



FEBRUARY 2026

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: 13 FEBRUARY 2026

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: LABORATORY SUPPORT
LOCATION: FCL PRETORIA
POSITION: FORENSIC LABORATORY ASSISTANT (WITHDRAWN)
(3 YEARS FIXED TERM CONTRACT)
PAY GRADE: B3
REFERENCE NUMBER: FCLPTA0925/001-02 (92002-02)

Main Purpose of the Job

To provide Specialised Auxiliary functions which incorporates Toxicology, Blood alcohol or Food Section.

Key Job Responsibility

Sample collection and storage in toxicology, blood alcohol and food.

■ Keep cold room tidy and assist analyst to locate/collect samples from cold room for opening ■ Accurate booking and storage of all samples and exhibits in the cold rooms/storage space ■ Record temperature of operational areas and of cold room daily ■ Help collect urgent samples and paperwork ■ Assist in blood alcohol or toxicology section in addition to normal duties. ■ Forward all Health and Safety matters to the Head of the Laboratory.

Analyze samples:

■ **Toxicology.** ■ Scan completed Toxicology reports monthly and submit to the Lab Manager ■ Assist with preparation of label ■ Assist with routine tasks for efficient laboratory operation e.g. sorting/filing of analyst worksheets and envelopes of seals and labels, fetching glassware/chemicals ■ Keep toxicology laboratories stocked with pipette tips, Kim wipe rolls vials, caps, solvents etc. ■ Cleaning equipment used for mincing biological organs when required. ■ **Blood Alcohol** ■ Prepare vials and labels ■ Assist with routine tasks for efficient laboratory operation e.g. assist with opening of samples by cutting the seals. ■ Ensure that there are sufficient rubber stoppers, crimp caps etc. for use in the lab. ■ Safe keeping and storage of seals, labels, paperwork. ■ **Food** ■ Assist analysts with preparation of samples e.g. extraction for injection instrument. ■ Conduct less complex tests according to SOP. ■ Assist with routine tasks for efficient laboratory operation e.g. batching of samples, sorting/filing of analyst worksheets etc. ■ Keep food laboratories stocked with pipette tips, Kim wipe rolls, vials, caps, solvents etc. ■ Keeping and storage of worksheets, quality control diagrams, paperwork etc.

Render Administrative services in the section

■ Handle internal queries regarding the location of samples or documentation and help collect relevant paperwork ■ Enter/capture case information of opened samples by analysts in LIMS ■ Print reports of authorized results for an analyst ■ Label waste containers and liaise with section head and TQM for removal of waste. ■ File reports in filing room.

Adherence to laboratory health and safety policies

■ Remove waste from operational areas and ensure that they are ready for collection ■ To ensure adherence to the requirements of the safety manual and housekeeping policy of this Laboratory ■ To ensure the safety and keep the integrity of the work done at the laboratory by following the security procedures.

Minimum requirements & key competency

■ Grade 12 with Mathematics and Science (NQF 4) ■ 1 (one) year working experience in a laboratory environment ■ Basic knowledge of physical science and chemistry ■ Basic knowledge of health and safety measures ■ Basic knowledge of operation of scientific equipment ■ Basic knowledge of mathematical calculations ■ Planning and organising skills ■ Handling of basic scientific equipment ■ Mathematical calculations ■ Computer literacy in word processing and spreadsheets ■ Communication Skills.

Enquiries may be directed to Lebo Mogokotleng and Retang Lekala @ (011) 386 6590), e-mail application to fclapplications@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: LABORATORY SUPPORT
LOCATION: MADZIKANE KAZULU MEMORIAL HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-AN&JG0725/001-02 (26080-001-7009)

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 channeling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times ■ Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes ■ Handle administrative queries, phone out results, initiate printing and faxing of reports ■ Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

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

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: NURSING SERVICES
LOCATION: ALIWAL NORTH HOSPITAL(PLACEMENT IN BARKLEY EAST)
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-AN&JG0925/001-01 (24700-003-7015)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Matric (NQF 4) ■ Certificate in Nursing (3 years)/ SMLTSA Certificate ■ Counselling and Good Clinical Practice (GCP) courses ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician ■ 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 ■ 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 Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: BUSINESS MANAGER
PAY GRADE: D5
REFERENCE NUMBER: EC-NMAL0524/001-05(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 Diagnosis and treatment therapies.

