



**FEBRUARY 2022**

**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: 28 FEBRUARY 2022**

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## CORPORATE REGION

BUSINESS UNIT: RISK AND INTERNAL AUDIT DEPARTMENT  
DISCIPLINE: INTERNAL AUDIT  
LOCATION: SANDRINGHAM  
POSITION: INTERNAL AUDITOR  
PAY GRADE: C4  
REFERENCE NUMBER: CORPRISK0122/001-02 (01201-004-4017)

### Key Job Responsibility

■ Lead and participate in audit reviews, delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards ■ Conducting a preliminary survey of the area and processes under review, obtaining detailed knowledge of the processes, in order to establish the scope of the audit ■ Liaise effectively with the Senior Internal Auditors to ensure that changes in scope or reporting timetable are agreed and that quality review work is performed at appropriate times in the audit ■ Liaise effectively with clients at departmental level to ensure efficient completion of individual reviews ■ Carry out debriefs with departmental managers to communicate the results of the internal audit reviews, and ensuring that the scale and scope of the deliverables resulting from audit recommendations are adequately understood ■ Populate working papers with good quality planning, fieldwork and reporting material on a timely basis ■ Participate in internal departmental work and key standing tasks such as Board and Audit and Risk Committee reporting, as requested ■ Evaluating and monitoring of corrective actions taken to address control weaknesses identified.

### Minimum requirements & key competency

■ Bachelor of Commerce Honours (NQF8) Internal Auditing with 2 years Internal Audit related experience or National Diploma (NQF6) or Bachelor's Degree (NQF7) with 5 years Internal Audit related experience ■ Certified Internal Auditor Certification (desirable) ■ Knowledge of PFMA ■ Knowledge of Oracle, ERP systems or a related system (desirable) ■ Knowledge in internal audit, risk, governance and control functions ■ Familiarity with General Accepted Auditing Standards ■ Experience with analysing processes and implementing process improvements ■ Ability to complete financial, operational and compliance audits ■ Knowledge of Governance Control in the risk management process ■ Computer Literate (MS Office proficient) ■ Interpersonal skills ■ Communication skills (Listening, Written, Verbal and Presentation) ■ Research and analytical skills ■ Planning and organisational skills ■ Results driven ■ Ability to work independently and collaboratively ■ Report Writing Skills ■ Attention to detail and quality.

Enquiries may be directed Ntsane Seleso @ (011) 386 6145, e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za)

## EASTERN CAPE REGION

BUSINESS UNIT: ALFRED NZO AND JOE GQABI  
DISCIPLINE: NURSING SERVICES  
LOCATION: TAYLOR BEQUEST HOSPITAL  
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: EC-AN&JG1121/001-01(26000-001-8022)

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

## FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: NORTH WEST  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: POTCHEFSTROOM LABORATORY  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: FSNW1021/001-02 (51800-011-7014)

### 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 Palesa Nong @ 011 489 9155, e-mail application to [FSNW.recruitment2@nhls.ac.za](mailto:FSNW.recruitment2@nhls.ac.za)

## KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: NGWELEZANE HOSPITAL  
POSITION: LABORATORY TECHNICIAN X2 POSTS (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: KZNNGW0820/001-20 (81640-031-7014) (81640-032-7014)

### 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 **Virology 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)

**BUSINESS UNIT:** LEMBE-THUNGULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** STANGER HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNSTAN0820/001-21 (82105-016-8014)

#### 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)**

**BUSINESS UNIT:** MAJU-MZINYATHI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MADADENI LABORATORY  
**POSITION:** LABORATORY TECHNICIAN (X2 POSTS) (NIGHT DUTY) (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNMAD1121/001-05 (87301-008-7014) (87301-009-7014)

### **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)**



**BUSINESS UNIT:** PRINCE STREET  
**DISCIPLINE:** PROCUREMENT  
**LOCATION:** PRINCE STREET REGIONAL  
**POSITION:** SUPERVISOR-PROCUREMENT (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** KZNPST0721/001-19 (81001-001-1124)

