



AUGUST 2025

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.), and other supporting documents should accompany all applications e.g., qualification's identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional advert. 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.
4. Candidates' credentials will be subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests, or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**



**NATIONAL HEALTH
LABORATORY SERVICE**

CLOSING DATE: 3 SEPTEMBER 2025

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: TOXICOLOGY SECTION
LOCATION: FCL CAPE TOWN
POSITION: SENIOR FORENSIC ANALYST (X2 POSTS) (RE-ADVERTISEMENT)
 (3 YEARS FIXED TERM)
PAY GRADE: C3
REFERENCE NUMBER: FCLCPT0825/001-02

Key Job Responsibility

Assist with quality related duties in the Section-general:

■ Attend to notifications and queries. ■ Ensure analytical instruments are kept operational in the Section, including trouble shooting, check instrument performance, assisting the mentor group with equipment problems. ■ Report instrument breakdown to the Lab Manager and/or TQM ■ Oversee the operations of the standards laboratory (including training of analysts working in the standards lab.) on rotational basis per quarter OR responsible for method validation projects in the Section.

Analyze samples:

■ Produce analyses results. ■ Follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.). ■ Work according to SOPs of section (complete logbooks, registers etc.). ■ Preserve Chain of evidence of samples and accompanying documentation. ■ Present accurate court testimony.

Mentor Junior analysts:

■ Provide additional or refresher training/ train new analysts in assigned group of analysts in the section ■ Check/review cases of analysts in the section ■ Release and/or authorize results in LIMS after checking/reviewing cases ■ Ensure correctness of reports..

Assist with administrative duties in the Section:

■ Handle internal queries. ■ Initiate procurement for the equipment and consumables and chemicals in the Section. ■ Assist with management of the inventory (assets and consumables) of the section. ■ Assist with provision of monthly statistics and information by the 6th of each month

Assist with quality related duties in the section:

■ Mentor group/analysts in Toxicology section. ■ Train new analysts on various analytical activities of the section. ■ Ensure that allocated analysts follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.). ■ Ensure urgent analysis are prioritized in Blood Alcohol section.

Minimum requirements & key competency

■ BSc degree (NQF 7) with Chemistry as a major subject or Diploma in Analytical Chemistry (NQF 6) ■ Driver's Licence ■ Honours/Higher Diploma in **Chemistry** (Desirable). ■ 3 (three) years' appropriate experience in Blood Alcohol Section ■ 1 (year) experience in supervisory / management in Toxicology Section (Desirable). ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer. ■ Rudimentary computer literacy (Spreadsheet, Database, Word processors). ■ Sound and in-depth knowledge of analyses of blood alcohol section ■ Sound and in-depth knowledge of analyses of biological material for the presence of drugs and poisons. ■ Knowledge of the Criminal Procedures Act, Health, and Safety Act. ■ Basic knowledge of judicial systems and court procedures. ■ Knowledge of ISO17025 and its use in the laboratory. ■ Skills and knowledge in chemistry ■ Good Communication and Interpersonal skills. ■ Facilitation and Presentation skills. ■ Research and Report writing skills. ■ Liaison skills. ■ Analytical skills. ■ Able to remain unbiased in the examination of court evidence. ■ Meticulous and capable of clear and logical thinking.

Enquiries may be directed to Lebo Mogokotleng or Retang Lekala @ (011) 555 6590, e-mail application to fclapplications@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
LOCATION: FCL PRETORIA
POSITION: FORENSIC ANALYST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLPTA0825/001-01

Main Purpose of the Job

Provide a forensic analytical chemistry service to the judicial system and health authorities on behalf of the NHLS.

Key Job Responsibility

Analyse samples:

■ Produce analytical results [Toxicology/Food/Blood Alcohol] according to the national norm. ■ To complete a sample which entails the extraction, analysis, data interpretation and processing and result recorded. ■ Produce analytical results for prioritized Toxicology/Food/Blood Alcohol cases.

