



MAY 2022

AMENDMENT

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: 03 JUNE 2022

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
CORPORATE REGION	3 – 10
EASTERN CAPE REGION	11 – 14
GAUTENG REGION	15 – 18
KZN REGION	19 – 21
LIMPOPO AND MPUMALANGA REGION	22 – 22
WESTERN AND NORTHERN CAPE REGION	23 – 26

CORPORATE REGION

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: JOHANNESBURG GAUTENG
POSITION: BRANCH MANAGER: HUMAN RESOURCES
PAY GRADE: D2
REFERENCE NUMBER: FCLJHB0522/001-01 (92090-001-1420)

Key Job Responsibility

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

Minimum requirements & key competency

■ Human Resources Degree or National Diploma (NQF 6). ■ Honours in Human Resources (Desirable) ■ 7 (seven) year's Generalist Human Resources experience (Recruitment, HR legislation, Governance, HR systems administration etc.) ■ 5 (five) years Supervisory/ Managerial experience ■ 5 (five) years Proven track record of Industrial Relations (Desirable). ■ Knowledge and application of Performance Management Systems. ■ Knowledge of HR Legislation & Governance. ■ Knowledge of HR Information Systems (e.g., Oracle). ■ Management skills. ■ Interpersonal skills. ■ Communication skills - (Written, Verbal & Presentation). ■ Analytical skills. ■ Conceptual skills. ■ Attention to detail. ■ Valid driver's license.

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

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: JOHANNESBURG GAUTENG
POSITION: HEAD: FORENSIC CHEMISTRY LABORATORY
PAY GRADE: D5
REFERENCE NUMBER: FCLJHB0522/001-02 (92090-001-1528)

Key Job Responsibility

■ Oversee provision of Forensic Chemistry Services. ■ Ensure Blood Alcohol analysis is performed on the ante-mortem and post-mortem blood in terms of the Criminal Procedures Act 51 of 1977, sections 212 4(a) and 8 (a) and the National Road Traffic Act 93 of 1991, Section 65. ■ Ensure Toxicology cause of death determination is performed on biological fluids such as blood, urine and vitreous humour, human organs such as stomach, liver and kidneys, and physical exhibit material such as poison or drugs found on the scene of death in terms of the Criminal Procedures Act 51 of 1977, as well as the Inquest Act 58 of 1959; ■ Ensure Foodstuffs and cosmetics are tested in terms of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972; ■ Ensure availability of human resources, financial resources and appropriate accommodation to enable the Cape Town, Durban, Johannesburg and Pretoria Forensic Chemistry Laboratories to function optimally; ■ Management of human and financial resources ■ Ensure all laboratory staff is competent and assessed quarterly in terms of the Performance Management Development System. ■ Monitor compliance with Regulations Regarding the Rendering of Forensic Pathology Service, 2017 (R 359) on behalf of the NHLS. ■ Provide provincial support and oversight ■ Provide support to the Court and National Prosecuting Authority ■ Ensure that developed strategies are implemented by the relevant stakeholder; ■ Management of data collection from provinces. ■ Participate in the National Forensic Pathology Services Committee (NFPSC) ■ Provide Secretariat Function of the National Forensic Pathology Services Committee (NFPSC) ■ Manage risk, audit queries within the area of work. ■ Develop and implement risk management plan, ■ Put systems in place to minimise risk, ■ Conduct risk assessments, and respond to audit queries. ■ Oversee performance management of the forensic chemistry laboratory ■ Ensure capacity and development of staff in the relevant sections of the core functions; ■ Monitor that fund allocated to the directorate are utilised as per PFMA prescript.

Minimum requirements & key competency

■ Bachelor's degree Honours with Chemistry as a major subject (NQF 8) ■ Masters in relevant field advantageous. ■ 10 (ten) years' experience in a Forensic Chemistry or Forensic Science environment ■ 5 (five) years' experience in Management Level ■ NHLS Act, PFMA, Human Resources and Procurement policies, Criminal Procedures Act, Health and Safety Act, Inquest Act, Foodstuffs, Cosmetics and Disinfectants Act, Road Traffic Act. ■ The science relevant to forensic chemistry services. ■ Relevant national regulations and policies within health that impact on forensic pathology services outcomes. ■ Knowledge and experience in policy development and analysis for forensic pathology services. ■ Various strategies related to forensic pathology services ■ Leadership and problem ■ Strong strategic and analytical skills ■ Working independently and in a team ■ Various Computer and Software packages ■ Communication (Written and Verbal) ■ Facilitation skills ■ Monitoring and Evaluation and research skills ■ Independent thinker and a team player ■ Project Management ■ Negotiation and advocacy skills.

