



OCTOBER 2021

## GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**

**CLOSING DATE: 29 OCTOBER 2021**

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## CORPORATE REGION

**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 Maria Ntlailane on (011) 386 6187, e-mail application to [corporate4@nhls.ac.za](mailto:corporate4@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** OPERATIONS  
**LOCATION:** SANDRINGHAM  
**POSITION:** SPECIALIST: DISASTER RECOVERY (AMENDMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** CORPIT 0721/001-02 (07923-001-1353)

#### Key Job Responsibility

■ To manage all aspects pertaining to the availability, safety, maintenance and repairs (eg. Power & standby power, UPS and generators, air conditioning, access control, fire and alarm systems, emergency and rescue systems and building systems that may affect the IT operations) of the IT facilities equipment and environment at all data centres ■ To supervise the onsite management of the general services staff, contractors, vendors ensuring that all work is performed according to established practices and procedures ■ To be responsible for the physical security policies, procedures and adherence at all national data centres, including emergency evacuation documentation, testing and training ■ To inspect facilities and generate inspection reports, as well as reports on all aspects of the critical facility operations and maintenance ■ Arrange to get the Data Centre's cleaned by a professional body to minimise dust disturbances in a quarterly basis ■ To assume leadership role in developing, coordinating and maintaining comprehensive data centre recovery plans and a testing program to ensure the ability to recover in the event of unforeseen disruption to facilities or technology systems ■ Ability to lead and direct team members, maintain schedules and project management in the event of disaster and implement special needs plan and programs ■ To work with IT managers and other business leaders to co-ordinate projects, manage capacity and optimise plant safety, performance, reliability and efficiency ■ To perform periodic audits of existing disaster recovery plans and report to management on any improvements that needs to be made ■ Co-ordinate with other IT units in planning new additions on capacity planning with a major focus on proactively assuring adequate power and cooling in the data centre.

#### Minimum requirements & key competency

■ 3 Year National Diploma (NQF Level 6) in Information Technology ■ Linux/Unix Systems Administration Certification ■ Veeam Certification (desirable) ■ Cobit certification (desirable) ■ ITIL v3 foundation (desirable) ■ Datacenter Certification (desirable) ■ Microsoft Server Administration (desirable) ■ 5 (five) years' experience in Information Technology, specifically in extensive Data Centre environments and critical Infrastructure systems ■ Knowledge in IT Infrastructure & equipment management and design best practices ■ Knowledge in data centre reticulation ■ Knowledge in air - conditioning systems ■ Knowledge of alarm and fire control systems ■ Technical knowledge of power distribution systems, emergency power, UPS systems, fire alarms and suppression systems. ■ Project Management skills ■ Analytical and problem solving skills ■ Responsible attitude, ability to take initiatives and ownership ■ Ability to lead staff including prioritizing and scheduling work assignments ■ Strong interpersonal skills ■ Communication skills ■ Proactive and goal oriented ■ Ability to work under pressure ■ Ability to meet deadlines ■ Ability to weigh business and IT risks and respond appropriately ■ Multitasking skills.

Enquiries may be directed Maria Ntlailane on (011) 386 6187, e-mail application to [corporate4@nhls.ac.za](mailto:corporate4@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

## EASTERN CAPE REGION

**BUSINESS UNIT:** ALFRED NZO AND JOE GQABI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** HOLY CROSS  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** EC-AF&JG0721/001-04 (26040-001-1113)

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

**BUSINESS UNIT:** ALFRED NZO AND JOE GQABI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** ST PATRICK  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** EC-AF&JG0721/001-07 (27800-001-1113)

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

**BUSINESS UNIT:** ALFRED NZO AND JOE GQABI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** TAYLOR BEQUEST HOSPITAL  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** EC-AF&JG0721/001-02 (26000-004-7014)

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

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

### **Key Job Responsibility**

#### **Laboratory Safety Compliance:**

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

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

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

#### **Maintained and Operated Equipment:**

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

#### **Quality Assurance:**

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

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

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

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

■ Grade 12 / NQF 4 ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations ■ Knowledge of technical appliances ■ Knowledge of quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Communication skills ■ Interpersonal skills. ■ Computer literacy ■ Record keeping and filing skills ■ Ability to demonstrate the use of laboratory equipment's.