Work according to Quality Control Procedures:

■ Follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.) ■ Work according to SOP's of section (complete logbooks, registers etc.) ■ Present accurate court testimony. ■ To ensure correctness of typed/ LIMS generated report (and statement of compliance for the food section).

Follow Good Laboratory Practice (GLP) – health and safety:

■ Adhere to the requirements of the safety manual, waste disposal procedures and housekeeping requirements of this Laboratory.

Follow Good Laboratory Practice (GLP) – security:

■ Maintain integrity of the work done at the Laboratory by following the security procedures.

Perform Case Related Administrative related duties:

■ Preserve chain of evidence of samples and accompanying documentation. ■ Process raw data using various pre-installed software packages. ■ Compile a case file and submit to the supervisor/mentor for checking the correctness of results. ■ Ensure correctness of reports.

Minimum requirements & key competency

■ BSc degree with Chemistry as a major subject or Diploma in Analytical Chemistry (NQF 6). ■ Driver's License. ■ 2 (two) years working experience. ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer. ■ Rudimentary computer literacy (spreadsheets, databases, word processors). ■ Sound and in-depth knowledge of analyses of biological fluids in terms of the Criminal Procedures Act 51 of 1977, as well as foodstuffs and cosmetics in terms of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. ■ Health and Safety Act. ■ Good Communication and Interpersonal skills. ■ Facilitation and Presentation skills. ■ Research and Report writing skills. ■ Liaison skills. ■ Analytical skills.

Enquiries may be directed to Lebo Mogokotleng or Retang Lekala @ (011) 555 6590, e-mail application to fclapplications@nhls.ac.za

CORPORATE REGION

BUSINESS UNIT: SOUTH AFRICAN VACCINE PRODUCERS
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: STERILE TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPSAVP0824/001-01(99050-001-8047)

Key Job Responsibility

■ Ensure that utility systems are maintained in a state of compliance and reliably perform their validated function with maximum availability to support the different production areas. ■ Execution of planned preventative maintenance program on utilities equipment which includes the purified water system, clean steam generation distribution system, electrical reticulation system, transformers, emergency generation, chilled water plant, compressed air system, transformers, emergency generators, chilled water plant, compressed air system and Air Handling Units(AHU), including dehumidifiers and Production equipment ■ Execution of planned preventative maintenance program on equipment within the sterile antivenom environment which includes cleanroom filling area, compounding and preparation area, Water for Injection(WFI) plant, clean steam, particle monitoring system as well as leak detection and packaging area ■ Arrange and manage specialist contractors to perform specific tasks that fall outside the scope of internal resources, including evaluation of alternative key suppliers. ■ Coordination of continuous improvement initiatives to establish the root causes on recurring maintenance problems and implementing action plans to achieve long term solutions ■ Responsible for the review and development of planned preventative maintenance (PPMs) schedules in a quest to continuously improve the maintenance system. ■ Drive planned preventative maintenance schedule. ■ Participate in various quality system elements, including systems such as deviation management, root cause analysis, CAP management, change control, and quality risk management. ■ Participate in validation activities within the area of responsibility to ensure that pharmaceutical systems such as DQC, IQ, OQ and PQ are complied with as per SAHPRA and other regulatory requirements. ■ Ensure compliance with regulatory requirements with regards to Good Engineering Practices (GEP) and current Good Manufacturing Practices (GMP). ■ Assist with the drafting and update of relevant department SOPs timeously.

Minimum requirements & key competency

■ National Diploma (NQF Level 6) in Electrical/Mechanical/Millwright ■ Degree/B-Tech(NQF7) in BEng/BSc Mechanical or Electrical Engineering (**Desirable**) ■ Two (2) to 4 years' experience within sterile pharmaceutical production environment ■ Methodical and systematic worker, comfortable with a fair amount of paperwork ■ Self-motivation, high energy levels and perseverance to accomplish difficult tasks ■ Ability to work independently and confident in applying own discretion in certain instances ■ Ability to create trust and build a network of relationship with other functions ■ Ability to work independently and confident in applying own discretion in certain instances ■ Proactive problem-solving approach and taking corrective actions to eliminate deviations ■ Analytical, logical, conceptual, resourcefulness and problem-solving skills essential ■ Good oral and written communication skills towards all levels within the company ■ Assertive, resilient, action orientated, stable and ability to make decisions under pressure

Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6187, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: FINANCE
DISCIPLINE: FACILITIES
LOCATION: FCL CAPE TOWN
POSITION: SECURITY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPFIN0725/001-02 (92004-011-2115)

Key Job Responsibility

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

Minimum requirements & key competency

■ Minimum of a Grade 12 certificate (NQF Level 4) ■ Registered with as a grade D security certificate ■ Driver's Licence is essential ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA. ■ Working Knowledge of public safety and security procedures/ protocols. ■ Ability to operate detecting systems ■ Surveillance skills and experience ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Strong interpersonal skills ■ Attention to detail ■ Good Communication skills ■ Time management ■ Good driving skills ■ Surveillance skills and experience. ■ Assertiveness

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

BUSINESS UNIT: FINANCE
DISCIPLINE: BUSINESS ANALYSIS
LOCATION: SANDRINGHAM
POSITION: MANAGER: BUSINESS ANALYSIS (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORFIN 0125/001 -01 (02905-001-1404)

Key Job Responsibility

■ Identify, innovate, develop and implement new business analysis and reporting tools to enhance NHLS business performance ■ provide in-depth analysis of business data to interrogate and monitor business performance in order to ensure alignment with business strategy, and if necessary to advise on corrective action required ■ design and implement reports and presentations for provincial and parliamentary authorities as and when required by the CEO and CFO to ensure compliance with all NHLS, Dept of Health, National Treasury and PFMA reporting requirements ■ provide technical and financial support to the business to ensure that the necessary skills transfer takes place ■ ensure that relevant policies and standard operating procedures are in line with NHLS standards ■ direct and manage the management accounting function of the organization to ensure that the information provided to the Accounting Authority and Executive Authority is timeous and accurate ■ manage the annual budgeting cycle to ensure that NHLS operational timelines are adhered to ■ direct and manage the costing and pricing function of the organization to ensure that the NHLS achieves its business strategy ■ direct and manage the reporting of all relevant business indicators to senior management to ensure that the actual performance is tracked relative to the business strategy ■ monitor and report on variances in the budget ■ manage the capital expenditure for NHLS ■ direct and manage the frontline support for financial systems to internal and external customers to facilitate efficient business management ■ assist the procurement department in the evaluation of financial information for tenders ■ monitor and analyse business performance against the budget and provide information to assist in management decision making and allow the organization to achieve its financial objectives ■ manage and develop staff within the unit to ensure that they are adequately skilled and aware of all policies and procedures

Minimum requirements & key competency

■ B Comm degree Finance related qualification (NQF Level 7) ■ CIMA (desirable) ■ 8 years' experience in a finance environment (cost management and financial analysis) of which 3 years must be at manager level ■ Broad-based knowledge of IT systems ■ Change Management ■ Advanced computer Literacy including Database management ■ Knowledge of PFMA and other financial statutory legislation ■ Team leadership ■ Oracle and/or similar ERP systems (desirable) ■ Budgeting / forecasting / planning skills ■ Analytical thinking ■ Accuracy and attention to detail ■ Good interpersonal skills ■ Adherence to strict deadlines ■ Frequent requests for information within unrealistic time frame ■ Ability to deal with and provide support to managers who have limited knowledge of financial system ■ Management and Organizational Skills ■ Excellent Communication skills ■ Ability to influence people

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

BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCE-EXECUTIVE
LOCATION: SANDRINGHAM
POSITION: MANAGER: GROUP CONTROLLING (RE-ADVERTISEMENT)
PAY GRADE: D4
REFERENCE NUMBER: CORPFIN0725/001-02 (02900-001-1623)

