



MARCH 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: 14 MARCH 2022

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EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: PORT ELIZABETH
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMB&SB0322/001-01 (21002-003-1414)

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CYTOPATHOLOGY
LOCATION: PORT ELIZABETH
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMB&SB0322/001-02 (21003-002-1414)

Key Job Responsibility

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

Minimum requirements & key competency

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

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BUSINESS UNIT: BUFALLO CITY AND AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EAST LONDON
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: EC-BC&AM0322/001-03 (22004-001-1414)

Key Job Responsibility

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

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

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FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: NORTHWEST
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: MAFIKENG
POSITION: BUSINESS MANAGER
PAY GRADE: D5
REFERENCE NUMBER: FSNW03220/002-01 (51990-001-1405)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- National Diploma in Medical Technology or other relevant Degree in Health Sciences
- Registration with the HPCSA in relevant discipline
- Current proof of HPCSA registration
- Business Management related qualification
- 8 (eight) years relevant laboratory experience
- 5 (five) years management experience
- Knowledge for OHSA
- Knowledge of general accounting and finance practices
- Knowledge of laboratory and ERP systems
- Knowledge of company and products produced
- Knowledge on NHLS finance and budget processes and procedures
- Planning and organizing
- Analytical skills
- Financial and general management
- Computer skills
- Leadership and management skills
- Negotiation and conflict resolution skills
- Interpersonal skills
- Effective communication skills
- Presentation skills
- Chairing meetings.

Enquiries may be directed to Mapheelo Motloun @ 011 489 9297, e-mail application to FSNW.recruitment2@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: EHLANZENI
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: MPUMALANGA – NELSPRUIT
POSITION: BUSINESS MANAGER
PAY GRADE: D5
REFERENCE NUMBER: LIMPEHL0322/001-01 (70090-001-1405)

Main Purpose of the Job

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

Key Job Responsibility

- Contribute as a member of the regional/academic management team to the operational planning for the Region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance
- Ensure effective and efficient utilization of resources to achieve all required performance objectives/targets.
- Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
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- Analytical skills
- Financial and general management
- Computer skills
- Leadership and management skills
- Negotiation and conflict resolution skills
- Interpersonal skills
- Effective communication skills
- Presentation skills
- Chairing meetings.

Enquiries may be directed to Mabatho Moshidi @ 082 886 8579, e-mail application to LIMPRregion@nhls.ac.za