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

**To oversee capital expenditure and sourcing of all requirements in line with NHLS policy and procedure as well PFMA and PPFA to ensure timeous delivery of goods in the area of responsibility.**

#### **Key Job Responsibility**

- To create an enabling environment via RFQ/tender process by purchasing/sourcing based on business requirements to ensure that correct inventory levels are available
- To ensure required goods are delivered timeously, according to specification, NHLS policy and procedure
- To source relevant/ alternative suppliers based on business requirements as per PFMA and PPPFA
- To approve orders as per delegation of authority
- To ensure that the system cleaned up by monitoring that open orders are closed in accordance to procedures
- To compile and submit monthly reports, e.g. price, buyers and supplier performance including overdue purchase orders, CAPEX, etc.
- To guide, train and support staff on day to day procurement activities
- To provide professional advice with regards to procurement to regional staff on NHLS policy, procedure, PFMA and PPFA
- To maintain good relations with internal and external customers and maintain supplier relations by means of supplier meetings, calls, etc
- To train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- To assist the Manager- Procurement Operations with tasks and/or Projects as requested.

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

- National Diploma/Degree in Purchasing and Supply Management (NQF6) (Essential)
- 3 (three) years procurement experience, preferably in a diagnostic/pathology environment (Essential)
- 3 (three) years' supervisory experience (Essential)
- Experience in I-procurement/RFQ purchasing 3 (three) years (Essential)
- Knowledge of an ERP system Oracle. SAP, etc (Essential)
- Knowledge of relevant acts and treasury regulations, e.g. PFMA, PPFA and BBBEE (Essential)
- I-procurement/RFQ purchasing (Essential)
- Basic financial management (Essential)
- Communication skills written and verbal
- Computer literacy (advanced MS Excel)
- Prioritising skills (Essential)
- Time Management (Essential)
- Supervision of staff (Essential)
- Planning and Organisational skills (Essential)
- Deadline driven (Essential)
- Attention to details (Essential).
- Numeric skills (Essential)
- Presentation skills (Essential)
- Interpersonal skills (Essential)
- Negotiation skills (Essential)
- Ability to cope in high-pressure environment (Essential).

**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:** PRINCE STREET  
**DISCIPLINE:** FACILITIES & GENERAL SERVICES  
**LOCATION:** PRINCE STREET REGIONAL  
**POSITION:** SUPERVISOR – FACILITIES & GENERAL SERVICES (RE-ADVERTISEMENT)  
**PAY GRADE:** C5  
**REFERENCE NUMBER:** KZNPS0121/001-01 (81090-001-1372)

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

**Responsible for ensuring that the Regional workplace infrastructure meets required statutory compliance and needs of the Organization by managing all of the required services. To also ensure that the organization has the most suitable working environment for its employees and their activities.**

#### **Key Job Responsibility**

■ To develop standards specifications for facilities aligned with organisational corporate identity ■ Develop SOP regarding maintenance and refurbishment ■ To manage the day-to operations of the infrastructure and facilities of the Region to protect the value of investment in infrastructure/facilities and maintain a conducive work environment ■ Planning for and overseeing renovation and new construction projects, including the preparation of tender specifications and bid processes, ensuring highest building standards in line with Occupational Health and Safety Act and accreditation requirements ■ To oversee the operation of the Regional maintenance workshop to ensure that repairs and maintenance are attended to timeously as well as to manage the resolution of maintenance request from various Centres, ensure availability of maintenance tools and stock is available at all times ■ Plans, organises, direct, and control work activities of the facilities management area as prescribed by professional standards. Recommends, develops, revises and maintains various facility related Standard Operating Procedures (SOP'S) as per the needs of the organisation ■ To project manage (including sign off, certificates, warranties, quality and quantity) and conduct inspections to all building and renovation projects in order to deliver suitable and sufficient laboratory and office accommodation ■ To provide technical advice on proposed projects, including the calculation of budget estimates and to control project budgets to avoid unnecessary expenses ■ To maintain as-build drawings (including, engineering and architectural drawing) ■ To liaise with and monitor the work of outsourced service providers to ensure that work done adheres to Service Level Agreement (SLA's) and SOP's); Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work ■ To oversee the operation (including planned and breakdown Maintenance of) HVAC and electrical systems and installations to ensure their optimal operations to provide ideal working conditions for building occupants ■ To conduct routine inspections of facilities and infrastructure, to document and address areas of concern ■ To co-ordinate and manage the cleaning services, security staff and gardening services ■ To ensure that all facilities are friendly for disabled ■ To establish a recycling process for metal/glass and plastic and that the proceeds of these are channelled into the facilities budget ■ Any reasonable duty/special tasks as requested by the Manager.