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

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: JOHANNESBURG GAUTENG
POSITION: PRINCIPAL FORENSIC ANALYST
PAY GRADE: D3
REFERENCE NUMBER: FCLJHB0522/001-03 (92001-001-1549)

Key Job Responsibility

■ Provide analytical service to the client, ■ Ensure that all methods, procedures, and actions to ensure efficient and effective management system for the sections, are documented. ■ Reduce the number of toxicology samples backlog and CJSRC backlog list where applicable and maintain 90-day turn-around time of new incoming samples. ■ Reduce the number of food samples backlog/maintain 30-day turn-around time for perishables and 60-day turn-around time for non-perishables as legislated. ■ Monitor staff court attendance. ■ Ensure all analysis queries are dealt with satisfactorily. ■ Prevent incurrence of any unauthorized, irregular, or fruitless expenditure. ■ Ensure that invoices reach Head office as soon as possible after the service delivery. ■ Ensure that all inventories updated as per official procedure. ■ Accredite laboratory activities and/or maintain accreditation ■ Establish a Quality team and monitor their activities. ■ Ensure adherence to the Quality Manual. ■ Ensure that blood alcohol methods in use remain validated or verified. ■ Ensure that an internal audit of the blood alcohol and Administration sections is undertaken annually. ■ Ensure that all existing documents are reviewed annually. ■ Prepare for SANAS assessment towards blood alcohol accreditation where applicable. ■ To maintain the accreditation status of the blood alcohol section where applicable. ■ Work towards obtaining accreditation for the other sections. ■ Ensure issue of accurate reports in toxicology, food, and blood alcohol sections. ■ Ensure that all staff have and follow Personal Development Plans (PDP). ■ Ensure participation in Proficiency schemes. ■ Request feedback from clients about the efficiency of the Laboratory by means of for example ■ Client survey forms, handling of queries and to investigate complaints. ■ Ensure availability of consumables and chemicals, as well as functional equipment. ■ Management of Health and Safety in Laboratories ■ Ensure the appointment of safety Reps, First Aiders and Fire Fighters for the Sections and the subsequent training of them. ■ Ensure adherence to the requirements of the Health and Safety Manual ■ Ensure availability of and monitor provision of PPE's. ■ Ensure that Hep B vaccination status of relevant staff remains current. ■ Ensure that monthly safety inspections are carried out and recommendations implemented. ■ Management of Security, Assets, and sample integrity at the Laboratory ■ Ensure that security vetting of all staff remains current. ■ Ensure compliance to access control policies. ■ Ensure that all assets and consumables are protected and dealt with according to official procedures. ■ Adhere to FPS Strategic and FCL Operational Plans ■ Provide input to and implement FPS Strategic and FCL Operational plans. ■ Provide monthly statistical reports in terms of analysis turn-around times and report output in toxicology, food, and blood alcohol sections. ■ Provide quarterly feedback in terms of progress regarding Annual Performance Plan targets – within the due dates. ■ Ensure that all Auditor-General queries relevant to the FCL are cleared.

Minimum requirements & key competency

■ National Diploma /Degree in Analytical Chemistry (NQF 7) ■ 8 (eight) years' experience in an analytical laboratory /Forensic Chemistry Laboratory environment. ■ 5 (five) years' experience in supervisory/ management level ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid ■ Knowledge of accreditation requirements and quality control measures ■ Chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer ■ Knowledge of analyses of foodstuffs and cosmetics as per Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972, as well as alcohol and toxicology analysis in terms of the Criminal Procedures Act, Act 51 of 1977 and the Inquest Act, Act 58 of 1959 ■ Rudimentary computer literacy (spreadsheet, databases and word processors) ■ Good communication (written and verbal) & interpersonal skills ■ Facilitation & presentation skills ■ Various computer and software packages ■ Research and report writing skills ■ Liaison skills ■ Analytical skills ■ Working well under pressure ■ Handle confidential information.

