

## 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 registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications. e.g qualifications, Identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and 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.
4. Candidates credentials will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, 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.

1. Successful applicants will be remunerated on the published scale associated with the post grade. 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.

2. **This is an open advert. External applicants are welcome to apply for this bulletin.**

CLOSING DATE: 30 January 2026

TABLE OF CONTENT

| TABLE OF CONTENT | PAGE  |
|------------------|-------|
| CORPORATE REGION | 1 - 3 |

|                   |   |
|-------------------|---|
| BUSINESS UNIT:    | NATIONAL PRIORITY PROGRAMME   |
| DISCIPLINE:       | POINT OF CARE   |
| LOCATION:         | EASTERN CAPE  |
| POSITION:         | PHLEBOTOMY TECHNICIAN(POC) X4 (1X SIPHETHU HOSPITAL-ALFRED NZO & JOE GQABI ,1X ELLIOT PROVINCIAL HOSPITAL-OR TAMBO & CHRIS HANI, 1X ISILIMELA HOSPITAL- OR TAMBO & CHRIS HANI,1X NOMPUMELELO HOSPITAL-BUFFALO CITY & AMATHOLE)) |
| PAY GRADE:        | B5  |
| REFERENCE NUMBER: | CORPPOC0126/001/04  |

**Key Job Responsibilities:**

- To support point of care services through sample collection, sample analysis and device maintenance ■ Collect specimen samples as required using safety procedures ■ Observe the physical condition of patients during specimen collection and applies sound phlebotomy practices to ensure the safety and comfort of patients ■ Provides pre-and post-test counselling to parents/guardians and children of various ages according to current South African legislation guidelines ■ Performs point of care tests as required(including specimen centrifugation) ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded ■ Run external quality assessment (EQA) samples and escalate unresolved issues ■ Provides Theoretical and practical training of other health care workers to render this service and participates in teaching and training activities within laboratories and point of care operational to promote best practice ■ Conduct and document IQC checks, prepare performance report, troubleshooting IQC failures, applies corrective action and escalate unresolved issues ■ Logs instrument breakdown calls with suppliers, monitors progress of service requests and ensure timely resolution ■ Reviews standard operating procedures as new information becomes available and contributes to the continuous improvement of integrated patient care service ■ Provides general nursing services as required, from time to time (e.g. emergency first aid, assisting with immunization and administration of glucose tolerance tests)
- Monitor stock levels of all point of care consumables as well as 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 competencies:**

- Matric (NQF 4) ■ Registration with HPCSA as a Phlebotomy Technician ■ 1-3 years' experience ■ Knowledge of Point of Care testing ■ Demonstrated full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrated 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 ■ Demonstrated knowledge of factors which may affect the quality of the specimen arising pre-post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests ■ Knowledge of various test regimes ■ Knowledge of specimen safety precautions ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests
- Computer literate ■ Project management skills ■ Data capturing and analysis skills ■ Interpersonal and Counselling skills ■ Written and verbal communications skills ■ Time management and initiative ■ Good communication skills ■ Ability to maintain confidentiality.

**Enquiries may be directed to Sesethu Bhabha @ (011) 555 0309, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**

|                   |                                 |
|-------------------|---------------------------------|
| BUSINESS UNIT:    | SOUTH AFRICAN VACCINE PRODUCERS |
| DISCIPLINE:       | QUALITY ASSURANCE               |
| LOCATION:         | SANDRINGHAM                     |
| POSITION:         | ANALYST: QUALITY CONTROL X2     |
| PAY GRADE:        | C1                              |
| REFERENCE NUMBER: | CORPSAVP0126/001/02             |

**Key Job Responsibilities:**

- To perform analysis requested on samples and operates the laboratory efficiently, generating accurate and prompt results in accordance with GLP and GMP
- To test and/or outsource raw materials, intermediate and final products in accordance with authorised SOPs to ensure that products meet specification
- To perform procedures for environmental monitoring of production, quality control and animal unit areas to ensure these areas operate within specification
- To collect samples aseptically and in accordance with sampling guidelines to ensure the integrity and representativeness of samples for testing without compromising batches being sampled.
- To review SOPs (as per time frames) and to adequately document test results and procedures to fulfil good laboratory practice requirements
- To monitor the performance of equipment and processes in quality control to ensure that these are validated and calibrated for use
- To participate in regular intradepartmental vertical technical audits and interdepartmental audits to assess effectiveness and ensure continued improvement of the quality system
- To plan and order chemical, microbiological and biological reagents as required to ensure the efficient and timeous running of the laboratory
- To keep abreast of pharmacopeia and regulatory requirements to ensure compliance with Medicine Control Council guidelines
- To assist with any reasonable ad hoc request from the QC Supervisor or Biologicals Manager to ensure efficient running of the unit