Key Job Responsibility

■ To manage and lead the budget / reporting function of NHLS to support the achievement of the NHLS strategic and performance objectives ■ To manage and monitor actual performance against budgets and forecasts; to analyse and explain variances and ensure corrective action is taken to ensure the effective, efficient, economical and transparent use of the entities resources ■ To develop and implement the operation strategic plans for the department to ensure achievement of overall organisational strategic plan ■ To ensure the establishment and implementation of sound financial management, accounting and internal control systems and processes for the NHLS in compliance with relevant legislation requirements ■ To contribute to the development of the strategic and annual performance plans, including coordination, analysis and advice ■ To oversee the budget preparation process, provide advice and support to stakeholders and review the budget prior to submission to the relevant authority ■ To oversee and manage the budget monitoring process, including the preparation of monthly, quarterly and annual financial and performance reports and provide recommendations and advice to address significant variances ■ To monitor the operation of accounting systems, controls and procedures in order to ensure integrity of financial information ■ To provide financial management support to the regions and other internal stakeholders ■ To manage engagement with assurance providers, including responding to matters raised (e.g., risk management action plans, internal and external auditors) ■ To manage the utilisation of financial systems to capture accounting transactions, control the general ledger and perform financial administration ■ To manage, control/drive or participate in ad-hoc projects that arise from time to time ■ To train and manage finance staff to ensure they have the skills required by the organisation and are able to achieve their performance and strategic objectives ■ To review cost structures and management practices of the organisation and identifies areas for change and improvement in order to ensure the finance department contributes effectively to the profitability and commercial success of the organisation ■ To manage the costing functions to ensure fair costing of tests ■ To manage the pricing function to ensure that pricing is competitive and in line with the organisation pricing strategy ■ To ensure internal and external management reporting is timeous and accurate ■ To review and develop financial and management systems and policies to ensure sound governance and internal control systems ■ To develop, monitor and oversee the management of operational and capex expenditure budgets across the organisation to ensure the most effective utilisation of financial resources and maintenance of costs within budgets in order to contribute effectively to the profitability and commercial success of the organisation ■ To oversee and manage the financial management information function to ensure the provision of timeous and accurate information.

Minimum requirements & key competency

■ Bcom Honours degree Finance related qualification (NQF Level 8) ■ Chartered Accountant (SA) OR CIMA(essential) ■ 10 years relevant management accounting experience of which 3 years should be in a senior management role ■ Experience in implementing a costing system(desirable) ■ Knowledge of PFMA, Treasury regulations, IFRS & GRAP ■ Knowledge in financial management Knowledge in strategic management ■ Budgeting and management skills ■ Conceptual skills ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills. ■ Driver's licence

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

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA AND SARAH BAARTMAN
DISCIPLINE: HISTOLOGYPATHOLOGY
LOCATION: PE MAIN
POSITION: MEDICAL OFFICER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: EC-NMSB0123 (21002-001-1807)

Main Purpose of the Job

To contribute towards diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed

Key Job Responsibility

■ Conducts supervised research, clinical trials and/or diagnostic testing and surveillance. ■ Presents at national or international conferences or academic research days/forums ■ Develop and prepare training material for training programmes for surveillance officers, peers and immediate teams ■ Publish international review articles in the respective field ■ Prepare and submit grant applications for research ■ Develop and implement proposals/protocols/publications/new technologies or new approaches ■ Contribute significantly to operational management, staff, budgets and projects ■ To compile reports and perform administrative tasks in order to ensure accurate record management as prescribed in policies and procedures ■ To do quality assurance to ensure that the required standards are met in order to protect the patient ■ To troubleshoot when required to determine and remedy the cause of machine malfunction or problems ■ To contribute to medical technologist/technician, undergraduate teaching and the departmental CPD program to ensure that the departmental objectives and obligations in this regard are met ■ To assist with the training of registrars/experiential and intern students on annual Learnership in order to transfer skills as well as to ensure that patient care is not compromised ■ To train and develop health care professionals to ensure they have the skills required by the organisation and are able to achieve their performance objectives