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

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: JOHANNESBURG GAUTENG
POSITION: MANAGER: REGIONAL FINANCE
PAY GRADE: D2
REFERENCE NUMBER: FCLJHB0522/001-04 (92090-001-1419)

Key Job Responsibility

■ To implement and communicate all NHLS policies, systems, procedures and internal controls to ensure smooth operation of the Region / Institute and compliance with audit requirements ■ To facilitate the development and implementation of Region / Institute's business plans and budgets to ensure compliance with national strategic requirements and objectives ■ To monitor, control, correlate and report on financial performance of the Region / Institute against the budget to ensure cost effective, efficient service that is compliant with Public Finance Management requirements ■ To review, recommend and report on capital expenditure for authorization by executive manager to ensure that expenditure remains within allocated budget and is distributed equitably between various business units in the branch ■ To facilitate the implementation of contracts and service level agreements at a Regional / Institute level to ensure that the needs of customers and NHLS business objectives are met ■ To oversee general services of the Region / Institute (e.g. safety, security, office facilities, transport services and switchboard) in order to support logistical business needs and improve overall efficiency ■ To develop and manages staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ To manage inventory and assets and conduct ad hoc audits to ensure correctness of stock levels ■ To, where required, take responsibility for the overall financial and information technology of the Region / Institute in accordance with the NHLS rules, policies and procedures.

Minimum requirements & key competency

■ Bcom / Financial Management degree or National Diploma in Accounting (NQF 6) ■ 5 (five) years post qualification experience in finance and general management ■ Knowledge of Oracle ERP ■ Knowledge of relevant acts and Treasury Regulations i.e. PFMA, PPPFA, BBBEE, GRAP, GAAP, etc. ■ Knowledge of writing policy and procedures ■ Cost and Management Accounting ■ Negotiation skills ■ Strong communication skills (including negotiation and facilitation) ■ Interpersonal skills ■ People management skills ■ Time management skills ■ Computer literacy (MS Office with advanced excel) ■ Attention to detail ■ Leadership skills ■ Assertiveness ■ Advanced financial skills ■ Ability to deal with and provide support to managers who have limited knowledge of financial system Decision-making skills ■ Ability to work independently and as part of a team ■ Investigative skills.

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

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: JOHANNESBURG GAUTENG
POSITION: MANAGER: PROJECT

(12 MONTHS FIXED TERM CONTRACT)

PAY GRADE: D2

REFERENCE NUMBER: FCLJHB0522/001-05 (92090-001-1406)

Key Job Responsibility

■ 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. ■ A sound understanding of the south African public sectors and the regulations governing public institutions. ■ Insights and understanding of various public regulations. ■ Experience working with non-profit or public entities. ■ Must be able to execute the work and timelines.

Minimum requirements & key competency

■ Bcom Degree or National Diploma in Accounting (NQF 6) ■ 8 (eight) years post qualification relevant experience ■ Extensive computer knowledge ■ Knowledge of organizational policies and procedures ■ Knowledge of PFMA and GAAP ■ Computer Skills ■ Report writing skills ■ Analytical skills ■ Communication skills ■ Attention to detail ■ Interpersonal and people skills

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

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT OPERATIONS
LOCATION: SANDRINGHAM
POSITION: MANAGER: LINUX/ UNIX SYSTEMS (AMENDMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPIT0322/001-01(07923-001-1441)

Key Job Responsibility

■ To manage the LINUX/UNIX team in order to ensure the smooth operation, installation, support and maintenance of LINUX/UNIX systems including related hardware ■ To train and manage staff to ensure that they have the skills required by the organization/department and are able to achieve their performance objectives ■ To manage the storage and network administration, management of back-up and data recovery environments ■ To liaise with customers and related departments to resolve service related queries and provide advice in order to ensure effective service delivery ■ To manage third party suppliers and service level agreements in order to ensure cost effective delivery of services ■ To contribute to the IT strategy and budget development to ensure that it is in line with the business need ■ To contribute to the development of IT policies and develop and implement SOP's accordingly in order to ensure compliance with policy and regulations ■ To manage the LINUX/UNIX environment and patches in order to ensure security, reliability, capacity and availability of systems for end users ■ To produce system usage statistics and highlight areas of concern ■ To maintain the system documentation in order to ensure business continuity and continuous operations ■ To manage internal IT projects in accordance with business needs in order to ensure effective service delivery.

Minimum requirements & key competency

■ National Diploma in IT (NQF Level 6) ■ Red Hat Certified Engineer (RHCE) ■ 8 (eight) years' relevant experience of which 3 (three) years should be in a supervisory/ project management or team lead capacity ■ Storage Area Network Certification (desirable) ■ VMware certified professional (desirable) ■ Valid driver's licenses.

