



**NOVEMBER 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: 30 NOVEMBER 2020**

## TABLE OF CONTENT

<b>TABLE OF CONTENT</b>	<b>PAGE</b>
CORPORATE REGION	3 – 3
FREE STATE AND NORTH WEST	4 – 5
GAUTENG REGION	6 – 10
KZN REGION	11 – 14
LIMPOPO AND MPUMALANGA REGION	15 – 18

## CORPORATE REGION

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT OPERATIONS  
**LOCATION:** SANDRINGHAM  
**POSITION:** SPECIALIST: DATA CENTRE DISASTER RECOVERY (RE-ADVERTISEMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** CORPIT1120/001-03 (07923-001-1353)

### Key Job Responsibility

- To manage all aspects pertaining to the availability, safety, maintenance and repairs (eg. Power & standby power, UPS and generators, air conditioning, Access control, fire and alarm systems, emergency and rescue systems and building systems that may affect the IT operations) of the IT facilities equipment and environment at all data centres
- To supervise the onsite management of the general services staff, contractors, vendors ensuring that all work is performed according to established practices and procedures.
- To be responsible for the physical security policies, procedures and adherence at all national data centres, including emergency evacuation documentation, testing and training.
- To inspect facilities and generate inspection reports, as well as reports on all aspects of the critical facility operations and maintenance.
- Arrange to get the Data Centre's cleaned by a professional body to minimise dust disturbances in a quarterly basis.
- To assume leadership role in developing, coordinating and maintaining comprehensive data centre recovery plans and a testing program to ensure the ability to recover in the event of unforeseen disruption to facilities or technology systems.
- Ability to lead and direct team members, maintain schedules and project management in the event of disaster and implement special needs plan and programs.
- To work with IT managers and other business leaders to co-ordinate projects, manage capacity and optimise plant safety, performance, reliability and efficiency.
- To perform periodic audits of existing disaster recovery plans and report to management on any improvements that needs to be made.
- Co-ordinate with other IT units in planning new additions on capacity planning with a major focus on proactively assuring adequate power and cooling in the data centre.

### Minimum requirements & key competency

- 3 (three) year National Diploma (NQF Level 6) in IT
- Veeam Certification
- Linux/Unix Systems Administration Certification
- Cobit Certification (desirable)
- ITIL v3 Foundation (desirable)
- Data Centre Certification (desirable)
- Microsoft Server Administration (desirable)
- 5 (five) years Information Technology experience
- 5 (five) years' experience in extensive Data Centre environment and critical Infrastructure systems
- Knowledge in IT Infrastructure & equipment management and design best practices.
- Knowledge in data centre reticulation
- Knowledge in air - conditioning systems
- Knowledge of alarm and fire control systems
- Technical knowledge of power distribution systems, emergency power, UPS systems, fire alarms and suppression systems.
- Project Management skills
- Analytical and problem solving skills
- Responsible attitude, ability to take initiatives and ownership
- Ability to lead staff including prioritizing and scheduling work assignments
- Strong interpersonal skills
- Communication skills
- Proactive and goal oriented
- Ability to work under pressure
- Ability to meet deadlines
- Ability to weigh business and IT risks and respond appropriately
- Multitasking skills.

Enquiries may be directed to Keitumetse Boikanyo @ (011) 386 6096, or e-mail application to [corporate2@nhls.ac.za](mailto:corporate2@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: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: UNIFS1020/001-03 (31002-003-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **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>

BUSINESS UNIT: FREE STATE  
DISCIPLINE: LABORATORY SUPPORT SERVICES  
LOCATION: KROONSTAD LABORATORY  
POSITION: HOUSEKEEPER / MESSENGER (RE-ADVERTISEMENT)  
PAY GRADE: ICS1  
REFERENCE NUMBER: FSNW1020/001-10 (32500-002-2113)

#### Main Purpose of the Job

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition. Provide a messenger service to the relevant laboratory and Provincial Hospital.