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

■ National Diploma (3 years) Building related Diploma Engineering (e.g. Civil, Mechanical, Electrical, etc. (Essential) ■ Engineering trade certification (Trade tested electrical, Fitter and Turner, Mechanical or similar) (Essential) ■ Certificate/Diploma in Project Management (Essential) ■ Project management of large construction contracts within Health sector ■ (Essential) ■ Related building industry experience related to laboratory fitting ■ (Essential) Experience within a project team for the designing of a laboratory ■ (Essential) ■ Experience with RFQ's and tender processes including generation of BOQ's) ■ 5 (five) years knowledge of building industry (plans, estimate, costing, material etc) 3 Years knowledge of OHSA and relevant legislation ■ 2 (two) years knowledge of equipment, machinery (generators, UPS, workshop machinery) ■ 1 (one) year knowledge of automated office equipment ■ 1 (one) year knowledge of cleaning industry (types, methods, products) ■ 3 (three) years knowledge of budget management and compilation ■ Computer literate (Microsoft package) ■ Interpersonal skills ■ Technically oriented ■ Negotiating skills ■ Problem solving ■ Planning, organising and time management skills ■ Analytical skills ■ Work independently and collaboratively ■ Communication skills (Verbal, written and presentation) and assertiveness ■ Time management skills ■ Ability to work under pressure ■ People management skills and customer relations.

**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)**

**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** IMMUNOLOGY  
**LOCATION:** INKOSI ALBERT LUTHULI CENTRAL HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNAEMIALCH1121/001-13 (81108-013-8014)

#### 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 **Immunology**
- 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 Promise Mncube @ (031) 327 6768, e-mail application to [promise.mncube@nhls.ac.za](mailto:promise.mncube@nhls.ac.za)**

## LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: VHEMBE MOPANI  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: MALAMULELE  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: LIMP01-VM1021-001-04 (61220-004-7014)

### 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 Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)

**BUSINESS UNIT:** GERT SIBANDE NKANGALA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** ERMELO  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** LIMP03-GSN1121-001-04 (71500-013-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

■ Grade 12 / NQF 4 ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations ■ Knowledge of technical appliances ■ Knowledge of quality control procedures ■ Troubleshooting 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 Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)

## WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: MANAGEMENT & ADMINISTRATION  
DISCIPLINE: FINANCE & ADMINISTRATION  
LOCATION: GREEN POINT LABORATORY COMPLEX  
POSITION: CONTROLLER (ADMINISTRATION) (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: WCNC1021/001-01 (10090-001-1106)

### Key Job Responsibility

■ Reviews accounts receivable to ensure the improvement of the cash flow and billing administration ■ Reviews accounts payable to ensure that suppliers are paid timorously for continuous supply of stock and services to the laboratories ■ Manage the daily cash-flow position in order to maximise the utilisation and returns on cash on hand and to liaise with Finance Department (Head Office) to achieve this objective ■ Manage the bookkeeping within the Branch to ensure accuracy of accounting records ■ Manage the stores and procurement functions within the Branch to ensure the cost-effective and continual supply of stock and services to the laboratories and maintenance of services to clients ■ Reports in compliance with standard operating procedures to ensure that finance and administration is accurately and effectively administered within the Branch ■ These activities include the monitoring of expenditure against the branch budget ■ Liaises with clients (internal and external) to ensure efficient resolution of billing problems which may occur daily ■ Participate in setting up major projects e.g. ARV Roll-out insofar as it may affect and include management of financial resources of the Branch / NHLS ■ Train staff on financial and administrative standard operating procedures and budget requirements to ensure the constant interaction and application of NHLS financial and administrative standards.