Knowledge of/ key competency:

■ Experience with fibre channel based storage (HP3par or similar) ■ Solaris LDOM's/ Solaris Zones Experience provisioning and configuring Solaris virtual servers using logical domains and zones ■ Hands on cluster experience, preferable with Veritas Cluster Suite or Veritas InfoScale, Linux based cluster ■ Project management ■ Scripting skills, the most important being KORN, BASH and PERL ■ Knowledge of VMWare based systems and related virtualization tools ■ Knowledge HPBlade server environment ■ Knowledge with software and hardware RAID, logical Volume Manager ■ Knowledge of networks and routing, including security tools such as firewalls and intrusion detection ■ Troubleshoot skills of performance based problems quickly and effectively on all Unix platforms and have working knowledge of "nix based performance tools ■ Server hardening techniques including IPtables, Firewalls, SELinux and SSH ■ Knowledge of databases (Oracle/ MySQL/ DB2 or similar) (desirable) ■ Oracle Secure Back-up experience (desirable) ■ Understanding DR processes ■ Scripting skills, the most important being KORN, BASH and PERL ■ Knowledge of VMWare based systems and related virtualization tools ■ Knowledge HPBlade server environment, Itanium based systems and ProLiant server range ■ Knowledge with software and hardware RAID, logical Volume Manager ■ Knowledge of networks and routing, including security tools such as firewalls and intrusion detection ■ Troubleshoot skills of performance based problems quickly and effectively on all *nix platforms and have working knowledge of "nix based performance tools ■ Server hardening techniques including IPtables, Firewall, SELinux and SSH ■ Knowledge of databases (Oracle/ MySQL/ DB2 or similar) (desirable) ■ Understanding DR processes ■ Analytical and problem solving ■ Time management skills ■ Communication skills ■ Interpersonal skills.

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: INFORMATION & KNOWLEDGE MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: OFFICER: RECORDS MANAGEMENT (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPIT0121/001-01 (07926-001-1477)

Key Job Responsibility

■ To facilitate the development and implementation of Records Management policies and procedures ■ To provide 1st line Applications support for all applications that are used with the NHLS. ■ To design, develop and maintain filing systems/records numerical standards. ■ To design, develop and implement business classification schemes ■ To develop, implement and apply proper records retention schedules to records in paper and electronic format ■ To develop, implement and apply disposal schedules for NHLS records in paper and electronic format ■ To design, develop and maintain NHLS Records Management File plan both physical and electronic records ■ To ensure NHLS Records Management File plan complies with National Archives and Records Services of South Africa ■ To ensure compliance with relevant legislation, regulations and information security policies ■ To ensure compliance and adherence to accredited standards adopted by Records Management ■ To advise on complex legal and regulatory issues based on statutory and regulatory frameworks observed by Records Management ■ To engage with National Archives and Records Services of South Africa (NARSSA) to ensure approval of NHLS File Plan.

Minimum requirements & key competency

■ 3 year National Diploma/Degree in Records Management/ Information Management/Information Technology or related qualification (NQF Level 6) ■ Records Management Certificate ■ 5 (five) years' experience in Records Management environment ■ Experience in designing, developing and implementing a File Plan ■ Experience designing and implementing business classification schemes ■ Experience in developing and implementing disposal and retention schedules ■ Experience in engaging with National Archives Records Management of South Africa ■ Knowledge in using some form of document management systems, Enterprise Content Management (ECM) Systems etc or Records Management systems ■ Comprehensive understanding of knowledge management ■ Knowledge of statutory, regulatory frameworks and SANAS standards for managing records ■ Knowledge of electronic / enterprise content management systems or records management systems ■ Open Text Records Management module ■ Project Management ■ Analytical and System thinking skills ■ Good negotiation skills ■ Interpersonal and advanced communication skills (verbal and written) ■ Written and Verbal Communication Skills ■ Self-motivated, able to work independently and work as part of a multidisciplinary team ■ Excellent personal organisation and ability to prioritise and carry out multiple tasks ■ Elicitation and facilitation skills ■ Ability to discuss technical matters effectively with non -technical people ■ A desire to remain technically capable and an expert in current technologies.

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: FINANCE
DISCIPLINE: FACILITIES
LOCATION: SANDRINGHAM
POSITION: OFFICER: SECURITY (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPFIN1120/001-01 (04915-025-2115)

Key Job Responsibility

■ Ensures proper implementation of established security standards, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures. ■ Writes security-related documents, such as incident reports, recording observations, information, occurrences. ■ Interviewing witnesses and obtaining signatures ■ Conduct physical examinations of property, i.e. monitoring and surveillance of equipment, buildings, access points and permitting entry to ensure compliance with security policies and regulations ■ Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer instructions, troubleshooting malfunctions; calling for repairs. ■ Communicate security status, updates, and actual or potential problems, using established protocols.