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

#### Minimum requirements & key competency

- Grade 10 (Essential)
- Driver's License (Desirable)
- 1 (one) month on-the-job training
- Previous experience in a Laboratory environment (Desirable)
- Knowledge of health and safety
- Basic understanding of health and safety
- Knowledge of cleaning machinery/ cleaning materials and chemicals
- Knowledge of logistics of campus / hospital /laboratory departments
- Cleaning of high windows
- Application of various cleaning procedures (e.g. wax)
- Strong interpersonal skills
- Attention to detail
- Communication skills
- Time management
- Good driving skills (Desirable)
- Interpersonal skills in dealing with clients.

Enquiries may be directed to Mpho Tau @ 051 411 9950, 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:** JOHANNESBURG, SEDIBENG & WEST RAND  
**DISCIPLINE:** MANAGEMENT & ADMINISTRATION  
**LOCATION:** BRAAMFONTEIN COMPLEX  
**POSITION:** BUSINESS MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D5  
**REFERENCE NUMBER:** JHBSW0520/001-01 (44690-001-1405)

### Main Purpose of the Job

**Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research.**

### Key Job Responsibility

■ Contribute as a member of the regional/academic management team to the operational planning for the Region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance ■ Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets ■ Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Conduct client liaison with external bodies e.g. Hospital Administration, health district management and/or local tertiary education institutions to foster harmonious relations ■ Responsible for the development and management of both operational and Academic budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the tertiary complex/business unit ■ Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the tertiary complex/business unit ■ Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework ■ Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of cost effective services in line with the needs of the business ■ Provide an enabling environment to support Research & Development within an academic setting ■ Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives.

### Minimum requirements & key competency

■ National Diploma in Medical Technology or other relevant Degree in Health Sciences ■ HPCSA registration in relevant discipline ■ Business Management related qualifications (desirable) ■ 8 (eight) years relevant laboratory experience ■ 5 (five) years management experience ■ Knowledge of OHS Act ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Specialist pathology knowledge (desirable) ■ Planning and Organising skills ■ Analytical skills ■ Financial and General Management ■ Computer skills ■ Leadership and Management skills ■ Negotiation and Conflict resolution skills ■ Interpersonal skills ■ Effective communication skills ■ Presentation skills ■ Chairing meetings.

**Enquiries may be directed to Xoliswa Sinkgo (011) 489 9020, e-mail application to [Xoliswa.sinkgo@nhls.ac.za](mailto:Xoliswa.sinkgo@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

BUSINESS UNIT: GAUTENG REGION  
DISCIPLINE: HUMAN RESOURCE DEPARTMENT  
LOCATION: PRETORIA  
POSITION: PRACTITIONER - HUMAN RESOURCE (RE-ADVERTISEMENT)  
PAY GRADE: C4  
REFERENCE NUMBER: GAU-HR0920/001-01 (06901-004-1217)

#### Main Purpose of the Job

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

#### Key Job Responsibility

**1. Policy implementation and compliance to all HR processes in a Business Unit** ■ Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units ■ Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures. **2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level** ■ Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information ■ Provide monthly reports to the HR Manager on the progress and compliance levels for designated area. **3. Facilitate the orientation and exit management programmes at designated Business Units** ■ Responsible for employees orientation and exit process, coordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy ■ Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures. **4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment** ■ Responsible for overseeing Employee Relations, facilitation, alternative dispute resolution and conflict management as well as disciplinary, grievance procedures and hearings to ensure consistent and fair application in terms of legislation and NHLS policies and procedures **5. Manage HR Administration matters and provide advice** ■ Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Conduct sick leave and leave management analysis, reporting Business Units trends ■ Managing and maintaining EE Records and reporting on targets **6. Co-ordinate and facilitate the Recruitment and Selection process** ■ Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations.