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 utilisation of resources to achieve all required performance objectives/targets
- Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- Conduct client liaison with external bodies e.g. hospital administration, health district 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 utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives
- Oversee the implementation and correct applications of all NHLS policies and procedures to ensure compliance
- Responsible for human resources management to ensure optimal staff utilisation 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 of 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 agreement relating to equipment, logistics, security, cost effective services in line with the needs of the business
- Provide an enabling environment to support research and development within an academic setting
- Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives.

Minimum requirements & key competency

- National Diploma: Biomedical Technology or other relevant degree in Health Sciences
- HPCSA registration as a Medical Technologist / Laboratory Medical Scientist in **Clinical pathology / Chemical pathology / Haematology**
- Current proof of HPCSA registration
- Business management related qualifications (Desirable)
- 8 years relevant laboratory experience
- 5 years management experience
- Knowledge of OHSA
- Knowledge of general accounting and finance practices
- Knowledge of laboratory information and ERP systems
- Knowledge of company and products produced
- Knowledge of NHLS finance and budget processes and procedures
- Specialist pathology knowledge
- Planning and organising skills
- Analytical skills
- Financial and general management
- Computer skills
- Leadership and management skills
- Negotiation and conflict resolution skills
- Interpersonal skills
- Effective communication skills
- Presentation skills
- Chairing meetings.

Enquiries may be directed Rebecca Jempi @ (043)700 8708, e-mail application to rebecca.jempi@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE BUSINESS UNIT
DISCIPLINE: EL HISTOLOGY LABORATORY
LOCATION: FRERE HOSPITAL LABORATORY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-BCA0125-01 (22002-001-1608)

Key Job Responsibility

■ Responsible for management of a unit / laboratory / facility in collaboration with a laboratory manager. ■ Active involvement within the NHLS/ University /Professional bodies promoting discipline and/or organisational strategic objectives at a regional or national level. ■ Participation in the development of teaching program/modules and/or participation in regional / national discipline specific teaching programs. ■ Manages several pathologists and/or a large laboratory. ■ Implements improvements to local / regional laboratory practices or clinical programmes ■ Contribute to the development of pathology diagnostic policies and/or responsible for supporting several laboratories and/or providing a referral consultative and/or clinical diagnostic service at a regional level ■ Lead the QA team of the Unit/Laboratory to comply with SANAS requirements and ensure continuous quality improvement. ■ Introducing or improving diagnostic and interpretation techniques and procedures ■ Validation of new instruments / tests for national programmes (e.g. via HTA) ■ Collaboration of research with other departments at a national level.

Minimum requirements & key competency

■ FCPATH/MChD or MMED qualification in the relevant discipline ■ Minimum 5 years' experience as pathologist ■ At least 1-year laboratory management experience ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD. ■ Additional research degree desirable. ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level). ■ Academic curriculum development at local level. ■ Acting as examiner for CMSA. ■ Evidence of consultation on complex clinical queries locally / regionally. ■ Nationally: Invited for participation in committees, symposia, congresses, working groups. ■ National conference presentations ■ PI in research projects at local level. ■ PI on national grant ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

Enquiries may be directed Lindokuhle Mbele @ (0635785744), e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: MICROBIOLOGY / CLINICAL PATHOLOGY
LOCATION: EL MICROBIOLOGY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-BCA0725/001-01 (22006-013-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in respective discipline
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluid
- 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 organizational 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 Lindokuhle Mbele @ 0635785744, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARA BAARTMAN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: PE MAIN BRANCH –HISTOLOGY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-NMB&SB 0123/001-02 (21002-001-1414)

Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field

Key Job Responsibility

■ Responsible for management of a unit / laboratory / facility in collaboration with a laboratory manager. ■ Active involvement within the NHLS/ University /Professional bodies promoting discipline and/or organisational strategic objectives at a regional or national level. ■ Participation in the development of teaching program/modules and/or participation in regional / national discipline specific teaching programs. ■ Manages several pathologists and/or a large laboratory. ■ Implements improvements to local / regional laboratory practices or clinical programmes ■ Contribute to the development of pathology diagnostic policies and/or responsible for supporting several laboratories and/or providing a referral consultative and/or clinical diagnostic service at a regional level ■ Lead the QA team of the Unit/Laboratory to comply with SANAS requirements and ensure continuous quality improvement. ■ Introducing or improving diagnostic and interpretation techniques and procedures ■ Validation of new instruments / tests for national programmes (e.g. via HTA) ■ Collaboration of research with other departments at a national level.

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline ■ Minimum 5 years' experience as pathologist ■ At least 1-year laboratory management experience ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD. ■ Additional research degree desirable. ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level). ■ Academic curriculum development at local level. ■ Acting as examiner for CMSA. ■ Evidence of consultation on complex clinical queries locally / regionally. ■ Nationally: Invited for participation in committees, symposia, congresses, working groups. ■ National conference presentations ■ PI in research projects at local level. ■ PI on national grant ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

Enquiries may be directed Funda Nobatyi @ 041 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PE SUPPORT LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-NMB&SB1125/001-01 (21022-001-8022)

Main Purpose of the Job

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

Key Job Responsibility

■ Draws blood as required using safety procedures ■ Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients ■ Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines ■ Performs and interprets point of care tests as required ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition ■ Handles or refers queries related to the service ■ Theoretical and practical training of other health care workers to render this service ■ Report writing to document the service and 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) ■ Certificate in Nursing (3 years)/ SMLTSA Certificate ■ Counselling and Good Clinical Practice (GCP) courses ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician ■ 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 ■ 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 Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed Funda Nobatyi @ 041 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: NORTH WEST
DISCIPLINE: MICROBIOLOGY
LOCATION: TSHEPONG LABORATORY
POSITION: SERVICE PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: FSNW0126/001-01 (51510-003-1414)

Key Job Responsibility

■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework. ■ For Microbiology Pathology, to perform, interpret, report on and authorise a full range of laboratory tests / autopsies within the specified turnaround times ■ To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service. ■ To provide informal training to undergraduate and post-graduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence. ■ Conduct routine diagnostic services

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in applicable discipline / **Microbiology Pathology / Clinical Pathology**

Enquiries may be directed to Tshenolo Ntho @ 018 381 0158 / 060 728 6724, e-mail application to FSNW.recruitment2@nhls.ac.za

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: TSHEPONG LABORATORY
POSITION: SERVICE PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: FSNW0126/001-02 (51510-004-1414)

Key Job Responsibility

■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework. ■ For Chemical Pathology, to perform, interpret, report on and authorise a full range of laboratory tests / autopsies within the specified turnaround times ■ To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service. ■ To provide informal training to undergraduate and post-graduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence. ■ Conduct routine diagnostic services

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in applicable discipline / **Chemical Pathology / Clinical Pathology**.

Enquiries may be directed to Tshenolo Ntho @ 018 381 0158 / 060 728 6724, e-mail application to FSNW.recruitment2@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: DR GEORGE MUKHARI
POSITION: OFFICER (ADMINISTRATION) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUDGM0126/001-01 (46002-001-1133)

Main Purpose of the Job

To provide general services administration support to the business to facilitate communication between departments and create an audit trail

Key Job Responsibility

■ To receive queries and ensure that they are resolved timeously. ■ To monitor SLAs and liaise with external suppliers in order to adhere to SLAs. ■ To supervise support services staff to ensure effective service to the laboratory. ■ To maintain a safe and secure working environment. ■ To supervise support services staff and other services to ensure effective service to the laboratory. ■ To receive and dispatch courier parcels and / or specimen to facilitate efficient transportation of goods. ■ To take responsibility for receipt of cash received for pathology services rendered. ■ To liaise and follow up with other laboratories regarding outstanding results. ■ To register specimens and enter reports. ■ To liaise with IT for new codes. ■ To teach new staff, e.g. policies, procedures, systems, etc.