Minimum requirements & key competency

■ Minimum Grade 12/ equivalent (NQF level 4) with a Grade D security certificate ■ Driver's License (desirable) ■ 1 (one) year experience as a security guard. ■ Thorough training and registered with PSIRA ■ Ability to operate detecting systems ■ Working Knowledge of public safety and security procedures/ protocols. ■ Surveillance skills and experience ■ Knowledge of logistics of campus / hospital/ laboratory departments ■ Strong interpersonal skills ■ Time management Skills ■ Integrity, professionalism and character beyond reproach. ■ Good communication skills ■ Good driving skills (desirable) ■ Assertiveness ■ Attention to detail ■ Willingness to work shifts and weekends.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CYTOPATHOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: EC-NMAL0322/001-02 (23003-009-8014)

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 **Cytopathology** ■ 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: COFIMVABA HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-AN&JG0322/001-05 (25000-002-8014)

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 2nd and 3rd 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: BUFALLO CITY AND AMATOLE
DISCIPLINE: ANATOMICAL PATHOLOGIST
LOCATION: EAST LONDON
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
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.

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 Mpumzi Mpambani @ (043) 700 8706, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CYTOPATHOLOGY
LOCATION: PORT ELIZABETH
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
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.

Enquiries may be directed Mpumzi Mpambani @ (043) 700 8706, e-mail application to EC.recruitment@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: GAUTENG REGION
DISCIPLINE: HUMAN RESOURCE DEPARTMENT
LOCATION: BRAAMFONTEIN
POSITION: PRACTITIONER - HUMAN RESOURCE (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: GAU-HR0322/001-01(06901-004-1217)

Main Purpose of the Job

Provide human resource services within a designated area / business unit to ensure the proper application of all HR policies and procedures, compliance with all relevant systems and legislation to ensure that all HR objectives and strategic targets are achieved in line with operational needs of the NHLS.

Key Job Responsibility

1. Policy implementation and compliance to all HR processes in a Business Unit ■ Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units ■ Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures. **2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level** ■ Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information ■ Provide monthly reports to the HR Manager on the progress and compliance levels for designated area. **3. Facilitate the orientation and exit management programmes at designated Business Units** ■ Responsible for employees orientation and exit process, coordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy ■ Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures. **4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment** ■ Responsible for overseeing Employee Relations, facilitation, alternative dispute resolution and conflict management as well as disciplinary, grievance procedures and hearings to ensure consistent and fair application in terms of legislation and NHLS policies and procedures **5. Manage HR Administration matters and provide advice** ■ Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Conduct sick leave and leave management analysis, reporting Business Units trends ■ Managing and maintaining EE Records and reporting on targets **6. Co-ordinate and facilitate the Recruitment and Selection process** ■ Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations.

Minimum requirements & key competency

■ Degree/Diploma in Human Resources Management (NQF 6) or Bcom Degree in HR / Industrial Psychology Degree ■ Valid Driver's License ■ 5 years demonstrated HR generalist experience essential ■ 3 (three) years demonstrated IR experience ■ 3 (three) years HR Systems administration experience desirable (Oracle System Advantageous) ■ Computer literacy (MS Office, Powerpoint, Advance excel and Oracle) ■ Very good communication skills, verbal and written ■ Ability to communicate at all levels ■ Good administration skills ■ Attention to detail ■ Time management ■ Good conflict management skills ■ Ability to adapt to change ■ Planning and Organising skills ■ Ability to work under pressure, Ability to work independently and within a team, maintain confidentiality, Supervisory skills, Conflict resolutions, Analytical skills, Presentation skills ■ **Successful candidate will be expected to travel. For the balance EE Target for HR we will consider applications from male candidates.**

Enquiries may be directed to Nomti Ralarala @ (011) 489 9932, or e-mail application to TAD.Recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: DR GEORGE MUKHARI ACADEMIC LABORATORY
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUDGM0421/001-02 (46002-001-1133)

Main Purpose of the Job

Supervises and co-ordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service.