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**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** SUPPORT FUNCTION  
**LOCATION:** PE DMP  
**POSITION:** ASSISTANT TECHNICAL (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** ECNMB&SB0701/001-09 (21011-002-5011)

**Main Purpose of the Job**

**To assist in the production of bacteriological culture media and reagent to ensure that quality products are manufactured.**

**Key Job Responsibility**

■ To assist with the preparation of culture, media , dispense ,label ,pack and distribute different culture media to relevant departments in terms of defined processes and procedures ■ To operate and perform routine maintenance on the Lab equipment and prepare all products for QA to obtain maximum outcomes ■ To maintain and sterilize all equipment and re-usable components to ensure Health and Safety standards and adhered to ■ To check stock levels and report any problems to Supervisor to ensure operational and quality standards are adhered to all the times ■ To conduct training on new staff on the same level within the Laboratory to ensure that a high standard of service is delivered ■ To perform all NHLS safety and good housekeeping tasks in accordance with relevant acts ,prescripts policies and procedures.

**Minimum requirements & key competency**

■ Grade 12/N2/NQF Level 3 ■ 1 (one) year plus in a Laboratory manufacturing environment ■ Knowledge of occupational Health and Safety (OHS) ■ Knowledge of Laboratory Safety and Regulations ■ Good Laboratory Practice (GLP) ■ Good manufacturing Practice (GMP) ■ Basic computer literacy ■ Interpersonal skills ■ Organisational Skills ■ Attention to details ■ Time management.

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



**BUSINESS UNIT:** BUFFALO CITY & AMATOLE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MADWALENI  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** EC-BOR0721/001-10 (25180-001-1113)

#### 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 Asamkele Gonose @ (041) 395 6162, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

## FREE STATE AND NORTH WEST REGION

**BUSINESS UNIT:** NORTH WEST  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** TSHEPONG LABORATORY  
**POSITION:** HOUSEKEEPER/MESSENGER (RE-ADVERTISEMENT)  
**PAY GRADE:** A1  
**REFERENCE NUMBER:** FSNW0721/001-08 (51510-010-3003)

### Main Purpose of the Job

**To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition. Provide a messenger service to the relevant laboratory and Provincial Hospital.**

### Key Job Responsibility

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition ■ Responsible for vacuuming carpeted areas and spot cleaning carpets ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves ■ Sweeping and mopping of floors ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges ■ To empty waste bins and take waste to designated areas ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available ■ To set up tables/ chairs and equipment for events as needed ■ Follow health and safety regulations and use chemicals as directed ■ Report deficiencies or needs to the Co-ordinator ■ Collect specimens and deliver reports to the hospital wards according to set procedures to facilitate work flow and report delivery ■ Sorts and distributes internal/courier mail in the receiving office to ensure correct delivery of mail to departments ■ Sort and deliver collected specimen to different laboratory departments ■ Take telephonic messages in the transport office to ensure operational standards and company image are maintained ■ Operate pneumatic tube. ■ Scanning of specimen.

### Minimum requirements & key competency

■ Grade 10 ■ Drivers Licence (Desirable) ■ 1 (one) month on-the-job training ■ Previous experience in a Laboratory environment (Desirable) ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management. ■ Good driving skills. ■ Interpersonal skills in dealing with clients.

**Enquiries may be directed to Mpho Tau @ 051 411 9950, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

## GAUTENG REGION

**BUSINESS UNIT:** EKURHULENI\_TSHWANE  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** FAR EAST RAND LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** EKTS1021/001-01 (44760-001-8022)

### Main Purpose of the Job

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

### Key Job Responsibility

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

### Minimum requirements & key competency

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

**Enquiries may be directed to Vivian Sithoga (011) 489 8588, e-mail application to [EKTS.recruitment@nhls.ac.za](mailto:EKTS.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** DR GEORGE MUKHARI ACADEMIC  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** DR GEORGE MUKHARI ACADEMIC  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** GAUDGM1021/001-04 (46022-011-7009)

**Main Purpose of the Job**

**Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.**

**Key Job Responsibility**

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times ■ Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes ■ Handle administrative queries, phone out results, initiate printing and faxing of reports ■ Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

**Minimum requirements & key competency**

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1 (One) year clerical experience ■ 1 (One) year laboratory experience (Desirable) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ **Candidates will be required to do a typing competency test.**