### Minimum requirements & key competency

■ BCom degree ■ Minimum of 3 (three) years' experience in a public sector financial environment ■ Intimate knowledge of LABTRAK ■ Oracle and finance practices ■ Ability to work under pressure, within a team and with minimal supervision ■ Interpersonal skills ■ Communication skills ■ Analytical skills ■ Willing to work unsociable hours, weekends, public holidays and call outs. ■ Must have own transport.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to [chris.mxhosana@nhls.ac.za](mailto:chris.mxhosana@nhls.ac.za)

**BUSINESS UNIT:** TYGERBERG ACADEMIC COMPLEX  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** TYGERBERG HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC1021/001-01 (11002-015-8014)

#### 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 **Histology**
- 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 Chuma Magalela (021) 938 4169, or e-mail application to [Chuma.Magalela@nhls.ac.za](mailto:Chuma.Magalela@nhls.ac.za)**

**BUSINESS UNIT:** TYGERBERG ACADEMIC COMPLEX  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** TYGERBERG HOSPITAL  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** WCNC1021/001-01 (11022-011-5003)

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

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

#### **Key Job Responsibility**

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

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

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ HPCSA Registration as a Lab Assistant ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

**Enquiries may be directed to Chuma Magalela (021) 938 4169, or e-mail application to [Chuma.Magalela@nhls.ac.za](mailto:Chuma.Magalela@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**



**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC COMPLEX  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** WCNC1021/001-18 (12002-010-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory:

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E special stains, frozen section biopsies and IMF
- Verify and authorize test results
- Verify QC of test results
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to lot verification.

##### QMS:

- Interpret all Quality Controls ("QC")
- Implement corrective action and close non-conformance ("NC")
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

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

- Reviewing the work of others and amending results where necessary

##### Teaching, Training & Development of Laboratory staff:

- 1 x CPD presentation per annum / Training Presentation
- Ensuring that continuous training takes place and ensure the implementation of training programmes

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7
- HPCSA registration as a Medical Technologist in **Histology**
- Minimum of 4 (four) years post qualification experience within an appropriate Laboratory setting with in depth knowledge in Microbiology as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised 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 detail strive 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 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za)**

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC COMPLEX  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** WCNC0721/001-01 (12002-004-5003)

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

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

#### **Key Job Responsibility**

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

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

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ HPCSA Registration as a Lab Assistant ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

**Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za)**

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC1021/001-01 (14002.002.8014)

#### 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 **Histology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

**Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to [chris.mxhosana@nhls.ac.za](mailto:chris.mxhosana@nhls.ac.za)**

BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: HISTOLOGY  
LOCATION: GREEN POINT COMPLEX  
POSITION: TYPIST (DICTAPHONE)  
PAY GRADE: B3  
REFERENCE NUMBER: WCNC1021/001-09 (14002-001-6011)

#### 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

■ 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 so as 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 pathologists. ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

#### Minimum requirements & key competency

■ Grade 12 with typing as a subject ■ 1 (one) year Dictaphone typing ■ Post-qualification experience in a diagnostic laboratory ■ Knowledge of Medical Terminology ■ Interpersonal skills ■ Good listening skills ■ Computer literacy – Laboratory system ■ Speed and accuracy in typing ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ **Candidates will be required to do a typing competency test.**

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to [chris.mxhosana@nhls.ac.za](mailto:chris.mxhosana@nhls.ac.za)

BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: WORCESTER LABORATORY  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: WCNC1021/001-01 (15600-013-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

■ Grade 12 / NQF 4 ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** 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 Chris Mxhosana @ (021) 417 9314, or e-mail application to [chris.mxhosana@nhls.ac.za](mailto:chris.mxhosana@nhls.ac.za)

BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: KHAYELITSHA  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT1  
REFERENCE NUMBER: WCNC1020/001-01 (16300-004-8014)

#### 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 Chris Mxhosana @ (021) 417 9314, or e-mail application to [chris.mxhosana@nhls.ac.za](mailto:chris.mxhosana@nhls.ac.za)