Minimum requirements & key competency

■ MBCH ■ Registration with the HPCSA as Medical Doctor ■ Relevant post graduate academic qualification PhD(desirable) ■ 0-3 years related experience as Medical Officer after community service ■ 4-6 years' experience as Medical Officer after community service(desirable) ■ Conducting research or surveillance in collaboration ■ Conducting independent post qualification research ■ Initiate and/or conduct research/surveillance(PI) and/or supervise post qualification research ■ Project management skills ■ Programme and human resources skills ■ Skills to conduct routine diagnostic services or analysis ■ Leadership and policy development skills ■ Strategic skills ■ Stakeholder relations ■ Mentoring and coaching ■ Ability to multi-task ■ Innovation skills ■ Troubleshooting skills, analytical skills, attention to detail.

Enquiries may be directed to Rebecca Jempi @ (043) 700 8700, or e-mail application to Rebecca.Jempi@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: CENTRAL FINANCE
DISCIPLINE: FACILITIES & GENERAL SERVICES
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: HANDYMAN (WITHDRAWN)
PAY GRADE: B3
REFERENCE NUMBER: GAUFIN0525/001-02 (40941-005-5006)

Main Purpose of the Job

To carry out general maintenance in various disciplines (e.g. plumbing, welding, painting and building).

Key Job Responsibility

■ To repair and maintain buildings, facilities and equipment to ensure that they are kept in good working order. ■ To ensure that work carried out is performed to a high quality in a cost-effective manner. ■ To advice on methods of repair work to avoid unnecessary cost and to ensure that work performed is to a high quality. ■ To perform relevant routine elementary tasks as required. ■ To clean and maintain the relevant area and tools as required ensuring compliance with safety standards and legislation. ■ To count and check tools for defects to ensure that tools are accounted for and in good working condition. ■ To assist with projects and fellow workers with all routine duties as and when required.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ 2 (two) years basic experience in plumbing, painting, welding and building (Essential) ■ Knowledge of tools (Essential) ■ Equipment and relevant materials (Essential) ■ Knowledge of repair work methods (Essential) ■ Basic knowledge of quantities estimation (Essential) ■ Knowledge of OHS Act (Essential) ■ Driver's License (desirable) ■ Technical Certificate (desirable). ■ Problem solving and troubleshooting skills (Essential) ■ Creativity & Working independently (Essential) ■ Manual skills (Essential).

BUSINESS UNIT: JOHANNESBURG SEDIBENG & WEST RAND
 DISCIPLINE: CYTOLOGY
 LOCATION: BRAAMFONTEIN COMPLEX
 POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
 PAY GRADE: MT1
 REFERENCE NUMBER: GAUJSW0125/001-02 (41003-009-9014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/Bachelor in Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist/Medical Laboratory Scientist in the **Cytology discipline with Current proof of HPCSA registration**
- 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 Rendani Banda @ (011) 489 9245, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: CYTOLOGY LABORATORY SUPPORT SERVICES
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: CLERK LABORATORY (X2 POSTS) **(WITHDRAWN)**
PAY GRADE: B2
REFERENCE NUMBER: GAUJSW0125/001-26 (41003-005-7009) (41003-003-5012)

Main Purpose of the Job

Responsible for 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 channelling 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 - 2 years' experience ■ Knowledge of Laboratory Information System (Essential) ■ 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.**

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
 DISCIPLINE: ANATOMICAL PATHOLOGY LABORATORY
 LOCATION: TSHWANE ACADEMIC DIVISION
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: GAUTAD0725/001-01 (45002-007-8014)

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 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Medical Laboratory Science
- Registration with the HPCSA in **Histopathological Technique**
- Current proof of HPCSA registration
- 0-3 years' work experience essential.
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

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

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY LABORATORY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MANAGER LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: GAUCM0325/001-001(43002-001-1312)