Minimum requirements & key competency

■ Grade 12/NQF level 4 ■ 2 - 3 years of office administration essential ■ Experience in a medical environment (desirable) ■ General office administration procedures essential ■ Ability to work independently as well as in a team. ■ Communication skills. ■ Planning and organizing skills. ■ Interpersonal skills. ■ Attention to detail. ■ Computer literacy (MS Office including Outlook). ■ Ability to work in a pressurized environment. ■ Time management.

Enquiries may be directed to Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
 DISCIPLINE: MICROBIOLOGY
 LOCATION: TSHWANE ACADEMIC DIVISION
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT2
 REFERENCE NUMBER: GAUTAD0125/002-13 (45006-005-8014)

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

- 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 & Dev 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

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7 ■ Registration with the HPCSA in the **Microbiology / Clinical Pathology as Medical Technologist / Medical Laboratory Scientist** ■ Extensive experience in **Microbiology** ■ Current proof of HPCSA registration. ■ 4 years' experience post qualification within an appropriate Laboratory setting ■ Perform sampling 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 Organizational 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 and presentation) ■ Computer Literacy ■ Time management and evaluations.

Enquiries may be directed to Nomtandazo Ralarala @ (011) 489 9074, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUTAD0125/002-13 (45002-016-8014)

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

■ 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.

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Teaching, Training & Dev 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

■ A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7 ■ Registration with the HPCSA in the **Histopathological Technique as Medical Technologist / Medical Laboratory Scientist** ■ Extensive experience in Anatomical Pathology ■ Current proof of HPCSA registration. ■ 4 years' experience post qualification within an appropriate Laboratory setting ■ Perform sampling 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 Organizational 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 and presentation) ■ Computer Literacy ■ Time management and evaluations.

Enquiries may be directed to Nomtandazo Ralarala @ (011) 489 9074, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: CHRIS HANI BARAGWANATH ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED)
PAY GRADE: B3
REFERENCE NUMBER: GAUCHBA0226/001-02 (42022-001-5003)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

KZN REGION

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: VIROLOGY
LOCATION: NGWELEZANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNGW1125/001-01 (81640-010-8014)

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 **Virology** ■ 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

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESHOWE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNESH0925/001-03 (82200-007-8014)

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: 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

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: KZNMAD0925/001-09 (87300-001-1209)

Main Purpose of the Job

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

Key Job Responsibility

- Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory.
- Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required
- Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements
- 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 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7
- Registration with the HPCSA in **Clinical Pathology**
- Six (6) 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 Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BENEDICTINE LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: KZNBENE0725/001-11 (873001-002-1113)

Main Purpose of the Job

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

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory. ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements ■ 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 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in **Clinical Pathology** ■ Five (5) 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 Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNIALHAEM 0825/001-03 (81105-014-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric
- SMLTSA certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- 1 year working experience
- Health and safety regulations (1 month)
- Knowledge of technical appliances (3-6 months)
- Knowledge of quality control procedures (1 year)
- Trouble shooting skills (1 year)
- Attention to detail (6 months) is desirable
- Use of laboratory equipment (6 months to 1 year)
- Analytical skills (6 months)
- Communication skills (3 months)
- Interpersonal skills (6 months) is desirable.

