



JANUARY 2021

## 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: 05 FEBRUARY 2021**

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## CORPORATE REGION

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CLIENT SERVICES  
**LOCATION:** BRAAMFONTEIN  
**POSITION:** ENGINEER: IT SUPPORT SERVICES (RE-ADVERTISEMENT)  
**PAY GRADE:** C1  
**REFERENCE NUMBER:** CORPIT1020/001-01 (07921.030.8010)

### Key Job Responsibility

■ To diagnose hardware faults & arrange repairs with the service providers to ensure service continuity within NHLS ■ To install, troubleshoot and configure desktop application network activity and client's software (Antivirus Software etc.). ■ To analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications used within the NHLS to ensure optimal performance of systems ■ To perform administration duties with regard to calls allocated and to record actions taken to ensure proper knowledge base is developed ■ Adherence to SOP & adopted software standards to ensure standardized IT desktop environment and prevention of other software usage ■ Performing helpdesk tasks by taking after hour's calls ■ Installing and support of scanners bar & code printers ■ To assist NHLS users with the NHLS Laboratory information System ■ Assist NHLS user with mobile devices.

### Minimum requirements & key competency

■ 3 (three) year Diploma in IT (NQF Level 6). ■ ITIL Foundation Certification (desirable) ■ MCSA Certification (desirable) ■ 2 (two) years in Desktop Hardware and Software ■ Support in a Customer Service Environment ■ 1 (one) year Mobile Device support experience ■ Standby duties is essential ■ Knowledge of desktop hardware & software applications ■ Basic Networking principles (TCP/IP, DHCP, DNS) ■ Basic Knowledge of Mobile Operating Systems ■ Knowledge of Desktop Operating Systems ■ Basic knowledge Multi-functional Printers (desirable). ■ Customer Service Skills (for Example-Telephone Etiquette) ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills ■ Valid Driver's License.

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>

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CLIENT SERVICES  
**LOCATION:** SANDRINGHAM  
**POSITION:** ENGINEER: IT SUPPORT SERVICES (RE-ADVERTISEMENT)  
**PAY GRADE:** C1  
**REFERENCE NUMBER:** CORPIT1020/001-01 (07921-005-8010)

**Key Job Responsibility**

■ To diagnose hardware faults & arrange repairs with the service providers to ensure service continuity within NHLS ■ To install, troubleshoot and configure desktop application network activity and client's software (Antivirus Software etc.). ■ To analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications used within the NHLS to ensure optimal performance of systems ■ To perform administration duties with regard to calls allocated and to record actions taken to ensure proper knowledge base is developed ■ Adherence to SOP & adopted software standards to ensure standardized IT desktop environment and prevention of other software usage ■ Performing helpdesk tasks by taking after hour's calls ■ Installing and support of scanners bar & code printers ■ To assist NHLS users with the NHLS Laboratory information System ■ Assist NHLS user with mobile devices.

**Minimum requirements & key competency**

■ 3 (three) year Diploma in IT (NQF Level 6). ■ ITIL Foundation Certification (desirable) ■ MCSA Certification (desirable) ■ 2 (two) years in Desktop Hardware and Software ■ Support in a Customer Service Environment ■ 1 (one) year Mobile Device support experience ■ Standby duties is essential ■ Knowledge of desktop hardware & software applications ■ Basic Networking principles (TCP/IP, DHCP, DNS) ■ Basic Knowledge of Mobile Operating Systems ■ Knowledge of Desktop Operating Systems ■ Basic knowledge Multi-functional Printers (desirable). ■ Customer Service Skills (for Example-Telephone Etiquette) ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills ■ Valid Driver's License.

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>

## EASTERN CAPE REGION

DISCIPLINE: CLINICAL/HAEMATOLOGY PATHOLOGY  
LOCATION: EAST LONDON  
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: PHE  
REFERENCE NUMBER: ECBR1017/001-01 (22002-001-1414)

### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

### Key Job Responsibility

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

### Minimum requirements & key competency

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

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

BUSINESS UNIT: BUFFALO CITY & AMATOLE  
DISCIPLINE: HISTOLOGY  
LOCATION: EAST LONDON  
POSITION: PATHOLOGIST  
PAY GRADE: PHE  
REFERENCE NUMBER: ECBOR0121/001-01 (22002-008-1414)

#### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN  
DISCIPLINE: ANATOMICAL PATHOLOGY  
LOCATION: PORT ELIZABETH MAIN BRANCH  
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: PHE  
REFERENCE NUMBER: ECNMB&SB0501/002-11 (21003-002-1414)

#### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

Enquiries may be directed Danvor Mentoor @ (041) 395 6162, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY/WSU  
DISCIPLINE: CHEMICAL PATHOLOGY  
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL  
POSITION: PATHOLOGIST  
PAY GRADE: PHE  
REFERENCE NUMBER: EC-NMAL0121/001-02 (23001-001-1414)

#### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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



BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY/WSU  
DISCIPLINE: HAEMATOLOGY  
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL  
POSITION: PATHOLOGIST  
PAY GRADE: PHE  
REFERENCE NUMBER: EC-NMAL0121/001-03 (23104-001-1414)

#### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY/WSU  
DISCIPLINE: ANATOMICAL PATHOLOGY  
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL  
POSITION: PATHOLOGIST  
PAY GRADE: PHE  
REFERENCE NUMBER: EC-NMAL0121/001-04 (23102-001-1414)

#### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY/WSU  
DISCIPLINE: VIROLOGY  
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL  
POSITION: PATHOLOGIST  
PAY GRADE: PHE  
REFERENCE NUMBER: EC-NMAL0121/001-05 (23106-001-1414)

#### Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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>

## KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: STANGER HOSPITAL  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT1  
REFERENCE NUMBER: KZNSTAN0820/001-21 (82105-006-8014)

### 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:** LEMBE-THUNGULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** STANGER HOSPITAL  
**POSITION:** LABORATORY TECHNICIAN (X2 POSTS) (NIGHT DUTY) (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNSTAN1020/001-07 (82105-013-7014) (82105-014-7014)

### 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>

**BUSINESS UNIT:** LEMBE-THUNGULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** NGWELEZANE HOSPITAL  
**POSITION:** LABORATORY TECHNICIAN (X2 POSTS) (NIGHT DUTY) (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNNGW1020/001-06 (81640-012-7014) (81640-013-7014)

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

**BUSINESS UNIT:** LEMBE-THUNGULU  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** NGWELEZANE HOSPITAL  
**POSITION:** LABORATORY TECHNICIAN (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNNGW0820/001-20 (81640-015-7014) (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 **Virology** 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>

**BUSINESS UNIT:** MAJU-MZINYATHI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** DUNDEE HOSPITAL  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNDUN1020/001-10 (87600-006-7014)

### 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>



**BUSINESS UNIT:** MKHANYA-ZULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** VRYHEID HOSPITAL  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** KZNVRY1020/001-16 (83200-004-7014)

### 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 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:** VHEMBE MOPANI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LETABA  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** LIMP01-VM 0820/001-01

### Main Purpose of the Job

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

### Key Job Responsibility

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

### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** SEKHUKHUNE WATERBERG  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MOKOPANE  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** LIMP02-SW0720/001-05 (63000-001-7015)

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

## WESTERN AND NORTHERN CAPE REGION

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

### Main Purpose of the Job

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

### Key Job Responsibility

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

**Minimum requirements & key competency**

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

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

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** DIAGNOSTIC MEDIA PRODUCTION  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** ASSISTANT (TECHNICAL) (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0920/001-01 (14011.009.5011)

**Key Job Responsibility**

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

**Minimum requirements & key competency**

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

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

BUSINESS UNIT: TYGERBERG ACADEMIC COMPLEX  
DISCIPLINE: HISTOLOGY  
LOCATION: TYGERBERG HOSPITAL  
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: WCNC1120/001-01 (11002-004-6011)

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

Enquiries may be directed to Chuma Magalela (021) 938 4169, 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:** LABORATORY SUPPORT SERVICE  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** WCNC1120/001-01 (12022-005-8022)

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



BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX  
 DISCIPLINE: LABORATORY SUPPORT SERVICE  
 LOCATION: GROOTE SCHUUR  
 POSITION: CLEANER (HOUSEKEEPING) (RE-ADVERTISEMENT)  
 PAY GRADE: ICS1  
 REFERENCE NUMBER: WCNC0121/001-09 (12022-004-2112)

#### 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.**

#### 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. ■ Interpersonal skills in dealing with clients 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. ■ Removes laboratory waste/biohazardous waste, cleans bins and relines bins with plastic bags ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-ordinator.

#### Minimum requirements & key competency

■ Grade 10 ■ 1 (one) month on-the-job training ■ Previous experience in a Laboratory environment ■ 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 ■ Interpersonal skills in dealing with clients.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC COMPLEX  
 DISCIPLINE: HAEMATOLOGY  
 LOCATION: HAEMATOLOGY DEPARTMENT  
 POSITION: MEDICAL SCIENTIST (RE-ADVERTISEMENT)  
 PAY GRADE: MSI  
 REFERENCE NUMBER: WCNC1019/001-01 (12104-001-9014)

#### 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.**

#### Key Job Responsibility

■ Co-manage research, teaching and training of employees in laboratory skills and health sciences so that they have better skills, knowledge and understanding to provide improved and effective health care ■ Demonstrated experience as a Project Leader on at least 1 project protocol and be concerned with basic and applied research in line with the strategic objectives of the NHLS, in order to improve knowledge, provide conceptual thinking and understanding of health related issues ■ Demonstrated evidence of publications and presentation at national and/or international conferences, research days or forums ■ Be concerned with Research and Development to assess the appropriateness of tests; to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic and identification of services ■ Be concerned with identifying and solving applied information technology development and data mining; technical problems related to routine laboratory testing and Research and Development so that an efficient, effective service is provided; and accurate and reliable research is carried out.; operational problems (e.g. relating to epidemiology and surveillance), so that root causes are understood in order to implement appropriate solutions ■ Be concerned with the total Quality Management of the laboratory, which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Be concerned with the application of specialised knowledge to diagnose disorders, diseases and pathogens or vectors of pathogens, and where necessary provide consultation, so that appropriate treatment or control methods can be provided/implemented..

#### Minimum requirements & key competency

■ MSc (NQF 8) or equivalent in the Medical Science / relevant discipline or PhD. ■ Registration with the HPCSA as a Medical Scientist in Haematology ■ 3 (three) years or more post-qualification experience as a Medical Scientist ■ Automation ■ Quality assurance ■ Molecular and cell culture methods ■ Scientific writing and presentation ■ Laboratory management ■ Understanding testing processes and procedures ■ Attention to detail ■ Informal or small group teaching ■ Preparation and delivery of formal lectures. ■ Analytical skill ■ Time management skills ■ Report writing skills ■ Computer literacy ■ Planning and Organising ■ Interpersonal skills..

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