**Enquiries may be directed to Vivian Sithoga (011) 489 8588, e-mail application to [dgm.recruitment@nhls.ac.za](mailto:dgm.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** CHARLOTTE MAXEKE TERTIARY  
**DISCIPLINE:** HAEMATOLOGY – FLOW CYTOMETRY  
**LOCATION:** CHARLOTTE MAXEKE HOSPITAL  
**POSITION:** SUPERVISOR LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** GAUCM0821/001-03 (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 **Haematology**
- 10 (ten) years' flow cytometry experience 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 Jeanette Dhlamini (011) 489 9008, e-mail application to [CMAH.Recruitment@nhls.ac.za](mailto:CMAH.Recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** CHARLOTTE MAXEKE  
**DISCIPLINE:** MICROBIOLOGY  
**LOCATION:** CHARLOTTE MAXEKE  
**POSITION:** MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** GAUCM0321/001-10 (43006-005-8014) (43006-007-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year ■ Perform preventive equipment maintenance performed as per set schedule ■ Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable ■ Compliance with in-lab TAT and upholding the standard each day ■ Efficient stock control on bench ■ Receive samples and determine if sample is acceptable to proceed with further analysis ■ Perform tests in accordance with SOPs ■ Verify test results.

##### QMS

- Understand the physical and chemical principles of the various analyses performed ■ Complete corrective action and troubleshooting logs for QC and equipment failures ■ Run Instrument Quality Controls ("IQC") and EQA ■ Record Non-Compliance ("NC"). Record Customer Complaints ■ Print and action Overdue and Pending List.

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

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results ■ Perform Data Checks as per SOP ■ Uncertainty of measurement ■ Inter-lab comparisons and validations.

##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities ■ 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> year.

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7 ■ Registration with the HPCSA as a Medical Technologist in **Microbiology / Clinical Pathology** ■ Perform sampling and analysis of blood, tissue and body fluids ■ Preparation of samples for examination ■ Knowledge for the usage of specialized instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to details striving for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication skills (verbal, written & presentation ■ Computer Literacy ■ Time management and evaluation skills.

**Enquiries may be directed to Jeanette Dhlamini (011) 489 9008, e-mail application to [CMAH.Recruitment@nhls.ac.za](mailto:CMAH.Recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** CHARLOTTE MAXEKE  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** CHARLOTTE MAXEKE  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** GAUCM0321/001-09 (43008-005-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

##### QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

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

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> year.

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Virology**
- 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 Jeanette Dhlamini (011) 489 9008, e-mail application to [CMAH.Recruitment@nhls.ac.za](mailto:CMAH.Recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** JOHANESSBURG, SEDIBENG & WEST RAND  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** SEBOKENG LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** JHBSW-1021/100-03 (44860-004-7015) (44860-003-7015)

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

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

#### **Key Job Responsibility**

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

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

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

**Enquiries may be directed to Fulufhelo Ramolumisi @ (011) 489 9009, e-mail application to [sgauteng.recruitment@nhls.ac.za](mailto:sgauteng.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**



**BUSINESS UNIT:** BRAAMFONTEIN COMPLEX  
**DISCIPLINE:** NURSING SERVICE  
**LOCATION:** OUT-PATIENT DEPARTMENT  
**POSITION:** PHLEBOTOMY OFFICER (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** GAUBC1021/001-01 (40947-004-7015) (40947-003-7015)

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

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

#### **Key Job Responsibility**

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

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

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

**Enquiries may be directed to Lebogang Mogokotleng @ (011) 489 9203, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** BRAAMFONTEIN COMPLEX  
**DISCIPLINE:** IMMUNOLOGY DEPARTMENT  
**LOCATION:** BRAAMFONTEIN  
**POSITION:** ACADEMIC SECRETARY (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** GAUBC1021/001-02 (41982-001-8041)

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

**Performs secretarial and general office duties for Head of Academic Department to facilitate the smooth operation of the designated area testing.**

#### **Key Job Responsibility**

■ Maintains a diary for the HOD and ensures that all meetings and commitments are properly recorded while also optimising available time in consultation with the Head of Academic Department ("HOD") ■ Receive, screen and action general communication and correspondence addressed to the HOD to ensure that only relevant communication reaches the relevant HOD and that general communication is directed appropriately within the department ■ Types and/or collates documents/reports and prepares presentations timeously as per requirements ■ Faxes documents and maintains an accurate record of all documents transmitted ■ Photocopies documents according to specific requirements and instructions ■ Maintains a filing system and ensures that all documents are filed timeously according to procedures ■ Distributes documentation according to standard distribution instructions and ensures that t, where necessary, documentation and reports are returned on time, by liaising with the respective HOD/ departments ■ Takes minutes of meetings, ensuring that an accurate and concise summary of proceedings is recorded, typed and distributed on time ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements ■ Handles bookings and monitors use and maintenance of pool vehicle where applicable ■ Liaises with travel agents and service providers regarding travel bookings as per requirements ■ Assists with clients/students queries to ensure that they are speedily resolved ■ Perform any a-hoc responsibilities as when required.