Enquiries may be directed to Stacey Wilkins @ (031) 327 6700, e-mail application to stacey.wilkins@nhls.ac.za

BUSINESS UNIT: MANAGEMENT AND ADMINISTRATION
DISCIPLINE: HUMAN RESOURCES
LOCATION: PRINCE STREET REGIONAL OFFICE
POSITION: HUMAN RESOURCE ADMINISTRATOR (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: KZNPSTHR1125/001-09 (06904-001-9009) (06904-003-9009)

Main Purpose of the Job

Administers human resources procedures in a designated regional business unit to ensure efficiency and the proper application of all relevant Human Resources policy and procedures

Key Job Responsibility

- Administer and advise on NHLS human resources policies and procedures to ensure uniformity in application within the regional business unit.
- Administer 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 organizational policy
- Administer and participate in selection interviews to ensure that recruitment and selection policies are adhered to
- Administer 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 organization and aware of organizational policies and procedures.
- Administer employee terminations in terms of resignations, retirements, deaths, disabilities including exit interviews and ensure the proper application of policy, controls and procedures in this regard
- Administer leave processes on the HR System and ensure proper application of policy and procedures in this regard
- Facilitate arrangements for national HR initiatives and projects by coordinating attendance for road shows, information and training sessions as directed by National HR
- Gather data, generate statistics and compile reports on HR activities in the prescribed format on a monthly basis for submission to the Regional HR Manager and relevant Business Manager to satisfy reporting requirements and provision of management information
- Administer disciplinary and grievance hearings to ensure correct and legal application of procedures in terms of legislation and NHLS policy and procedures
- Administer payroll process to ensure timeous capturing and loading of all new data required in terms of Payroll procedures
- Administration for the recruitment of students and registrars
- Administration of probation procedures
- Maintain organizational structure as per the posts required by the organization.
- Administer new engagement packs and termination packs to ensure all documentation is received and submitted accordingly..

Minimum requirements & key competency

- Grade 12 certificate (NQF Level 4)
- One (1) year Certificate, relevant to Human Resources (NQF Level 5)
- Industrial Relations Certificate (Desirable)
- Diploma or Degree relevant to Human Resources (Desirable)
- 2 (two) years' experience in HR Administration
- Proven knowledge and experience of Industrial Relations and Labour Legislated matters
- Knowledge and experience of HR Systems (desirable)
- Knowledge of relevant Labour Legislation
- Knowledge and application of Employment Equity
- Knowledge of HR Processes and General HR Administration
- Knowledge of Performance Management Systems, I-Recruitment and /or other Oracle related systems
- Knowledge and experience with Payroll procedures (Desirable).
- Computer Literacy Skills
- Communication Skills – (Written, Verbal & Presentation)
- Strong Administration skills
- Time Management Skills and the ability to meet deadlines, plan and organize
- Ability to work independently and within a team
- Ability to be flexible and adaptable and take own initiative
- Strong attention to detail skills
- Ability to resolve conflict through effective resolution
- Valid driver's licence.

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ADDINGTON LABORATORY
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNADD08/25-02 (81420.004.8014)

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KING DINUZULU LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNKDZ0125/001-04 (81600.008.8014)

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI LABORATORY
POSITION: MESSENGER (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: KZNPMMH0525/001-02 (81401-006-3003)

Main Purpose of the Job

Provide a messenger service to the relevant laboratory and Provincial Hospital

Key Job Responsibility

■ Collect specimens and deliver reports to the hospital wards according to set procedures to facilitate work flow and report delivery ■ Sort and deliver collected specimen to different laboratory departments ■ To collect and deliver mail to and from the correct staff members to ensure that mail is not lost or damaged ■ Sorts and distributes internal/courier mail in the receiving office to ensure correct delivery of mail to departments ■ To collect posts from the post office and distribute to relevant departments ■ To ensure that shipping lists are filed according to the SOP ■ Take telephonic messages in the transport office to ensure operational standards and company image are maintained.

Minimum requirements & key competency

■ Grade 10 ■ Driver's License ■ 1 month on-the-job training ■ Previous experience in a Laboratory environment (Desirable) ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Time management skills ■ Attention to detail ■ Communication skills ■ Good driving skills ■ Interpersonal skills in dealing with clients.