Key Job Responsibility

- Provides expert technical assistance in specialized area of work to other laboratories for the purpose of troubleshooting and the set-up of new methods.
- Oversees all aspects of quality assurance within the unit including daily Quality Control, External Quality Assurance, calibration and equipment maintenance to ensure the delivery of quality results and the implementation of timeous corrective action as and when required.
- Generate regular TrakCare (LIS) work-file enquiries to monitor outstanding work within the unit and to take corrective action as required.
- Responsible for the training and development of medical technologists and medical technicians in the technical aspects of the laboratory tests performed within the unit to ensure that they are adequately skilled in line with the laboratory's needs.
- Responsible for the training of medical technology students to ensure that they are technically competent in the work performed by the unit in order to pass the relevant qualifying examinations.
- Responsible for the upkeep of the quality system of the unit, including the regular review of Standard Operational Procedures, in order to ensure compliance with SANAS accreditation requirements.
- Responsible for the optimization of each batch of reagents (antibodies) for immunohistochemistry, guided by manufacturer's instruction and personal experience, to ensure the cost effective use of reagents and quality results.
- Responsible for the optimization of stock levels and assessment of CAPEX needs within the unit to ensure the cost effective use of NHLS resources and the availability of reagents and suitable equipment at all times.
- Implements safe working conditions and procedures to ensure a safe working environment and compliance with all safety legislation.
- Participate in the delivery of Continuing Professional Development (CDP) activities within the department to contribute to staff development and in compliance with HPCSA requirements.
- Liaises with customers in order to resolve service related issues and to promote a positive image of the laboratory.
- Performs the duties of a medical technologist as required to ensure that all the work is processed in a timely and efficient manner.
- Manages and develops staff to ensure that they are able to meet their performance objectives.
- Assists lab manager in drawing up job descriptions for sub-ordinates to ensure that staff is aware of their performance expectations.

Minimum requirements & key competency

- 3 (three) year relevant Diploma or degree in in Medical Technology.
- Registration with the HPCSA in the **Histopathology**
- Minimum of 4 (four) years' experience as Medical Technologist in a diagnostic laboratory.
- Knowledge of laboratory instruments.
- Interpret numerical laboratory results.
- Quality assurance.
- Communication skills
- Customer care.
- Interpersonal skills.
- Coaching.
- Analytical skills.
- Problem solving skills.
- Attention to detail.
- Supervisory skills.
- Computer Literacy skills.

Enquiries may be directed to Vivian Sithoga (011) 489 8588, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: VIROLOGY
LOCATION: DR GEORGE MUKHARI ACADEMIC LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: GAUDGM (46008-001-1209)

Main Purpose of the Job

To manage a laboratory to ensure achievement of a cost effective and high quality service in line with customer and business needs.

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements ■ Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance. ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources ■ Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in the **Virology** ■ 6 (six) years post qualification and experience in the diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and Processes ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, organizing and process management ■ Analytical skills.

Enquiries may be directed to Nomti Ralarala @ (011) 489 9932, e-mail application to dgm.recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: HUMAN GENETICS
LOCATION: BRAAMFONTEIN COMPLEX (JOHANNESBURG)
POSITION: MEDICAL SCIENTIST(ENTRY) (RE-ADVERTISEMENT)
PAY GRADE: MSE
REFERENCE NUMBER: JSW00322/001-04 (41088-007-9014)

Main Purpose of the Job

To conduct research relevant to the pathology discipline, to teach and train students, to do diagnostic tests development and to assist in troubleshooting related to diagnostic testing.

Key Job Responsibility

■ Conducts research under supervision of a Senior Medical Scientist or Pathologist ■ On the bench (training of intern scientist, technologist and technicians). ■ Co-supervision of small research project. ■ Conducts tests and procedures independently ■ Contributes to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Records completed in accordance with current policies / procedures and relevant SOP. ■ Maintenance logs are accurate, up to date accessible and retrievable ■ Error logs/corrective action reports completed according to requirements ■ Perform equipment maintenance ■ Participation in Quality Management.

Minimum requirements & key competency

■ BSc Honours / MSC or equivalent in Medical Science/NQF level 8 or 9 ■ Registered with HPCSA as a Medical Scientist in Molecular **Genetics / Cytogenetics** ■ At least 1 Scientific Research Abstracts ■ Involvement in development and validation of either 1 new diagnostic methodology or significant modifications to existing applications/ procedures ■ Presentation at local conferences/ research days or forums ■ Adherence to quality management systems ■ Corrective action logs ■ Active participation in maintaining SANAS accreditation.

Enquiries may be directed to Fulufhelo Ramolumisi (011) 489 9009, e-mail application to sgauteng.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: PROSECTOR (WITHDRAWN)
PAY GRADE: B4
REFERENCE NUMBER: KZNANATIALCH0322/001-10 (81113-001-7017)

Main Purpose of the Job

To carry out post-mortem procedures, assisting the pathologist in examining cadavers and transferring harvested samples into clean fixative to assist the pathologist in making a diagnosis.