**Minimum requirements & key competencies:**

Three-year Diploma or Degree (NQF Level 6) in Medical Technology, Microbiology, Biotechnology or Food Technology ■ 1 year post qualification experience ■ Pharmaceutical Industry ■ Knowledge of principles of good laboratory practice ■ Sound understanding of good manufacturing practice ■ Knowledge of OHSA ■ Written and verbal communication skills ■ Planning and organizing skills ■ Computer literacy ■ Attention to detail ■ Accuracy skills ■

**Enquiries may be directed to Sesethu Bhabha @ (011) 555 0309, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**

|                   |                                 |
|-------------------|---------------------------------|
| BUSINESS UNIT:    | OFFICE OF THE COMPANY SECRETARY |
| DISCIPLINE:       | OFFICE OF THE COMPANY SECRETARY |
| LOCATION:         | SANDRINGHAM                     |
| POSITION:         | ASSISTANT COMPANY SECRETARY     |
| PAY GRADE:        | D3                              |
| REFERENCE NUMBER: | CORPCOSEC/0126/010/01           |

**Key Job Responsibilities:**

- Support the Company Secretary in advising and guiding the Board and committees to ensure compliance with all legislation relevant to the nature of the NHLS' operations. ■ Prepare draft documents for meetings, including agendas, minutes, action lists etc., as required for meetings of the Board and its Committees. ■ Coordinate and arrange all meetings of the Board and its Committees. ■ Ensure accurate recording and drafting of meeting minutes of Board and sub-committees. ■ Ensuring that there are attendance registers for all meetings of the shareholder, the board and its committees. ■ Ensure that meeting packages are prepared and circulated timeously to Directors, committee members and management for meetings of the Board and its Committees.
- Ensure that an annual schedule of meetings of the Board and its Committees is drafted and submitted to the Company Secretary before the commencement of each financial year. ■ Draft the Board Performance Agreement and ensure that it is approved before the commencement of each financial year and compile all annexures to the agreement. ■ Ensure that draft minutes are submitted timeously to the Company Secretary, as required.
- Follow up on the completion of action tasks, as allocated to Directors / committee members / the Company Secretary / management. ■ Ensure that resolutions of the Board and its Committees are executed by the person responsible. Support the Company Secretary in advising and guiding the Board of Directors on corporate governance and legal compliance. ■ Ensure terms of reference and Charters are drafted and updated annually for the Board and its Committees. ■ Ensure proper proceedings are followed relating to all Meetings. ■ Bring to the attention of the Company Secretary all noncompliance's with legislative and regulatory requirements. ■ Ensure compliance with the BBBEE Act filing requirements. ■ Contribute to the development of required reports required of the Company Secretary. ■ Coordinate the payment of directors' subsistence and travel claims. ■ Liasise with Directors and Committee members for travel and accommodation logistical requirements. ■ Ensure that the directors complete and submit their declaration of interest forms annually or as required.

**Minimum requirements & key competencies:**

- Bachelor of Laws (LLB) Degree (NQF Level 8) ■ Admitted as an attorney/advocate ■ Registration or Membership with CGISA will be an added advantage ■ 8 years' experience as an Assistant Company Secretary or Company Secretary in the public sector of which 5 years is at a supervisory level.
- Knowledge of Relevant legislation ■ Knowledge of Contract drafting ■ Knowledge of Legal risk assessments ■ Knowledge on Employee relations matters ■ Knowledge on Procurement related matters ■ Advisory – Public Finance Management Act (PFMA) / MFMA ■ Proven analytical and problem-solving abilities ■ Ability to conduct research into data mining issues, practices, and products as required. ■ Keen attention to detail ■ Advanced communication (verbal). ■ Strong technical documentation skills. ■ Highly self-motivated and directed. ■ Ability to work in a team-oriented, collaborative environment. ■ Advanced computer skills. ■ Advanced computer skills. ■ Good interpersonal skills. ■ Ability to lead workshops and to present ideas in a user-friendly language. ■ Ability to effectively prioritize and execute tasks in a high-pressure environment.

Time management. ■ Corporate Governance. ■ Record Management. ■ Legal Research.

MS Office Enquiries may be directed to Ndabenhle Ngongoma @ (011) 555 0309, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)