



MAY 2021

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This in an internal bulletin. Only NHLS internal employees are invited to apply. No external applicant will be considered for this round of bulletin**

CLOSING DATE: 28 MAY 2021

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GRANTS REGION

WITHDRAWN

PATHOLOGIST (ENTRY) - GRADE PHE	
Central Business Unit	Chemical Pathology, Clinical Pathology, Medical Microbiology, Haematology, Medical Virology - Fixed Term Contract ending 31 Dec 2021
Braamfontein	CORPCEO0409/001-01
<p>Key Job Responsibility</p> <ul style="list-style-type: none"> ■ 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. <p>Minimum requirements & Key competencies</p> <ul style="list-style-type: none"> ■ FCPATH or MMED qualification in the relevant discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in applicable discipline. 	

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Maria Ntlailane @ (011) 386 6187, via e-mail: corporate1@nhls.ac.za Please indicate the reference number of the post, name of the post and the specific discipline.

BUSINESS UNIT: GRANTS
DISCIPLINE: SARS-COV2
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (FIXED TERM CONTRACT ENDING 31 DEC 2021),
 WITH POSSIBILITY OF EXTENSION SUBJECT TO AVAILABILITY OF
 FUNDING (AMENDMENT)
GRADE: D1
REFERENCE NUMBER: CORPCEO0409/001-02

Key Job Responsibility

- Obtain ethical clearance or waivers for non-diagnostic work
- Assist in the developing site specific protocols (SOP's)
- Interact with partners to initiate and conduct serological survey's
- Ensure appropriate bi-directional data transfer
- Manage the budget and study specific procurement
- Drafting and if necessary presentation of reports
- Prepare all reports to ensure that expenditures are within allotments and data is consistent
- Accurate and timely input of project information in computerized programme system and issuing of status reports for monitoring and evaluation purposes
- Acquisition of all expendable and non-expendable property, ensuring that procurement is made according to NHLS procedures and regulations
- Manage the project targets to ensure that the general and overall tasks are effectively, efficiently and cost-effectively adhered to
- Undertakes follow-up actions on project implementation activities and drafts changes in the programme work plans and interim reports as required
- Attends technical cooperation meetings, prepares notes and undertakes follow-up actions related to project implementation
- Selects and compiles training and orientation materials for project implementation
- Reports the outcome of financial and/or project reviews to the Corporate Manager
- Complete administrative documentation and maintain an auditable file of all projects and processes, this includes the creation and maintenance of an electronic database of activities, processes, evaluations, and historical data
- Monitor and manage allocation of resources for training and site visits
- Support and provide assistance of training manual reviews based on the new developments.

Minimum requirements & key competency:

- National Diploma Biomedical Technology (NQF Level 6) / Bsc Hons Medical Sciences (NQF Level 8)
- Registration with HPCSA as Medical Technologist or Medical Scientist in Molecular Biology or Medical Microbiology or virology or immunology or clinical pathology
- 10 (ten) years relevant experience post qualification of which 5 (five) years should be in clinical trial management (including project budgeting)
- Knowledge of project management procedures and protocols
- Sound knowledge of the laboratory related environment
- Project Scheduling and budgeting experience
- Strong management skills with experience in managing conflict
- Attention to detail
- Ability to work under pressure
- Self-motivated and be able to work independently
- Good communication skills
- Project management skills
- Interpersonal and people skills
- Able to trouble shoot independently
- Independently able to set and mark training/ teaching materials
- GCP compliant Certificate or training in project management (advantageous)
- Willingness to travel nationally

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BUSINESS UNIT: BRAAMFONTIEN
DISCIPLINE: IMMUNOLOGY
LOCATION: BRAAMFONTEIN
POSITION: MEDICAL OFFICER (FIXED TERM CONTRACT ENDING 31 DEC 2021),
 WITH POSSIBILITY OF EXTENSION SUBJECT TO AVAILABILITY OF
 FUNDING
GRADE: D1
REFERENCE NUMBER: CORPCEO0409/001-03

