



**MAY 2020**

## **GUIDELINES TO APPLICANTS**

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

**CLOSING DATE: 21 MAY 2020**

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## EASTERN CAPE REGION

BUSINESS UNIT: BUFFALO CITY & AMATOLE  
DISCIPLINE: HISTOLOGY  
LOCATION: EAST LONDON LABORATORY  
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: NUMBER: EC-BR0220/001-09 (22002-001-6011)

### 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 to 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:** BUFFALO CITY & AMATOLE  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE / CLINICAL PATHOLOGY  
**LOCATION:** EAST LONDON  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** ECBR0220/001-01 (22022-001-1209)

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

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

#### **Key Job Responsibility**

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

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

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

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

**BUSINESS UNIT:** BUFFALO CITY & AMATOLE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** WILLOWVILLE  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** ECBOR120/001-05(24850-001-1113)

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

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

#### **Key Job Responsibility**

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

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

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

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BUSINESS UNIT: 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)

#### 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>

**BUSINESS UNIT:** ALFRED NZO & JOE GQABI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** HOLY CROSS HOSPITAL  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** EC-AN&JG0120/001-02(26040-001-1113)

#### **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](mailto:EC.recruitment@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) ■ 0 years' experience post internship ■ Registered with the applicable professional body e.g. HPCSA / SACNASP or SAIOH. ■ HPCSA Registration in Molecular Biology ■ 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>

BUSINESS UNIT: CHARLOTTE MAXEKE  
DISCIPLINE: SOMATIC CELL GENETICS  
LOCATION: CHARLOTTE MAXEKE  
POSITION: MEDICAL SCIENTIST (RE-ADVERTISEMENT)  
PAY GRADE: MSE  
REFERENCE NUMBER: GAUCM0220/001-24 (43004-000-9014)

#### Main Purpose of the Job

To conduct research relevant to the pathology discipline, to teach and train students, to do diagnostic test development and to assist in troubleshooting related to diagnostic testing.

#### Key Job Responsibility

■ Conducts research under the supervision of a Senior Medical Scientist or Pathologist ■ Conduct on-the-bench training of intern scientists, intern technologists and intern technicians ■ Co-supervision of small research projects ■ Conducts tests and procedures independently ■ Contribute to laboratory administration (e.g. records, procurement, stock control, equipment maintenance) ■ Ensure records are completed in accordance with the current policies/procedures and relevant SOP ■ Ensure maintenance logs are accurate, up-to-date and retrievable ■ Ensure error logs/corrective action reports are completed according to requirements ■ Perform equipment maintenance ■ Participation in Quality Management.

#### Minimum requirements & key competency

■ BSc Honours/MSc or equivalent in Medical Science/NQF level 8 or 9 ■ Relevant HPCSA registration as a Medical Scientist in **Genetics/Molecular Biology** ■ One (1) scientific research abstract (essential) ■ Involvement in development and validation of either one new diagnostic methodology or significant modifications to existing applications procedures (essential) ■ Knowledge of writing publications, preparation and presentation of lectures, exam compilation, quality control within the lab, Good Laboratory Practice and research methodology (essential) ■ Knowledge of writing of grant proposals and method validation (desirable) ■ Active participation in maintaining SANAS accreditation (essential) ■ Presentation of local conference/ research days/ forums (essential) ■ Good communication (verbal and written) and interpersonal skills ■ Specific laboratory techniques/skills ■ Computer literacy skills ■ Scientific writing skills ■ Troubleshooting skills ■ Budgeting skills ■ Data analysis and interpretation skills ■ Willingness to work unsociable hours

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>

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND  
DISCIPLINE: FACILITIES/GENERAL SERVICES  
LOCATION: BRAAMFONTEIN COMPLEX (JOHANNESBURG)  
POSITION: ARTISAN-REFRIGERATION (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: JHBSW 0120/00-01 (04920-001-6003)

#### Main Purpose of the Job

Ensure that fridges in Laboratories and Air-conditioners are in working order.

#### Key Job Responsibility

■ Conduct routine (scheduled) maintenance on refrigeration and air-conditioning equipment according to maintenance plan/schedule ■ Perform fault finding on non-functioning refrigeration and air-conditioning equipment and repair accordingly in order to ensure that they are in good working order ■ Complete job cards after repairs and routine maintenance calls have been done and forward documents to workshop Supervisor to ensure correct billing for the job ■ Perform all the work in line with safe handling of gas (recover gas using the recovery system, always vacuum the system before put refrigerant) ■ Complete requisitions to order spares and collect ordered spares needed for repairs to refrigeration and air-conditioning equipment ■ Keep records of all repairs done on refrigeration and air-conditioning equipment for future reference ■ Record all job done on daily job register.

#### Minimum requirements & key competency

■ Grade 12 plus Air-Conditioning/Refrigeration Trade Test (**Essential**) ■ Saracca Safe handling license (**essential**) ■ Driving license (**Essential**) ■ Minimum of 2 years post trade test experience within refrigeration and air-conditioning field (**Essential**) ■ Certificate of conformance (**Desirable**) ■ N6 Mechanical/Electrical Engineering Certificate (**Desirable**) ■ Basic Knowledge of OSHA ■ Knowledge of specific equipment used on refrigeration and air-conditioning field ■ Knowledge of operating tools, testers, and hand tools.