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

■ Grade 12/ NQF Level 4 ■ 3 (three) year Degree / Diploma / NQF Level 6 or 7 (Desirable) ■ Minimum of (One) 1 year's administrative/ secretarial experience ■ Knowledge of general office administration ■ Computer skills ■ Good typing skills ■ General office administration skills ■ Communication skills ■ Attention to detail ■ Interpersonal skills.

**Enquiries may be directed to Lebogang Mogokotleng @ (011) 489 9203, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** BRAAMFONTEIN COMPLEX  
**DISCIPLINE:** IMMUNOLOGY DEPARTMENT  
**LOCATION:** BRAAMFONTEIN  
**POSITION:** SUPERVISOR LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** GAUBC1021/001-03 (41807-002-1133)

#### 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 **Immunology / Clinical Pathology and Microbiology**
- Minimum of 4 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 Lebogang Mogokotleng @ (011) 489 9203, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** CHRIS HANI BARAGWANATH  
**DISCIPLINE:** ANATOMICAL PATHOLOGY  
**LOCATION:** CHRIS HANI BARAGWANATH HOSPITAL  
**POSITION:** PROSECTOR (RE-ADVERTISEMENT)  
**PAY GRADE:** B4  
**REFERENCE NUMBER:** GAUCHB1021/001-04 (42002-001-7017)

#### **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 ■ Registered with HPCSA as a Laboratory Assistant (**Anatomical Pathology**) ■ Six (6) months ■ 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 Lebogang Mogokotleng @ (011) 489 9203, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

## KZN REGION

**BUSINESS UNIT:** LEMBE-THUNGULU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MBONGOLWANE HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNMBO1021/001-01 (81680-003-8014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

#### QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

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

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

#### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> year.

### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

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

**BUSINESS UNIT:** MNGUNGUNDLOVU-THUKELA  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LADYSMITH LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** KZNLADY0720/001-05

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** PRINCE STREET REGIONAL OFFICE  
**DISCIPLINE:** GENERAL SERVICES  
**LOCATION:** PRINCE STREET  
**POSITION:** CONTROLLER GENERAL SERVICES (WITHDRAWN)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** KZNPS0121-01 (80190-001-1107)

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

**To control and monitor the facilities of NHLS in order to ensure smooth functioning of the designated area office.**

#### **Key Job Responsibility**

■ To manage the NHLS vehicles fleet database at area level to adhere to legislation and Standard Operating Procedures ■ To manage database to ensure correct information and insure license renewals, traffic fines management and salary deductions ■ To scrutinize monthly report on travel, cell phone usage, vehicle fleet card usage in order to monitor expenses and misuse of company vehicles in order to compile monthly regional report for management ■ To ensure that phones are installed and operating as well as cell phones and the installed phones usage are monitored to ensure effectiveness ■ To ensure that security, cleaning, garden services, hygiene, pest control and related services perform at an optimal level ■ Manage and monitor all Facilities related contract and service providers ■ To ensure that building and equipment are effectively maintained within the region ■ To manage Facilities related project within the region.6.6 ■To monitor all the building and related work activities to ensure that deadlines are met by various external suppliers.

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

■ Grade 12 ■ 3 (three) year ND in Business relate studies/Administration/Built Environment (NQF level 6) ■ Certificate in Project Management ■ Valid driver's license ■ 5 (five) years' experience in Facilities/Project Management environment ■ 1 (one) year experience in managing contract ■ Understand of security environment (guards CCTV, Access control, Fire detecting Services) ■ Understand cleaning and Hygiene environment ■ Knowledge of Gardens ■ Pest control knowledge ■ Pest control knowledge ■ Seasonal Plants ■ Knowledge of traffic Department Legislation ■ Knowledge of telephone and telephone management systems ■ Knowledge of building materials ■ Knowledge of Facilities (Generators, UPS Chilliera, Aircons,Lift, Autoclaves,Frdges,Knowledge in IT Cabling ■ Planning and organising skills ■ Negotiation skills ■ Time Management ■ Leading and supervising ■ Decision Making Skills ■ Analysing ■ Report writing skills ■ Computer literacy.

**Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to [promise.mncube@nhls.ac.za](mailto:promise.mncube@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

## LIMPOPO AND MPUMALANGA REGION

**BUSINESS UNIT:** EHLANZENI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** BARBERTON LABORATORY  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** LIMP05- EHL0721/001-01 (72300.003.7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>



**BUSINESS UNIT:** EHLANZENI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MAPULANENG LABORATORY  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** LIMP05- EHL0721/001-19

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

## WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: TYGERBERG ACADEMIC COMPLEX  
DISCIPLINE: ANATOMICAL PATHOLOGY  
LOCATION: TYGERBERG HOSPITAL  
POSITION: PROSECTOR (RE-ADVERTISEMENT)  
PAY GRADE: B4  
REFERENCE NUMBER: WCNC0321/001-01 (11002-003-7017)

### 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 ■ Registered with HPCSA as a Laboratory Assistant (**Anatomical Pathology**) ■ Six (6) months ■ 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 Chuma Magalela (021) 938 4169, or e-mail application to [Chuma.Magalela@nhls.ac.za](mailto:Chuma.Magalela@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC COMPLEX  
**DISCIPLINE:** HISTOLOGY LABORATORY  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** LABORATORY MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** WCNC0721/001-01 (12003-001-1113)

#### 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 **Anatomical Pathology / Histology**
- 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

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

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

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

#### **Key Job Responsibility**

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

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

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

**Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>**

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** DIAGNOSTIC MEDIA PRODUCTION  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** WCNC0121/001-01 (14011-002-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** PAARL LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0321/001-01 (15100.013.8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

- Ensure compliance with health and safety measures at all times – each day/month/year
- Perform preventive equipment maintenance performed as per set schedule
- Daily compliance - Record temperature readings and equipment maintenance in accordance with relevant SOPs ensuring documents are accessible and retrievable
- Compliance with in-lab TAT and upholding the standard each day
- Efficient stock control on bench
- Receive samples and determine if sample is acceptable to proceed with further analysis
- Perform tests in accordance with SOPs
- Verify test results.

##### QMS

- Understand the physical and chemical principles of the various analyses performed
- Complete corrective action and troubleshooting logs for QC and equipment failures
- Run Instrument Quality Controls ("IQC") and EQA
- Record Non-Compliance ("NC"). Record Customer Complaints
- Print and action Overdue and Pending List.

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

- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations.

##### Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> year.

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

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

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** VREDENDAL  
**LOCATION:** VREDENDAL LABORATORY  
**POSITION:** CLEANER (HOUSEKEEPING) (RE-ADVERTISEMENT)  
**PAY GRADE:** ICS1  
**REFERENCE NUMBER:** WCNC0721/001-01 (15200-001-2112)

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

**To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition.**

#### **Key Job Responsibility**

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition. ■ Interpersonal skills in dealing with clients Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ Removes laboratory waste/biohazardous waste, cleans bins and relines bins with plastic bags ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-ordinator.

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

■ Grade 10 ■ 1 (one) month1 on-the-job training ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management Interpersonal skills in dealing with clients.

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

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** WORCESTER LABORATORY  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0721/001-01 (15600-006-7009)

**Main Purpose of the Job**

**Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.**

**Key Job Responsibility**

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times ■ Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes ■ Handle administrative queries, phone out results, initiate printing and faxing of reports ■ Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

**Minimum requirements & key competency**

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1 (One) year clerical experience ■ 1 (One) year laboratory experience (Desirable) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ **Candidates will be required to do a typing competency test.**

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



**BUSINESS UNIT:** NORTHERN CAPE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** KIMBERELY LABORATORY COMPLEX  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** WCNC0321/001-01 (35205-012-7014 (35205-013-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969, or e-mail application to [paballo.thokoana@nhls.ac.za](mailto:paballo.thokoana@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>

**BUSINESS UNIT:** NORTHERN CAPE  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** TSHWARAGANO LABORATORY  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** WCNC0321/001-01 (35205-012-7014) (35205-013-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

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

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969, or e-mail application to [paballo.thokoana@nhls.ac.za](mailto:paballo.thokoana@nhls.ac.za) or visit the NHLS career page at <http://careers.nhls.ac.za>