Key Job Responsibility

■ To receiving, sort and refer (where applicable) specimens for testing ■ To remove organs for the pathologist to examine ■ To dissect samples for the purpose of processing ■ To transfer samples into clean fixative to preserve the specimen ■ To file reserve specimen in the store room according to year and number ■ To discard old specimen to open room for new cases to store according to archive standard operating procedure ■ To carry out the post mortem procedures according to requirements ■ To assist the pathologist and technologist in the sample examination process ■ To file slides and wax-blocks accordingly, ensure that wax-blocks are filed in annual and numerical order and to retrieve slides or wax-blocks when needed ■ To dispose of or incinerate all specimens in accordance with standard operating procedures and legislation ■ To monitor stock availability of consumables to ensure availability of all necessary commodities ■ To apply all health & safety and housekeeping regulations according to policy and legislation to ensure a safe working environment ■ Prepare Trim lab and dissection room for the next day's work (i.e. cleaning trim table, wash instruments, see that enough aprons and hand towels are available, disinfectant is topped up and washing of all glassware) ■ Lay out the cadaver in the appropriate manner so pathologist can do a superficial examination. After the examination the technician must cut the body according to SOP ■ To ensure that the organs are placed back in the cadaver after examination and the body is sewed together according to protocol ■ To ensure that the body is appropriately dressed for presentation to recipient.

Minimum requirements & key competency

■ Matric / Grade 12 / NQF Level 4 ■ Registered with HPCSA as a Laboratory Assistant (**Anatomical Pathology**) ■ Six (6) months' work experience ■ Interpersonal skills ■ Attention to detail ■ Written and verbal communication skills ■ Time management skills ■ Psychological resilience ■ To demonstrate initiative, flexibility, accountability and engagement with all work related matters ■ Ability to work in a team ■ Meeting deadlines and working pressure ■ Ability to operate in an anti-social environment and stigma attached to the job.

Enquiries may be directed to Calvin Naidoo @ (031) 327 678, e-mail application to calvin.naidoo@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: KZNHAEMIALCH1121/001-13 (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 2nd and 3rd 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

BUSINESS UNIT: KZN REGION
DISCIPLINE: HUMAN RESOURCE DEPARTMENT
LOCATION: PRINCE STREET
POSITION: PRACTITIONER - HUMAN RESOURCE (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: KZNPST-HR0720/01-10 (06904-004-1217)

Main Purpose of the Job

Provide human resource services within a designated area / business unit to ensure the proper application of all HR policies and procedures, compliance with all relevant systems and legislation to ensure that all HR objectives and strategic targets are achieved in line with operational needs of the NHLS.

Key Job Responsibility

1. Policy implementation and compliance to all HR processes in a Business Unit ■ Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units ■ Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures. **2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level** ■ Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information ■ Provide monthly reports to the HR Manager on the progress and compliance levels for designated area. **3. Facilitate the orientation and exit management programmes at designated Business Units** ■ Responsible for employees orientation and exit process, coordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy ■ Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures. **4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment** ■ Responsible for overseeing Employee Relations, facilitation, alternative dispute resolution and conflict management as well as disciplinary, grievance procedures and hearings to ensure consistent and fair application in terms of legislation and NHLS policies and procedures **5. Manage HR Administration matters and provide advice** ■ Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Conduct sick leave and leave management analysis, reporting Business Units trends ■ Managing and maintaining EE Records and reporting on targets **6. Co-ordinate and facilitate the Recruitment and Selection process** ■ Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations.

Minimum requirements & key competency

■ Degree/Diploma in Human Resources Management (NQF 6) or Bcom Degree in HR / Industrial Psychology Degree ■ Valid Driver's License ■ 5 years demonstrated HR generalist experience essential ■ 3 (three) years demonstrated IR experience ■ 3 (three) years HR Systems administration experience desirable (Oracle System Advantageous) ■ Computer literacy (MS Office, Powerpoint, Advance excel and Oracle) ■ Very good communication skills, verbal and written ■ Ability to communicate at all levels ■ Good administration skills ■ Attention to detail ■ Time management ■ Good conflict management skills ■ Ability to adapt to change ■ Planning and Organising skills ■ Ability to work under pressure, Ability to work independently and within a team, maintain confidentiality, Supervisory skills, Conflict resolutions, Analytical skills, Presentation skills ■ **Successful candidate will be expected to travel.**

Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LEBOWAKGOMO LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP04-CAP0122-001-13 (66300-001-1113)

Main Purpose of the Job

To manage a laboratory to ensure achievement of a cost effective and high quality service in line with customer and business needs.

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements ■ Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance. ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources ■ Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in the Clinical Pathology ■ 5 (five) years post qualification and experience in the diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and Processes ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, organizing and process management ■ Analytical skills.