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

BUSINESS UNIT: CHRIS HANI BARAGWANATH TERTIARY  
DISCIPLINE: CHEMICAL PATHOLOGY  
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL  
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: GAUCHB0919/001-01 (42001-001-1133)

#### Main Purpose of the Job

**Supervises and co-ordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service.**

#### Key Job Responsibility

- Provides expert technical assistance in specialized area of work to other laboratories for the purpose of troubleshooting and the set-up of new methods.
- Oversees all aspects of quality assurance within the unit including daily Quality Control, External Quality Assurance, calibration and equipment maintenance to ensure the delivery of quality results and the implementation of timeous corrective action as and when required.
- Generate regular TrakCare (LIS) work-file enquiries to monitor outstanding work within the unit and to take corrective action as required.
- Responsible for the training and development of medical technologists and medical technicians in the technical aspects of the laboratory tests performed within the unit to ensure that they are adequately skilled in line with the laboratory's needs.
- Responsible for the training of medical technology students to ensure that they are technically competent in the work performed by the unit in order to pass the relevant qualifying examinations.
- Responsible for the upkeep of the quality system of the unit, including the regular review of Standard Operational Procedures, in order to ensure compliance with SANAS accreditation requirements.
- Responsible for the optimization of each batch of reagents (antibodies) for immunohistochemistry, guided by manufacturer's instruction and personal experience, to ensure the cost effective use of reagents and quality results.
- Responsible for the optimization of stock levels and assessment of CAPEX needs within the unit to ensure the cost effective use of NHLS resources and the availability of reagents and suitable equipment at all times.
- Implements safe working conditions and procedures to ensure a safe working environment and compliance with all safety legislation.
- Participate in the delivery of Continuing Professional Development (CDP) activities within the department to contribute to staff development and in compliance with HPCSA requirements.
- Liaises with customers in order to resolve service related issues and to promote a positive image of the laboratory.
- Performs the duties of a medical technologist as required to ensure that all the work is processed in a timely and efficient manner.
- Manages and develops staff to ensure that they are able to meet their performance objectives.
- Assists lab manager in drawing up job descriptions for sub-ordinates to ensure that staff is aware of their performance expectations.

#### Minimum requirements & key competency

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

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

## KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: KWA-MAGWAZA HOSPITAL  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT) (GRADE CHANGE) (AMENDMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: KZNUMP0220/001-41 (81740.002.9011)

### Main Purpose of the Job

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

### Key Job Responsibility

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

### Minimum requirements & key competency

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

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

BUSINESS UNIT: LEMBE-THUNGULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: UMPHUMULO HOSPITAL  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT) (GRADE CHANGE) (AMENDMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: KZNUMP0220/001-34 (83450.001.9011)

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** MGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** APPELSBOSCH HOSPITAL  
**POSITION:** MANAGER LABORATORY (RE-ADVERTISEMENT) (GRADE CHANGE) (AMENDMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** KZNAPPEL0220/001-50 (86300.001.9011)

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

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

#### **Key Job Responsibility**

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

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

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

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

## WESTERN AND NORTHERN CAPE REGION

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.

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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**BUSINESS UNIT:** WESTERN & NORTHERN CAPE REGION / MANAGEMENT & ADMIN  
**DISCIPLINE:** LOGISTICS / GENERAL SERVICES  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** WCNC0120/002-02(10090-001-1333)

#### **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.

**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 Years ■ Transport/Courier experience- 2 to 4 years ■ Warehousing or Inventory Management – 2 to 4 years ■ Vendor and 3rd party management- 2 to 4 years ■ PFMA, PPPFA, BBEE or similar requirements – 2 to 4 years ■ Personnel and Human Resources – 4 to 6 years ■ Health and Safety Principles and Legislation – 1 year ■ Logistics and Supply Chain Management operational knowledge – 2 to 4 years ■ Accounting/Budgeting – 2 years ■ Managerial/Supervising Skills - 4 to 6 years ■ decision Making - 4 years ■ Numerical skills - 2 years ■ Effective Business Communication Skills – 4 years ■ Problem solving skills – 4 years ■ Conflict management – 4 years ■ Interpersonal Skills – 4 years ■ Computer Literacy: Advanced MS Office Level – 4 years.

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** OUDTSHOORN LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0220/001-01 (16000-001-003.8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

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

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

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

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

#### Minimum requirements & key competency

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

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**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** PAARL LABORATORY COMPLEX  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC1119/001-01 (15100-007-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

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

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

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

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

#### Minimum requirements & key competency

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

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**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC COMPLEX  
**DISCIPLINE:** CHEMICAL PATHOLOGY  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC1119/001-01 (12001-021-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

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

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

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

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

#### Minimum requirements & key competency

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

Enquiries may be directed to Neliswa Ngculu @ (021) 404 4100, e-mail application to [Neliswa.ngculu@nhls.ac.za](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: HISTOLOGY LABORATORY  
POSITION: CLERK (LABORATORY) (RE-ADVERTISEMENT)  
PAY GRADE: B2  
REFERENCE NUMBER: WCNC1019/001-01 (12002-003-7009)

#### **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 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: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: WCNC1019/001-01 (12022.003.5003)

**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 requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ 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 as well as 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**

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing.

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