



AMENDMENT ADVERTS

GUIDELINES TO APPLICANTS

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

CLOSING DATE: 10 AUGUST 2022

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ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: GRANTS FINANCE
LOCATION: SANDRINGHAM
POSITION: GRANT ACCOUNTANT (AMENDMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPAARQA082022/001-02 (09926-002-1204)

Key Job Responsibility

■ To develop and review budgets in order to comply with the Grantor's and stakeholder requirements. ■ To ensure the loaded budget is correct and expenditure of grantee is within approved budget to avoid over-expenditure. ■ To review and supervise the opening and closing of cost centers to ensure correct fund allocation and project closure based on the agreement. ■ To monitor, verify and analyze monthly financial reports produced by Grants Administrators to ensure accuracy and compile the relevant reports to the Grantor based on the contract requirements. ■ To manage the query log and facilitate meetings with Principal Investigators (PIs) and relevant stakeholders to ensure timeous resolution of all queries. ■ To liaise with auditors (internal and external) and ensure timely response to audit queries to avoid qualifications. ■ To ensure adherence to all required accounting standards including PFMA and GAAP. ■ To ensure accurate debtors balances and timeous receipting of funds from Grantor in accordance with the required standards and procedures to avoid NHLS cash flow problems. ■ To oversee orientation, training and development of staff to ensure they are able to achieve their performance objectives. ■ To file all documents in order to comply with archiving requirements and perform any other reasonable ad hoc tasks.

Minimum requirements & key competency

■ Degree in Accounting e.g. BComm Accounting or related (NQF Level 7) ■ 5 (five) years overall experience in finance environment of which 2 (two) years must have been spent in financial management/accounting and 3 (three) years in Grants finance management. ■ Supervisory experience (highly advantageous) ■ Knowledge of IFRS, PFMA and GAAP legislation ■ Knowledge of financial reporting ■ Knowledge of grant management ■ Knowledge of accounting practices for foreign exchange ■ Limited knowledge of medical research industry ■ Attention to detail ■ Analytical thinking ■ Ability to work in a team ■ Communication skills (written and verbal) at all levels ■ Supervisory skills ■ Interpersonal skills ■ Time management skills ■ Computer literacy (Advanced MS Office, Oracle)

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate2@nhls.ac.za

CANDIDATES WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: MANAGEMENT AND ADMIN
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: BUSINESS MANAGER (AMENDMENT)
PAY GRADE: D5
REFERENCE NUMBER: EC-NMAL0722/001-01(23090-001-1405)

Main Purpose of the Job

Provide operational management of the business unit/academic complex to ensure the achievements of all NHLS objectives in terms of service Delivery, teaching and research.

Key Job Responsibility

- Contribute as a member of the regional/academic management team to the operational planning for the region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance
- Ensure effective and efficient utilization of resources to achieve all required performance objectives/targets
- Develop and manage staff to ensure they have skills required by the organization and are able to achieve their performance objectives
- Conduct client liaison with external bodies e.g hospital administration, health districts management and/or local tertiary education institutions to foster harmonious relations
- Responsible for the development and management of both operational and academic budgets to ensure the most effective utilization of financial resources, maintenance of costs within budget and the achievement of profitability objectives
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
- Responsible for human resources management to ensure optimal staff utilization and maintenance of sound labour relation within the tertiary complex / business unit
- Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation for the tertiary complex/business unit
- Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework
- Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results
- Ensure the implementation of agreement relating to equipment, logistics, security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of costs effective services in line with the needs of the business of the business
- Provide an enabling environment to support research & development within an academic setting
- Ensure the implementation of health, safety and environment requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a health, safe and environmentally friendly environment in line with objectives.

Minimum requirements & key competency

- National Diploma: Biomedical Technology or other relevant degree in Health Sciences
- Registration with the HPCSA in relevant discipline
- Business management related qualifications(desirable)
- 8 (eight) years relevant laboratory experience
- 5 (five) years management experience
- Knowledge of OHSA
- Knowledge of general accounting and finance practices
- Knowledge of laboratory information and ERP system
- Knowledge of company and products produced
- Knowledge of NHLS finance and budget processes and procedures
- Specialist pathology knowledge(desirable)
- Planning and organising skills
- Analytical skills
- Financial and general management. Computer skills. Leadership and management skills. Negotiation and conflict resolution skills. Interpersonal skills. Effective skills. Chairing meetings.

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

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL SCIENTIST (AMENDMENT)
PAY GRADE: MSI
REFERENCE NUMBER: WCNC0622/001-11 (12001-001-1319)

Key Job Responsibility

■ Co-manage research, teaching and training of employees in laboratory skills and health sciences so that they have better skills, knowledge and understanding to provide improved and effective health care ■ Demonstrated experience as a Project Leader on at least 1 project protocol and be concerned with basic and applied research in line with the strategic objectives of the NHLS, in order to improve knowledge, provide conceptual thinking and understanding of health related issues ■ Demonstrated evidence of publications and presentation at national and/or international conferences, research days or forums ■ Be concerned with Research and Development to assess the appropriateness of tests; to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic and identification of services ■ Be concerned with identifying and solving applied information technology development and data mining; technical problems related to routine laboratory testing and Research and Development so that an efficient, effective service is provided; and accurate and reliable research is carried out.; operational problems (e.g. relating to epidemiology and surveillance), so that root causes are understood in order to implement appropriate solutions ■ Be concerned with the total Quality Management of the laboratory, which involves the implementation and monitoring of systems to ensure accurate and reliable results ■ Be concerned with the application of specialised knowledge to diagnose disorders, diseases and pathogens or vectors of pathogens, and where necessary provide consultation, so that appropriate treatment or control methods can be provided/implemented.

Minimum requirements & key competency

■ MSc (NQF 8) or equivalent in the Medical Science / relevant discipline or PhD. ■ Registration with the HPCSA as a Medical Scientist in **Genetics** ■ 3 years or more post-qualification experience as a Medical Scientist ■ Automation ■ Quality assurance ■ Molecular and cell culture methods ■ Scientific writing and presentation ■ Laboratory management ■ Understanding testing processes and procedures ■ Attention to detail ■ Informal or small group teaching ■ Preparation and delivery of formal lectures. ■ Analytical skill ■ Time management skills ■ Report writing skills ■ Computer literacy ■ Planning and Organising ■ Interpersonal skills.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: TUBERCULOSIS
LOCATION: GREEN POINT COMPLEX
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC0622/001-01 (14014-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory:

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E special stains, frozen section biopsies and IMF
- Verify and authorize test results
- Verify QC of test results
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to lot verification.

QMS:

- Interpret all Quality Controls ("QC")
- Implement corrective action and close non-conformance ("NC")
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

Assessments of results/Special stains/Interpretation of results:

- Reviewing the work of others and amending results where necessary

Teaching, Training & Development of Laboratory staff:

- 1 x CPD presentation per annum / Training Presentation
- Ensuring that continuous training takes place and ensure the implementation of training programmes

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7
- HPCSA registration as a Medical Technologist in **Clinical Pathology or Microbiology**
- Minimum of 4 (four) years years' experience post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

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