Enquiries may be directed to Helen Matetoane @ 015 296 3910 / 072 346 8157, e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: MANAGEMENT & ADMINISTRATION
DISCIPLINE: ADMINISTRATION
LOCATION: GREEN POINT LABORATORY COMPLEX
POSITION: PROVINCIAL PROJECT MANAGER (AMENDMENT)
(12 - MONTHS FIXED TERM CONTRACT)
PAY GRADE: D1
REFERENCE NUMBER: WCNC1021/001-01 (10090-001-1369)

Main Purpose of the Job

Implementation and management of required project operations activities with individual project managers and staff.

Key Job Responsibility

■ Draft the project work plans and monitor implementation of these plans as required to meet the project targets. ■ Follow-up actions on project implementation activities and draft changes in the programme work plans to meet changing needs and issue interim reports as required for accurate documentation of such changes. ■ Attend technical co-operation meetings, prepare notes and undertake follow-up actions related to project implementation in compliance with project targets and/or stake-holder demands. ■ Co-ordinate the preparation of the monthly and quarterly reports to the Area Manager and timely submission of such reports for internal / external monitoring and evaluation purposes. ■ Carry out project procurement requirements according to NHLS procedures and regulations. ■ Monitor and evaluate sites as to determine progress and milestones of the project. ■ Prepare all reports to ensure that expenditures are within allotments and data is consistent. ■ Selects and compiles training and orientation materials for project implementation. ■ Reports the outcome of financial and/or project reviews to the Area Manager.

Minimum requirements & key competency

■ Grade 12 ■ Relevant 3 (three) year National Diploma or Degree / NQF level 6 or 7 ■ Certificate in Project Management ■ 2 (two) years demonstrated experience in a diagnostic laboratory environment ■ Knowledge of relevant laboratory processes and procedures ■ Assertiveness ■ Interpersonal skills ■ Computer skills ■ Sound understanding of finance and general management detail ■ Team leadership ■ Good Communication skills ■ Analytical skills.

Enquiries may be directed to James Abraham @ (021) 417 9316, e-mail application to james.abraham@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGION
 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 2nd and 3rd 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 **Histopathology**
- 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

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: GREEN POINT COMPLEX
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0122/001-01 (14002-001-5003)

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: MICROBIOLOGY LABORATORY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: LABORATORY SUPERVISOR (AMENDMENT)
PAY GRADE: LS3
REFERENCE NUMBER: WCNC0122/001-01 (35204-001-1231)

Main Purpose of the Job

Supervises and co-ordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service.

Key Job Responsibility

- Provides expert technical assistance in the specialized area of work to other laboratories for the purpose of troubleshooting and the set-up of new methods
- Oversees all aspects of quality assurance within the unit including daily Quality Control, External Quality Assurance, calibration and equipment maintenance to ensure the delivery of quality results and the implementation of timely corrective action as and when required
- Generate regular TrakCare (LIS) work-file enquiries to monitor outstanding work within the unit and to take corrective action as required
- Responsible for the training and development of medical technologist and medical technicians in the technical aspects of the laboratory's needs
- Responsible for the training of medical technology students to ensure that they are technically competent in the work performed by the unit in order to pass the relevant qualifying examinations
- Responsible for the upkeep of the quality systems of the unit, including regular reviews of Standard Operating Procedures, in order to ensure compliance with SANAS accreditation requirements
- Responsible for the optimization of each batch of reagents (antibodies) for Immunohistochemistry, guided by manufacturer's instruction and personal experience, to ensure the cost effective use of reagents and quality results
- Responsible for the optimization of stock levels and assessment of CAPEX needs within the unit to ensure the cost effective use of NHLS resources and availability of resources at all times
- Implement safe working conditions and procedures to ensure a safe working environment and compliance with safety legislation
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department to contribute to staff development and in compliance with HPCSA requirements
- Liaises with customers in order to resolve service related issues and to promote a positive image of the laboratory
- Performs the duties of a medical technologist as required to ensure that all the work is processed in a timely and efficient manner
- Manages and develops staff to ensure that they are able to meet their performance objectives
- Assists lab manager in drawing up job descriptions for subordinates to ensure that staff are aware of their performance expectations.

Minimum requirements & key competency

- Three (3) year relevant Diploma or Degree in Medical Technology
- Registration with the HPCSA as a Medical Technologist in **Microbiology / Clinical Pathology**
- 4 (four) years' experience as a Medical Technologist in a diagnostic laboratory
- Knowledge of laboratory instruments
- Interpret numerical laboratory results
- Quality Assurance
- In-depth knowledge of microbiology
- Communication skills
- Customer Care
- Interpersonal skills
- Coaching
- Analytical skills
- Problem solving skills
- Attention to detail
- Supervisory skills
- Computer literacy skills.

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969, or e-mail application to paballo.thokoana@nhls.ac.za