEDICTINE LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNBEN0720/001-14

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** VRYHEID LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNVRY0720/001-15

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** HLABISA LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNVRY0720/001-17

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

- Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's Licence (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

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**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** NKONJENI LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNVRY0720/001-18

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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## LIMPOPO AND MPUMALANGA REGION

**BUSINESS UNIT:** LIMPOPO MPUMALANGA  
**DISCIPLINE:** LOGISTICS  
**LOCATION:** PRETORIA- LYNNWOOD REGIONAL OFFICE  
**POSITION:** REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** LIMP 0920-03 (60090-001-1333)

### Main Purpose of the Job

**To ensure all logistics and in-lab inventory operations within the region are performed optimally through driving productivity, efficiency and quality to enable cost effective management and development of logistics and in-lab inventory operations.**

### Key Job Responsibility

- Continuously improve productivity through implementing appropriate measurement mechanism, targets and management structures, as applicable to the logistics and in-lab inventory operations within the NHLS
- Continuously drive improved efficiencies through application of the best practice principles to create an environment in which efficiencies are monitored, reported and targeted within reporting lines.
- Be conscious of the cost effectiveness of the logistics and in-lab inventory operation while balancing the interest of quality in all operations and decisions
- Create and execute operational plans for the optimal execution of specimen transportation and in-lab inventory, aligned to national policies and procedures.
- Perform and present annual strategic forecast on resources, infrastructure, systems and advancements, required to achieve the optimal execution of logistics and in-lab inventory
- Oversight and management of regional logistics service providers, drivers and stores staff.
- Ensure regular gap analysis are performed, communicated and implemented within appointed region
- Ensure that all operational plans are supported by policies and procedures. The development, implementation and monitoring of policies is a key role of the regional logistics managers in support and joint action of the national logistics manager and the office of the Area Manager
- Produce tactical plans to support the implementation of the best practice operating models and layouts. The tactical plans must clearly reference the strategic objectives of the productivity, efficiency, cost effectiveness and quality, while considering the effective allocation and management of resource in transportation and inventory management.
- Ensure that all tactical plans relate to all elements of the logistics and in-lab inventory operations within the NHLS' assigned region, including transportation, laboratory inventory, supplier management, ordering and materials handling
- Ensure service level agreements are met effectively and that internal operational targets are achieved at all times
- Ensure that all tactical plans lead to operational implementation plans within agreed timelines and cost parameters for implementation and monitoring
- Responsible for internal communication and presentations related to key performance matrix, program updates and on-going program updates within the appointed region
- Assist in managing in-lab inventory to improve inbound processes, ensure order accuracy and verification and improve storage and replenishment processes
- Together with operations ensure that the results of stock counts at lab level are appropriated and corrective actions taken where necessary
- Report monthly on financial outcome and prevailing trends of stock counts for appointed region and by laboratory
- Identify laboratories that are leaders in inventory management within the NHLS so that this knowledge can be shared and key competencies replicated within the region
- The Management role of the regional logistical managers includes responsibility for adherence to health and safety regulations as well as the management of human resources according to all legal and NHLS regulations, policies and procedures to ensure compliance
- The Management function includes successful management of all specified financial processes to ensure continuous budget control and adherence to all financial policies and procedures
- Ensure all financial and operations reporting is done and processed correctly and timeously and according to specifications.

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**Minimum requirements & key competency**

■ 3 Year Degree/Diploma in Logistics with Supply Chain management or transport included in studies (Essential) ■ Logistics Manager with experience in an operational supervisory position/Supervised a team in distribution area – 5 (five) years ■ Transport/Courier experience - 2 (two) years ■ Warehousing or Inventory Management – 2 (two) years ■ Vendor and 3rd party management - 2 (two) years ■ PFMA, PPPFA, BBBEE or similar requirements – 2 (two) years ■ Personnel and Human Resources – 4 (four) years ■ Health and Safety Principles and Legislation – 1 (one) year ■ Logistics and Supply Chain Management operational knowledge – 2 (two) years ■ Accounting/Budgeting – 2 (two) years ■ Managerial/Supervising Skills - 4 (four) years ■ decision Making - 4 (four) years ■ Numerical skills – 2 (two) years ■ Effective Business Communication Skills – 4 (four) years ■ Problem solving skills – 4 (four) years ■ Conflict management – 4 (four) years ■ Interpersonal Skills – 4 (four) years ■ Computer Literacy: Advanced MS Office Level – 4 (four) years.

Enquiries may be directed to Mabatho Moshidi @ 082 886 8579, e-mail application to [mabatho.moshidi@nhls.ac.za](mailto:mabatho.moshidi@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

**BUSINESS UNIT:** CAPRICON  
**LOCATION:** MOKOPANE  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** LIMP01-SW0720/001-05 (63000-001-7015)

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

**Enquiries may be directed to Ms. Helen Matetoane @ 015 296 3910, e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

## WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC  
DISCIPLINE: LABORATORY SUPPORT SERVICE  
LOCATION: GROOTE SCHUUR COMPLEX  
POSITION: GENERAL WORKER CLEANER (RE-ADVERTISEMENT)  
PAY GRADE: ICS1  
REFERENCE NUMBER: WCNC0920/001-01 (12022-005-2112)

### 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) month 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 Neliswa Ngculu @ (021) 404 4100, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX  
DISCIPLINE: LABORATORY SUPPORT SERVICE  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: LABORATORY CLERK (RE-ADVERTISEMENT)  
PAY GRADE: B2  
REFERENCE NUMBER: WCNC0520/001-01 (12022-002-7022)

**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 ■ 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 Neliswa Ngculu @ (021) 404 4100, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** DIAGNOSTIC MEDIA PRODUCTION  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** ASSISTANT (TECHNICAL) (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0620/001-01 (14011-001-5011)

**Key Job Responsibility**

■ Assist with the preparation of culture media, dispense, label, pack and distribute different culture media to relevant departments in terms of defined processes and procedures. ■ Capture Oracle orders, prepare, dispatch and arrange collection / delivery of media orders in order to meet NHLS or client clinical requirements. ■ Operate laboratory equipment and perform routine technical maintenance on laboratory equipment and prepare for quality assurance on all products by a qualified, registered supervisor to obtain maximised outcomes. ■ Maintain and sterilize all equipment and re-usable components to ensure that health and safety standards are adhered to. ■ Check stock levels and participate in weekly/monthly stock-takes and report any problems to Supervisor to ensure operational and quality standards are adhered to at all times. ■ Perform all tasks in accordance with the Safety and Good Housekeeping regulations of the OHS Act and the NHLS prescribed procedures. ■ Participate in the teaching and training conducted within the laboratory to ensure that a high standard of laboratory service is delivered.

**Minimum requirements & key competency**

■ Grade 12 ■ Basic computer literacy. ■ Working knowledge of laboratory equipment ■ Basic computer skills ■ Interpersonal skills ■ Organizational skills ■ Basic knowledge of principles of good laboratory practice ■ Basic knowledge of Accreditation principles.

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