



FEBRUARY 2025

GUIDELINES TO APPLICANTS

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



**NATIONAL HEALTH
LABORATORY SERVICE**

CLOSING DATE: 7 MARCH 2025

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
CORPORATE REGION	4 – 9
EASTERN CAPE REGION	10 – 20
GAUTENG REGION	21 – 33
LIMPOPO AND MPUMALANGA REGION	34 – 38
WESTERN AND NORTHERN CAPE REGION	39 – 47

CORPORATE REGION

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: ACADEMIC AFFAIRS
LOCATION: SANDRINGHAM
POSITION: RESEARCH MONITORING AND EVALUATION MANAGER
PAY GRADE: D2
REFERENCE NUMBER: CORPAARQA0125/001-01 (09924-022-1450)

Key Job Responsibility

■ To identify and implement strategies and measures towards the development of Monitoring, Evaluation and Analytics tools that will lead to adherence to best research practices, substantial improvement to capacity development and provide effective M& E support and interventions for researchers across the NHLS. To develop and strengthen strategies for monitoring and evaluation of academic, research and grants related activities within the NHLS ■ Design, develop and introduce effective tools to monitor programme, project activities, progress and outputs at departmental, regional and institutional levels ■ Develop monitoring and evaluation indicators to efficiently measure and report outputs and success ■ Monitoring and evaluation of overall achievements and progress including sustainability ■ Facilitate and be involved in the training, mentoring, supervision as well as any other capacity building activities in biostatistics and M&E as required. ■ Tracking, update and analysis of M&E data and information for effective reporting and interventions ■ Provide reports (weekly, monthly, quarterly, half-yearly and annual) on NHLS academic, research and grant related activities ■ Conduct capacity assessment on existing monitoring and evaluation system and impact analysis of effectiveness of existing programmes and initiatives ■ Participate in annual project reviews and planning workshops and contribute to preparation of relevant reports. ■ Assist researchers with monitoring and evaluation tools and support them in their use. ■ Prepare and maintain monitoring and evaluation database. ■ Be actively involved in the writing and submission of scientific papers. ■ Identify and attract resources that will facilitate the role of the NHLS in spearheading the research agenda that promotes effective public health interventions. ■ Understanding of stakeholder requirements for monitoring and evaluation and advising AAR and researchers. ■ Perform other duties as required.

Minimum requirements & key competency

■ Master's degree in Public Health, Epidemiology, Information Technology, Computer Science or related field ■ PhD degree in Public Health, Epidemiology, Information Technology or related (desirable) ■ Eight (8) years' experience in monitoring and evaluation inclusive of 5 years managerial/supervisory experience and 2 years in database development ■ Two (2) years previous experience in a research environment (desirable) ■ Sound knowledge of statistical packages preferably SAS or DSTATA:SQL,R or advanced Excel ■ Knowledge of Redcap or related web applications ■ Designing/developing monitoring tools ■ Data analysis and interpretation ■ Research Methodology ■ Writing of grant proposals ■ Computer Literacy ■ Analytical skills ■ Communication skills (verbal and written). ■ Interpersonal skills. ■ Budgeting skills. ■ Data analysis and interpretation skills. ■ Scientific writing skills (Desirable).

Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT OPERATIONS
LOCATION: SANDRINGHAM
POSITION: MICROSOFT SYSTEMS ENGINEER (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: CORPIT0125/001-07 (07923-003-9010) (07923-015-9010)

Key Job Responsibility

■ To perform systems backups (also user/staff data) to ensure company information is not lost ■ To set up, maintain and administer the e-mail system to ensure that the organisation has an effective mode of communication ■ To set up, maintain and administer the e-mail system the internet access to ensure user control and provide a platform for communication and research ■ To provide IT support to the document control system to ensure correct user access and availability ■ To maintain the hardware (servers have enough space, monitor hardware health) to ensure that data is not lost ■ To provide continuity of systems in the event of a system crash to ensure continuous availability of data ■ Set up, administer and maintain Windows security patches to protect data stored on computers ■ To set up, maintain and administer a monitoring system tool to monitor the health of the servers ■ To assist NHLS users with the NHLS Laboratory Information System ■ Assist NHLS user with mobile devices.