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

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: VIROLOGY
LOCATION: EDENDALE LABORATORY
POSITION: PATHOLOGIST (ENTRY)
PAY GRADE: PHE
REFERENCE NUMBER: KZNEDE0126/001-03 (86100-001-1414)

Main Purpose of the Job

To provide service delivery, undergraduate and post-graduate training and to undertake research to assist clinicians in patient management

Key Job Responsibility

■ Takes accountability for own personal development (attending CPD etc) ■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework ■ Conduct routine diagnostic services ■ Functions as a pathologist in consultation with senior pathologists.

Minimum requirements & key competency

■ FCPATH or MMED or equivalent ■ HPCSA registered for independent practice as pathologist in Virology ■ Knowledge of principles and practice of all diagnostic laboratory methods ■ Knowledge of laboratory safety ■ Knowledge of Statistics and assay validation ■ Knowledge of research methodology ■ Knowledge of Disease surveillance and outbreak investigation ■ Knowledge of patient management and laboratory support ■ Quality assurance ■ Laboratory management ■ Scientific writing ■ Interpretation of tests results ■ Informal or small group teaching ■ Preparation and delivery of formal lectures ■ Time management skills ■ Report writing skills ■ Computer literacy ■ Planning and organising ■ Interpersonal skills ■ Management and Financial skills

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: WCNC0925/001-01 (12022-007-3003)

Key Job Responsibility

■ To collect specimen and deliver reports to the hospital wards according to set procedures to facilitate work flow ■ To sort and distribute internal courier/ mail in the receiving office to ensure correct delivery of mail to different departments ■ To record telephone messages in the transport office to ensure that operational standards and company image are maintained ■ To scan the delivered results at the wards to ensure receipt of work ■ To ensure that shipping lists are filed according to the SOP ■ To tick and receive referral samples ■ To scan and file request forms ■ Sort and clock samples prior to registrations ■ Check and unpack stock items.

Minimum requirements & key competency

■ Grade 10 ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Basic computer skills ■ Communication skills ■ Willingness to work unsociable hours (shifts, weekends, public holidays, nights). ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Interpersonal skills in dealing with clients

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HUMAN GENETICS LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1125/001-01 (12088-005-8014)

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
- 0-3 years' experience as a Medical Technologist
- Registration with the HPCSA as a Medical Technologist in **Human Genetics or CytoGenetics**
- 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: MICROBIOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1125/001-01 (12006-024-8014)

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
- 0-3 years' experience as a Medical Technologist
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology or **Microbiology**
- 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: TUBERCULOSIS LABORATORY
LOCATION: GREEN POINT COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC1025/001-01 (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

- 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: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GREEN POINT COMPLEX
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC1025/001-01 (10090-007-7015)

Key Job Responsibility

■ Takes patient samples at various locations as required using safe and correct procedures. ■ Ensuring that patients are comfortable and feel safe before and during procedures. ■ Keeps records of specimens collected and ensures that all patient details and clinical information is accurately recorded. ■ Provides general nursing services as required e.g. emergency first aid, assisting with immunization and the administration of glucose tolerance tests. ■ Checks stock levels of all collection materials and orders additional stock to ensure the availability of the required materials. ■ Implement sound house-keeping procedures to ensure a safe working environment in accordance with legislation and safety protocols.

Minimum requirements & key competency

■ Registration as a Medical Technician with Phlebotomy / Phlebotomy Technician with the HPSCA or Registered Nurse with the SANC
■ Sound knowledge of all required phlebotomy and related nursing procedures ■ Time management ■ Interpersonal skills ■ Keep abreast with a wide variety of tests, pre-requisites and appropriate consumables. ■ Plan work carefully and work under pressure. ■ Work independently without supervision ■ Willing to work unsociable hours, weekends, public holidays and call outs.