#### Minimum requirements & key competency

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

Enquiries may be directed to Xoliswa Sinkgo (011) 489 9020, e-mail application to [xoliswa.sinkgo@nhls.ac.za](mailto:xoliswa.sinkgo@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GAUTENG FINANCE  
DISCIPLINE: FACILITIES  
LOCATION: BRAAMFONTEIN COMPLEX (JOHANNESBURG)  
POSITION: ARTISAN ELECTRICIAN (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: GAUFIN1020/002-01

#### Main Purpose of the Job

**To install, repair and maintain all electrical infrastructure and equipment in the office buildings and laboratories to ensure that all electrical services remain functional.**

#### Key Job Responsibility

- Repair and maintain all electrical facilities (including electrical reticulation, generators and UPSs) as per SOP to ensure electricity (power) supply to the offices and laboratories.
- Test and record generators on a weekly basis to ensure electricity supply during downtime.
- Check and record generators and UPSs daily to ensure electricity supply during downtime.
- Ensure that generator tanks are refuelled on a regular basis in order to maintain full capacity at all times.
- Check generators, UPSs, fridges, cold rooms and server room air cons during power outages in order to ensure uninterrupted power supply to those equipments.
- Install additional electrical facilities as requested to meet customer needs.
- Clean and maintain the relevant area and tools as required ensuring compliance with safety standards and legislation.
- Count and check tools for defects to ensure that tools are accounted for and in good working condition.
- Monitor and check all electrical installations to ensure that work is done according to standard.
- Service electrical distribution boards, switch gears, transformers, and other electrical infrastructure
- Make sure that all electrical distribution boards and electrical switches have legends and labelled respectively.
- Issue electrical Certificate of Compliance after an electrical installation or alteration has been made.

#### Minimum requirements & key competency

- Grade 12 (NQF Level 4)
- Electrical Trade Tests (SA/SAQA approved)
- Electrical Wireman's License (Department of Labour issued)
- N4 Electrical Engineering Certificate or higher
- Minimum of 2 (two) years post trade test experience within the electrical field.
- Valid Driver's license
- ORHVS Certified (desirable)
- Basic Knowledge of OSHA
- Knowledge of specific / relevant equipments used
- Knowledge of Operating Machinery (e.g. Grinder, Hammer etc.)
- Knowledge of UPSs and generators; Transformers; Switch Gears
- Knowledge of wiring;
- Fault finding knowledge.
- Attention to detail
- Communication skills
- Ability to adapt to different working environments
- Meeting deadlines / Time management
- Interpersonal Skills
- Ability to work in a team
- Work independently
- Manual & Technical Skills
- Creativity.

Enquiries may be directed to Zanele Zulu (011) 489 9009, 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: DR GEORGE MUKHARI  
DISCIPLINE: ANATOMICAL PATHOLOGY  
LOCATION: DR GEORGE MUKHARI  
POSITION: MEDICAL SCIENTIST (X2 POSTS) (RE-ADVERTISEMENT)  
PAY GRADE: MSE  
REFERENCE NUMBER: GAUDGM0720/001-02

#### 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 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)
- 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 Vivian Sithoga (011) 489 8588, e-mail application to [DGM.recruitment@nhls.ac.za](mailto:DGM.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GAUTENG REGION  
DISCIPLINE: HUMAN RESOURCE DEPARTMENT  
LOCATION: BRAAMFONTEIN  
POSITION: ADMINISTRATOR - HUMAN RESOURCE (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: GAU-HR0920/02-(06901.005.9009)

#### 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 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 processes 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 disciplinary and grievance hearings to ensure correct and legal application of procedures in terms of legislation and NHLS policy and procedures
- Administer payroll processes to ensure timeous capturing and loading 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
- Administer new engagement packs and termination packs to ensure all documentation is received and submitted accordingly.

#### Minimum requirements & key competency

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

**Enquiries may be directed to Jeanette Dhlamini (011) 489 9008, e-mail application to [para.recruitment@nhls.ac.za](mailto:para.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: STANGER HOSPITAL  
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)  
PAY GRADE: MT1  
REFERENCE NUMBER: KZNSTAN0820/001-21 (82105-006-8014) (82105-020-8014)

### 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.

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: PRINCE STREET  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: PRINCE STREET REGIONAL OFFICE  
POSITION: OFFICER: SECURITY (RE-ADVERTISEMENT)  
PAY GRADE: IS1  
REFERENCE NUMBER: KZNPS1020/001-32 (80190-003-2115)

#### Main Purpose of the Job

Responsible for the provision of security services to NHLS. Responsible for crime prevention and investigation, physical security, intelligence gathering and assessment, access control at main entrance and around the campus.