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 maximize 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 utilization of available resources
- Ensures Training and development of staff to ensure they have the skills required by the organization 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 HPCSA in **Histopathological Technique**
- 7(Seven) 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 Jeanette Dhlamini @ (011) 489 9036 or 072 521 4971, e-mail application to cmah.recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
 DISCIPLINE: LABORATORY SUPPORT SERVICES
 LOCATION: CHARLOTTE MAXEKE HOSPITAL
 POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
 PAY GRADE: B5
 REFERENCE NUMBER: GAUCM0725/001-05 (43022-044-8022)

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 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) ■ **Current proof of HPCSA/SANC registration** ■ 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 Sibusiso Nkosi @ (011) 489 9073, e-mail application to gaucov1.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: SUPERVISOR – NURSING (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUTAD0725/001-04 (45022-014-8022)

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

■ To oversee the performance of venesection on patients in order to ensure that correct procedures are followed ■ To supervise the phlebotomy service to ensure equal distribution of workload amongst staff that meets customer expectations ■ To, where required, supervise specialist nurses, e.g. FNA, PI, etc. in off-site / remote clinics in order to ensure that correct procedures are followed that meets customer expectations ■ To assist customers with queries, information required, etc. within the required turn-around time to maintain good customer relations ■ To oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning ■ To oversee that sufficient staffing levels are maintained for the department's smooth functioning ■ To oversee the implementation of and compliance to NHLS policies to ensure a standardized workplace ■ To liaise with stakeholders in the continuity of existing and introduction of new services to maintain good customer relations ■ To assess the phlebotomy services needs in order to make input into the annual budget ■ To provide a healthcare function through a relevant phlebotomy service to ensure that patients have access to the service ■ To provide a specialised testing function as needed per the laboratory requirement ■ To generate management reports as required to monitor work and performance status of the services and take corrective action when required ■ To train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ To, where required, assist with the training of phlebotomy technician students on annual Learnership.

Minimum requirements & key competency

■ 3 year degree/diploma in Nursing Registration with SANC ■ Valid driver's license, code EB [own vehicle is preferred] ■ 5 (five) years as professional nurse or nursing manager ■ Nursing principles Health policies and health & safety rules ■ Professional ethics ■ Specialist function as required per the specific Crisis and conflict management laboratory ■ Management of staff Planning and organizing skills ■ People management skills ■ Leadership skills ■ Crisis and conflict management ■ Assertiveness ■ Training of staff ■ Understanding of budget and general management ■ Specialised knowledge as required by specific laboratory.

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

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: GAUCM0725/001-02 (43002-008-6011)

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 specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirement; which include: Specimen 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 parity, ■ 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 Occupational 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/NQF Level 4 plus Lab assistant Certificate essential ■ Registered with HPCSA as a Laboratory assistant in Histopathology category ■ 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 orientated ■ Communication skills ■ Willing to work unsociable hours (weekends, shifts, public holidays, nights and call outs).

Enquiries may be directed to Sibusiso Nkosi @ (011) 489 9073, e-mail application to gaucov1.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: CHEMISTRY DEPARTMENT
LOCATION: KALAFONG LABORATORY
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EKTS0125/001-08 (44700-003-1231)

Key Job Responsibility

■ 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 setup 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 technician's 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 Medical Technology ■ Registration with the HPCSA in Clinical Pathology ■ Current proof of HPCSA registration ■ 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 Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: MYCOBACTERIOLOGY LABORATORY
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: GAUCF0725/001-04 (40941-004-2112)

Main Purpose of the Job

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition. 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, windowsills, 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. ■ Washing of glassware/ equipment and cleaning of the wash-up rooms. ■ 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 ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows ■ Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management

Enquiries may be directed to Skhumbuzo Mncwabe @ (011) 489 9203, e-mail applications to bara.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: ASSISTANT LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: KZNIALCHCHEM 0725/001-04 (81105-002-5003)

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 specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirement; which include: Specimen 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 parity, ■ 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 Occupational 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 ■ HPSCA registration as a Laboratory Assistant ■ 1 (one) year experience in a laboratory environment (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer literate ■ Technically orientated ■ Attention to detail ■ Team orientated ■ Communication skills.