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: MANAGEMENT & ADMINISTRATION - STORES
LOCATION: KIMBERLEY – MANAGEMENT & ADMINISTRATION
POSITION: OFFICER (STORES) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC1125/001-01 (35206-001-8020)

Key Job Responsibility

- To ensure that all stock ordered has been delivered using procurement system management reports in order to prevent order duplicates
- To supervise the receiving and verification of goods to ensure that suppliers adhere to special delivery requirements
- To supervise and oversee that all goods received are captured on the procurement system to ensure payment of suppliers
- To oversee the management of stock in order to ensure continuity of supply to the laboratories
- To ensure that all stock requested by laboratories is delivered and dispatched as per schedule to maintain accurate and timeous delivery
- To take stock according to NHLS policy in order to manage stock levels from a financial and rotation perspective
- To liaise with suppliers and laboratory staff in order to resolve queries/requests timeously
- To organise the layout of the stockroom to prevent stock from expiring so that financial wastage to the organisation can be minimised
- To provide all details of new items to the procurement department for loading onto the system to facilitate ordering and payment of suppliers
- To monitor the assets in the stores to ensure all assets are accounted for according to NHLS policy
- To manage and supervise store clerks and stores assistants
- To provide support to laboratories in the event of them being understaffed or to get new staff updated on processes
- To assist with training when required
- To ensure a safe environment in the stores in terms of Health and safety as well as theft in order to minimise risk.

Minimum requirements & key competency

- Grade 12
- Procurement / Supply Chain / Logistics / Finance Diploma
- 3 – 5 years experience in Stock Control
- Knowledge of the procurement system (Enterprise Resource Planning (ERP))
- Knowledge of Financial Systems
- Intermediate Computer Literacy and competence in MS Office Suite
- Working knowledge of the PFMA
- Demonstrate Leadership and Ability to control an independent Stores environment
- Time management
- Attention to detail
- Customer Service skills and Team orientated
- Communication skills.

Enquiries may be directed to Oyama Lelani @ (053) 831 3969, e-mail application to oyama.mbalo@nhls.ac.za

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: UPINGTON LABORATORY
POSITION: DRIVER (RE-ADVERTISEMENT)
PAY GRADE: B1
REFERENCE NUMBER: WCNC0925/001-01 (35400-005-4006)

Key Job Responsibility

■ Drive the NHLS vehicles / Mobile Laboratories to and from various locations ■ Deliver reports/letters and collect specimens from outlying clinics, hospitals and laboratories according to set schedules, to facilitate adherence to agreed turnaround times ■ Delivers equipment, stock and media to NHLS laboratories, as needed to ensure continuity of service ■ Maintain the motor vehicle by re-fueling ensuring it is in good working order to supply a reliable transport service ■ Complete log book to ensure compliance with company policies ■ Transport visitors to and from airport to ensure they arrive on time for meetings ■ Transport students / employees to designated areas when working off site / away from their normal place of work ■ Liaise with customers internally and externally ■ Observe and adhere to good hygienic and Safety Standards. ■ Assist with Receiving, labelling and sorting specimens for testing according to the SOP's. ■ Captures patient's information into the system. ■ Assist with creating shipping lists of samples for distributions to laboratories. ■ Check-in / Clock-in or administer the delivery times and distribution-routes of samples to ensure smooth channelling of specimens to various Laboratory collection points. ■ Assist with appropriate packaging, recording and monitoring of all out-going referral specimens.

Minimum requirements & key competency

■ Grade12/ Matric / NQF level 3 / N2/NQF level 3 / NQF level 3 equivalent ■ Valid Code C1 Driver's Licence and valid PDP ■ Technically orientated ■ Assertive ■ Interpersonal, computer, analytical, leadership and communication skills ■ Organisational skills ■ Attention to detail ■ Ability to work under pressure, within a team and with minimal supervision ■ Willing to work unsociable hours, weekends, public holidays and call outs

Enquiries may be directed to Oyama Lelani @ (053) 831 3969, e-mail application to oyama.mbalo@nhls.ac.za