Key Job Responsibility

■ To contribute towards SARS-COV2 diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed. ■ To assist with service, research and teaching work of the department within a framework of accreditation to ensure the functions of the department are performed in accordance with good laboratory practice. ■ To participate in “outreach” training for nurses and doctors to ensure that correct specimen collection techniques are applied in order to ensure that the specimen quality is adequate for SARS-COV2 diagnosis thereby minimizing the need for repeat testing. ■ To provide telephonic advice, in consultation with senior staff as required, to doctors, nurses and patients in order to resolve queries and allay fears and concerns related to procedure or underlying disease in a professional and timely manner. ■ To do quality assurance to ensure that the required standards are met in order to protect the patient. ■ To contribute to medical technologist / technician, undergraduate teaching and the departmental CPD program to ensure that the departmental objectives and obligations in this regard are met ■ To keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals. ■ To compile reports and perform administrative tasks in order to ensure accurate record management as prescribed in policies and procedures. ■ To perform administrative tasks in the Division as required by Head of Department, Business Manager, Laboratory Manager and NHLS. ■ To attend routine clinics as the need arises, for the purpose providing a routine SARS-COV2 sample collection service as agreed with various healthcare providers.

Minimum requirements & key competency:

■ MB BCH or an equivalent is essential ■ Registration with HPCSA as a General Practitioner in independent practice ■ 4 (four) year post-registration experience ■ Completed registrar training in a pathology discipline and successful completion of the FC Path examination (highly advantageous) ■ Professional ethics ■ computer literacy ■ Health policies and health & safety rules. ■ Updated with CPD points as required ■ Ability to work under pressure ■ Time management / Meeting patient care deadlines ■ Flexibility / Adaptability ■ Planning and organising skills ■ Previous research or project management experience (highly advantageous).

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BUSINESS UNIT:	GRANTS
DISCIPLINE:	SARS-COV2
LOCATION:	SANDRINGHAM
POSITION:	PROJECT COORDINATOR (FIXED TERM CONTRACT ENDING 31 DEC 2021), WITH POSSIBILITY OF EXTENSION SUBJECT TO AVAILABILITY OF FUNDING (AMENDMENT)
GRADE:	C4
REFERENCE NUMBER:	CORPCEO0409/001-04

Key Job Responsibility

■ To coordinate and understand all the SARS-CoV2 programme surveillance projects in all provinces and oversee the applicable projects in order to ensure that correct procedures are followed ■ To supervise staff at sites and oversee that sufficient staffing levels are maintained for the project's smooth functioning ■ To oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning ■ 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 perform site visits in all provinces (including non-enhanced surveillance sites) to give laboratory feedback to improve laboratory participation in the program ■ To perform the required audits / checks, e.g. for correctness of data, quality and consistency and generate data queries for the site surveillance staff through paper based case report forms and electronic mobile capture of forms in order to maintain the integrity of the program ■ To assist with submission and obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permissions in place and in ethical manner ■ To oversee the implementation of and compliance to policies to ensure a standardised workplace as well as updating existing project SOPs and writing of new SOPs to ensure that best practice guidelines are maintained ■ To assess the surveillance project's needs in order to make input into the annual budget ■ To organise and run meetings with subordinate staff to ensure that feedback and training are given regularly, e.g. surveillance officer meetings, weekly teleconference, etc. ■ To generate management reports as required to monitor work and performance status of the services and take corrective action when required ■ To advise subordinate staff on project related queries in order to resolve these queries timeously and follow up surveillance cases in order to receive clinical information ■ To ensure that all project documents are kept up to date in line with the approved protocol and filed for record and audit purposes ■ To conduct monthly stock taking accordingly in compliance with the inventory policy ■ To keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development as well as to initiate and assist in new research projects, present data at conferences and publish papers.

Minimum requirements & key competency:

■ National Diploma Biomedical Technology (NQF Level 6) / Bsc Hons Medical Sciences (NQF Level 8) ■ Registration with HPCSA as Medical Technologist or Medical Scientist in Molecular Biology or Medical Microbiology or virology or immunology or clinical pathology ■ Project Management Certificate (desirable) ■ 5 (five) years post qualification experience in the relevant field ■ Knowledge of PFMA and GAAP ■ Knowledge of project management procedures and protocols ■ Sound knowledge of the laboratory related environment ■ Project Scheduling and budgeting experience ■ Computer literacy ■ Strong written and verbal communication skills ■ Excellent interpersonal skills ■ Attention to detail ■ Project management skills ■ People management skills ■ Administrative skills ■ Report writing skills ■ Analytical skills ■ Planning and Organising skills ■ Time Management skills ■ Willingness to travel nationally.

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