Enquiries may be directed to Stacey Wilkins @ (031) 327 6727, e-mail application to stacey.wilkins@nhls.ac.za

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY
LOCATION: VICTORIA MXENGE
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNVMHHAEM 0725/001-06 (81304-011-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in Haematology/Clinical Pathology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, 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 Stacey Wilkins @ (031) 327 6727, e-mail application to stacey.wilkins@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ADDINGTON LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: KZNADD0325/001-19 (81420-001-1312)

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 fulfillment 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 maximize 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 utilization of available resources ■ Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of Medical Technologist as required as per operational needs.

Minimum requirements & key competency

■ 3 year relevant Degree / Diploma ■ HPCSA registration in the appropriate category ■ Seven (7) years post qualification and experience in a diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and process ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management and computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, Organising and Process Management ■ Analytical skills.

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

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MONTEBELLO LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNM0325/001-02 (86400-005-8014)

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 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, 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

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: LIMPOPO MPUMALANGA REGIONAL OFFICE
LOCATION: REGIONAL OFFICE- PRETORIA LYNWOOD
POSITION: FINANCIAL CONTROLLER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP10-LMP0525/001-18 (60901-001-1109)

Main Purpose of the Job

To Manage the accounts payable, bookkeeping, procurement/stores and treasury, to improve cash flow and promote efficient and effective finance and administrative procedures in the Branch, in compliance with financial standards and Treasury regulations

Key Job Responsibility

- Reviews accounts payable to ensure that suppliers are paid timeously for continuous supply of stock and services to the Laboratories.
- Manage the daily cash flow position in order to maximise the utilisation and returns on cash on hand to liaise with Finance Department (Head Office) to achieve this objective.
- Manage the bookkeeping within the Branch to ensure accuracy of accounting records.
- Manage the stores and procurement functions within the Branch to ensure cost-effective and continual supply of stock and services to the Laboratories and maintenance of services to Clients
- Reports in compliance with standard operating procedures to ensure that Finance and Administration is accurately and effectively administered within the branch. These activities include the monitoring of expenditure against budget
- Liaises with clients (internal and external) to ensure efficient resolution of payments which may occur daily
- Participate in setting up of major projects to ensure correct management of financial resources in line with budget and business needs
- Training staff on financial and administrative standard operating procedures and budget requirements to ensure the constant interaction and application of NHLS financial and administrative standards
- Assist in financial planning and budgeting during the budget process
- Oversee all Oracle management reports for the labs and all stores at the Branch
- Perform verification of assets and update the Asset register to keep track of all NHLS assets.

Minimum requirements & key competency

- 3 year Diploma in Finance related studies (NQF level 6) (Essential)
- Minimum 4 years' experience in a financial environment (Essential)
- Intimate knowledge of Financial Systems (Essential)
- Knowledge of Oracle System (Essential)
- Knowledge of Treasury Regulations (Essential)
- Knowledge of Public Finance Management Act
- Advanced Computer Skills
- Interpersonal skills
- Communication Skills
- Analytical Skills
- Numerical Skills
- Investigation Skills
- Team Work.

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LETABA LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP01-VM0625/001-01 (61080-002-7009)

Main Purpose of the Job

Responsible for 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 channelling of specimens to various disciplines ■ Responsible for appropriate packaging, recording and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (Essential) ■ Knowledge of Laboratory Information System (Essential) ■ General administration knowledge (Essential) ■ Computer skills (Essential) ■ Communication skills (Verbal, written, presentation)-Essential ■ Ability to work independently and collaboratively (Essential) ■ Attention to detail (Essential) ■ **Candidates will be required to do typing test of 30wpm and 70% accuracy.**

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: SESHOGO LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP01-CAP0625-001-01 (61080-002-7009)

Main Purpose of the Job

Responsible for 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 channelling of specimens to various disciplines ■ Responsible for appropriate packaging, recording and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (Essential) ■ Knowledge of Laboratory Information System (Essential) ■ General administration knowledge (Essential) ■ Computer skills (Essential) ■ Communication skills (Verbal, written, presentation)-Essential ■ Ability to work independently and collaboratively (Essential) ■ Attention to detail (Essential) ■ **Candidates will be required to do typing test of 30wpm and 70% accuracy.**