#### Key Job Responsibility

- Ensures proper implementation of established security standards, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures. ■ Writes security-related documents, such as incident reports, recording observations, information, occurrences.
- Interviewing witnesses and obtaining signatures ■ Conduct physical examinations of property, i.e. monitoring and surveillance of equipment, buildings, access points and permitting entry to ensure compliance with security policies and regulations ■ Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer instructions, troubleshooting malfunctions; calling for repairs. ■ Communicate security status, updates, and actual or potential problems, using established protocols.

#### Minimum requirements & key competency

- Minimum Grade 12/ equivalent (NQF level 4) with a Grade D security certificate ■ Driver's License (desirable) ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA ■ Ability to operate detecting systems ■ Working Knowledge of public safety and security procedures/ protocols. ■ Surveillance skills and experience ■ Knowledge of logistics of campus / hospital/ laboratory departments ■ Strong interpersonal skills ■ Time management Skills ■ Integrity, professionalism and character beyond reproach. ■ Good communication skills ■ Good driving skills (desirable) ■ Assertiveness ■ Attention to detail ■ Willingness to work shifts and weekends.

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: ACADEMIC COMPLEX  
DISCIPLINE: CYTOLOGY  
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: KZNIALCH-MCYTO1020/001-03 (81105-015-7014)

### 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 **Cytology** 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 Sibusiso Makwabe @ (031) 327 6768, e-mail application to [sibusiso.makwabe@nhls.ac.za](mailto:sibusiso.makwabe@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MGUNGUNDLOVU-THUKELA  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: EDENDALE LABORATORY  
POSITION: LABORATORY TECHNICIAN (NIGHT DUTY) (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: KZNEDEN1019/001-03 (86001-003-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

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

Enquiries may be directed to 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>

## LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: SEKHUKHUNE & WATERBERG  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: ELLISRAS LABORATORY  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: LIMP01-SW1020-002-03 (62700-001-1113)

### 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 **appropriate category**
- 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 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>



BUSINESS UNIT: VEMPE MOPANI  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: LOUISTRICHARDT LABORATORY  
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: LIMP01-VM1020-002-02 (61300-002-1113)

#### 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 **appropriate category**
- 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 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>



BUSINESS UNIT: CAPRICORN  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: ZEBEDIELA LABORATORY  
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: LIMP-CAP09/20/001-06 (62500-001-1134)

#### 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** ■ 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 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>**

BUSINESS UNIT: EHLANZENI  
DISCIPLINE: MANAGEMENT AND ADMIN  
LOCATION: NELSPRUIT REGIONAL OFFICE  
POSITION: BUSINESS MANAGER (RE-ADVERTISEMENT)  
PAY GRADE: D5  
REFERENCE NUMBER: LIMP-EHL0920 /001-01 (70090-001-1405)

#### Main Purpose of the Job

**Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research.**

#### Key Job Responsibility

■ Contribute as a member of the regional/academic management team to the operational planning for the Region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance ■ Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets ■ Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Conduct client liaison with external bodies e.g. Hospital Administration, health district management and/or local tertiary education institutions to foster harmonious relations ■ Responsible for the development and management of both operational and Academic budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the tertiary complex/business unit ■ Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the tertiary complex/business unit ■ Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework ■ Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of cost effective services in line with the needs of the business ■ Provide an enabling environment to support Research & Development within an academic setting ■ Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives.

#### Minimum requirements & key competency

■ National Diploma in Medical Technology or other relevant Degree in Health Sciences ■ HPCSA registration in relevant discipline ■ Business Management related qualifications (desirable) ■ 8 (eight) years relevant laboratory experience ■ 5 (five) years management experience ■ Knowledge of OHS Act ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Specialist pathology knowledge (desirable) ■ Planning and Organising skills ■ Analytical skills ■ Financial and General Management ■ Computer skills ■ Leadership and Management skills ■ Negotiation and Conflict resolution skills ■ Interpersonal skills ■ Effective communication skills ■ Presentation skills ■ Chairing meetings.

**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>**