



SEPTEMBER 2020

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email.
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 SEPTEMBER 2020 BY 16:00 PM

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CORPORATE REGION

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: LEGAL DEPARTMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER: LEGAL
PAY GRADE: D3
REFERENCE NUMBER: CORPCEO0920/001-01 (01998-001-1432)

Key Job Responsibility

■ To provide professional and credible legal advice to the NHLS, including all its divisions (NIOH, NICD, NCR, NPP, AARQA & Grant Office) to ensure that legal problems are avoided, risk is mitigated and organisational effectiveness is enhanced ■ To develop standard contract for the NHLS and to review contracts developed externally and incorporate recommended changes in order to protect the interests of NHLS ■ To assist with interpretation of contracts clauses and interpret legislation in order to promote contract governance and ensure compliance ■ To prepare instructions for attorneys on the database of NHLS and assist in preparation of matters for litigation and arbitration ■ To vet contracts, internal policies and other legal documents in order to ensure legislative compliance, aligned to organisational strategy ■ To draft contracts, addendums, cessions, MOUs, SLAs and legal letters to ensure appropriate compliance ■ To monitor, comment and advise NHLS on national legislative initiatives and programmes and to assist all divisions with relevant legislation to ensure correct interpretation and application of legislation ■ To keep record of all signed contracts and register of legal documents being attended for audit purposes ■ To attend to intellectual property and patent matters in order to protect the rights of NHLS ■ To provide professional legal advice to HR & Finance on issues related to Employee relations and procurement. ■ To conduct research on legal related issues to ensure informed decisions are taken by the organisation. ■ To assist HR in revising employment related contracts to facilitate the recruitment of employment and other employee relations matters. ■ To provide professional, written and oral legal advice to the executives and other offices to reasonably address complex legal contracts and legal policy issues. ■ Provide legal support to all laboratories and hospitals in the regions. ■ To assist with any other task as may be assigned by the Company Secretary or the CEO. ■ To provide assistance in the interpretation of the enabling legislation. ■ In-depth know-how on corporate governance in order to provide support to the secretariat.

Minimum requirements & key competency

■ Law degree (LLB) (NQF Level 7) ■ Admission as an attorney or advocate ■ 5 (five) year post admission experience in a similar or equivalent position of which 1 (one) year experience should be in Public Tender Processes, laws & regulations as well as in litigation & labour specifically ■ 2 (two) years' experience in PFMA / MFMA / PPPFA ■ Knowledge of Relevant legislation ■ Knowledge of Contract drafting ■ Knowledge of Legal risk assessments ■ Knowledge on Employee relations matters ■ Knowledge on Procurement related matters ■ Advisory – Public Finance Management Act (PFMA / MFMA) ■ Time management skills ■ Attention to detail ■ Interpersonal skills ■ Strong written and verbal communication skills ■ Ability to cope with pressure ■ Negotiation skills (desirable) ■ Professionalism and ability to maintain confidentiality ■ Drafting skills ■ Interpretation skills ■ Computer Literacy ■ Presentation skill ■ Research Skills (desirable) ■ Assertiveness ■ Conflict management ■ People management (desirable) ■ Budget management (desirable) ■ Valid driver's license (Code B or C1) and own vehicle.

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

BUSINESS UNIT: CORPORATE
DISCIPLINE: HUMAN RESOURCES
LOCATION: SANDRINGHAM
POSITION: HUMAN RESOURCES MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPHR0819/001-03 (06900-001-1408)

Key Job Responsibility

■ Consults with business partners to align Human Resources strategy and programs with the organizations strategy while supporting the mission, vision and values. ■ Manages the implementation of all NHLS HR policies within the region to ensure the provision of high quality, efficient solutions and interventions in line with those strategic objectives pertaining to HR ■ Identifies regional business needs and develops strategies in collaboration with Corporate HR objectives to ensure the most cost effective utilisation of available HR resources and development objectives in line with the needs of the organization ■ Manages the application of HR systems and procedures to ensure the needs of the organisation are met in compliance with legislation. ■ Recommends, manages and oversees the implementation of the NHLS Employment Equity Plan for the designated region in promotion of the transformation of said region in line with NHLS policy and objectives and in compliance with relevant legislation and sub-committee activities. ■ Manage orientation and exit management programmes within designated regions in accordance with National guidelines to conform to overall NHLS attraction and retention strategy. ■ Co-ordinates and monitors the implementation of career development and performance management systems on a regional level to ensure compliance to NHLS policy and provide relevant management information to inform NHLS HR Strategy. ■ Preparation of monthly and annual reports for HR and Area manager to ensure accurate and reliable management information that facilitates executive decision making. ■ Leads and develops the regional HR team to ensure they have the skills required by the organisation and are able to achieve their performance objectives. ■ Management of the termination process compliant with the processes of the organisation and legislation. ■ Reviews, audits and approves salary transactions according to applicable procedures. Counsels and advises management regarding salary planning/compensation with regard to internal equity, promotions, reclassifications and transfers. ■ Management and co-ordination of all regional HR functions ■ Manage the analysis of sick leave and leave management. Overseeing the initiatives that are used by managers in line with trends within the industry. ■ Manage and advise on Employee Relations and perform facilitation or dispute resolution on Employee Relation matters of regional impact to ensure consistent application of NHLS disciplinary and grievance policy/strategy. ■ Maintaining of a high level employee/employer relationship and promoting a high level of employee commitment while maintaining an environment in harmony with third party representation. ■ Oversee the regions recruitment and selection practices to ensure the greatest number of highly qualified candidates are referred for each position; ensures interviews and selection techniques are in compliance with organization policies and procedures, as well as applicable laws and regulations.

Minimum requirements & key competency

■ Degree in Human Resources / 3 year National Diploma in Human Resources ■ Human Resources Honours (desirable) ■ 7 (seven) years Generalist Human Resource Experience (Recruitment, HR Legislation, Governance, HR Systems Administration etc.) ■ 5 (five) years Managerial experience ■ 5 (five) years Proven track record of Industrial Relations (desirable) ■ Knowledge and application of Performance Management Systems ■ Knowledge of HR legislation and governance ■ Knowledge of HR Information Systems e.g. Oracle (desirable) ■ Management skills ■ Interpersonal skills ■ Communication skills - (Written, Verbal & Presentation) ■ Analytical skills ■ Conceptual skills ■ Attention to detail ■ Valid driver's license (Code B or C1).

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

KZN REGION

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

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NGWELEZANE HOSPITAL
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNNGW0820/001-20 (81640-016-7014)

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

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NKANDLA HOSPITAL
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: KZNNKA0820/001-22 (82300-001-1113)

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 fulfillment of SANAS accreditation requirements
- 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 maximize 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 utilization of available resources
- Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of 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
- HPCSA registration in **Clinical Pathology**
- Five (5) years post qualification and experience in a diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and process
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management and computer skills
- Ability to work under pressure
- Communication skills
- Planning, Organising and Process Management
- Analytical skills.

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LIMPOPO AND MPUMALANGA REGION

JOINT APPOINTMENT

PATHOLOGIST (ENTRY) - GRADE PHE

Ehlanzeni Business Unit (Nelspruit)/UL

Chemical Pathology (Ref: EHLUL1414)

Capricorn Business Unit (Polokwane)/UL

Anatomical Pathology (Ref: CAPRUL1414)

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 competencies

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

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA registration and qualifications, to Ms. Mathapelo Dlamini on 011 386 6099, via e-mail: aargahr@nhls.ac.za. Please indicate the reference number of the post, name of the post and the specific discipline.