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: GERT SIBANDE AND NKANGALA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ERMELO LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: LMP0525/001-01 (71500-001-7015)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: MANAGEMENT AND ADMINISTRATION
 DISCIPLINE: HUMAN RESOURCES
 LOCATION: POLOKWANE
 POSITION: PRACTITIONER: HUMAN RESOURCES (RE-ADVERTISEMENT)
 PAY GRADE: C4
 REFERENCE NUMBER: LIMPHR-0625/001-01 (60943-002-1217)

Main Purpose of the Job

Provides and supervise human resource services within a designated area to ensure the proper application of all HR policy and procedures, compliance to legislation and achievement of all HR objectives and targets in line with the needs of the organisation

Key Job Responsibility

- Responsible, oversee, administer and assist with NHLS HR policies and procedures to ensure effective resolution of queries/problems and effective implementation of Human Resources services within the region and respective Business Units
- Responsible for recruitment, selection and appointment procedures in line with relevant SOP's and policy to ensure that vacancies are filled timeously with the most suitable qualified candidate in terms of the job requirements and in compliance with organisational policy
- Participate, guide and support selection process to ensure compliance with policy and procedures
- Responsible, oversee and administer disciplinary and grievance hearings to ensure correct and legal application of procedures in term of legislation and NHLS policy and procedures
- Responsible for orientation and induction programmes of new employees in accordance with relevant SOP's and policy to ensure that new employees are fully integrated into the organisation and aware of organisational policies and procedures
- Responsible for all payroll loading and new engagement documentation to ensure timeous capturing of all new data required in terms of Payroll procedures
- Conduct exit interviews, and ensure the proper application of policy, controls and procedures in this regard
- Responsible and administer terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities etc) to ensure accurate and timely application of policy, controls and 3rd party procedures
- Co-ordinate HR information sessions within units to ensure effective application of all HR policies and procedures
- Trains and supervises own staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competency

- Degree/Diploma in Human Resources Management (NQF Level 6) (Essential)
- Valid Driver's Licence (Essential)
- 5 years demonstrated HR Generalist experience
- 3 years demonstrated IR experience
- 3 years HR Systems administration experience (Oracle System Advantageous)
- Knowledge of Labour Legislation
- Knowledge of HR policies and procedures
- Computer literacy (MS Office, Powerpoint, Advanced Excel and Oracle)
- Very good communication skills, verbal and written
- Ability to communicate at all levels
- Good administration skills
- Attention to detail
- Time management
- Good conflict management skills
- Ability to adapt to change
- Planning and Organising skills
- Ability to work under pressure
- Ability to work independently and within a team, maintain confidentiality
- Supervisory skills
- Conflict resolutions
- Analytical skills
- Presentation skills.

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, e-mail application to LIMPRregion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0125/001-01 (11001-016-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed to Zinhle Buthelezi (021) 938 4169, e-mail application to zinhle.buthelezi@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: PAARL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0625/001-01 (15100-005-8014)

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 2nd and 3rd year.

Minimum requirements & key competency

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

Enquiries may be directed to Asamkele Gonose @ (021) 417 9314, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: HELDERBERG (SOMERSET WEST) HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0625/001-01 (15700-004-8014)

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
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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
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- Perform Data Checks as per SOP
- Uncertainty of measurement
- Inter-lab comparisons and validations

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed to Asamkele Gonose @ (021) 417 9314, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: WESTERN & NORTHERN CAPE REGION
DISCIPLINE: HUMAN RESOURCES
LOCATION: GREEN POINT COMPLEX
POSITION: BRANCH MANAGER: HUMAN RESOURCES
PAY GRADE: D2
REFERENCE NUMBER: WCNC0825/001-03 (09602-002-1420)

Key Job Responsibility

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

Minimum requirements & key competency

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

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