Minimum requirements & key competency

■ National Diploma in Information Technology or Related (NQF Level 6) ■ Microsoft Certification 9MCSE or Azure Associate or Higher) ■ ITIL Foundation Certification ■ Microsoft Systems Centre Suite ■ Azure Certificate ■ Four (4) years' experience within the Microsoft environment inclusive of troubleshooting ■ Proficient in M365 9Outlook, Word, Excel, Powepoint, Teams, OneDrive, Forms, Flow, Power BI, Power Platform, Dynamics ■ Experience of scripting languages: PowerShell and VBScript ■ Experience in Microsoft Azure Active Directory ■ Working in a cloud-based environment ■ MCSE/MCSE 2012 or 365 ■ SQL 2012 ■ Knowledge of privacy and security best practices and related technologies, including data protection, encryption, access control, data classification and data retention ■ Knowledge of MS Exchange 2013/2016/2019 ■ Knowledge of Veeam Backup system ■ Cisco Iron pot, Symantec Anti-Virus, Windows 2012 server, WSUS, VMWare Virtualisation, SCOM ■ Interpersonal Skills ■ Knowledge of Active Directory ■ Strong understanding of enterprise architecture principles in M365, including architecture frameworks and governance models. ■ Communication Skills ■ Interpersonal Skills ■ Time Management skills ■ Attention to detail ■ Ability to work in a team/independently ■ Troubleshooting and Problem-Solving Skills ■ Analytical Thinking.

Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: NATIONAL CYTOLOGY CO-ORDINATOR
DISCIPLINE: CYTOLOGY
LOCATION: SANDRINGHAM
POSITION: PROGRAMME HEAD /NATIONAL CYTOLOGY COORDINATOR
PAY GRADE: D4
REFERENCE NUMBER: CORPCYT0125/001-01 (05011-001-1522)

Key Job Responsibility

■ To oversee, coordinate, advise, facilitate and implement the most appropriate cytology technique/technology in line with the NHLS and NDOH strategic objectives ■ To facilitate NHLS participation in policy development and future policy reviewal ■ To coordinate, facilitate and implement Cytology national priority programme in line with cervical cancer screening policy ■ To promote and align NHLS Cytology service delivery to the needs and expectations of the clients ■ To ensure customer centric cytology service provision as determined by the NHLS strategic objectives ■ To establish and manage a healthy partnership/relationship with both internal and external key role-players in the field ■ To analyse, monitor, evaluate and report on cervical cancer screening trends and challenges pertaining to the implementation of the programme ■ To explore the international technology development in order to prepare NHLS service to be dynamic to the emerging technology changes ■ To advise and participate in the NDOH processes for protocol/algorithm development and policy development ■ To ensure that all cytology laboratories are SANS accredited as per national policy requirement. ■ Advise and participate on the appropriate financial model to be used for costing cytology tests.

Minimum requirements & key competency

■ Honours degree Biomedical Sciences (NQF Level 8) ■ Registration with the HPCSA as Cytotechnologist ■ MSc Degree (Desirable) ■ Ten (10) to 12 years post qualification ■ Minimum of 7 years management experience ■ Knowledge of Cytology technology ■ Knowledge of cytology discipline process and procedures ■ Knowledge of ERP system ■ Knowledge of good laboratory principles and practices ■ Interpersonal skills ■ Communication skills (verbal and written) ■ Presentation skills ■ Statistical interpretation skills ■ Troubleshooting and problem solving skills ■ Advising and decision making ■ Deadline driven ■ Ability to work under pressure ■ Conflict management skills.

Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: HUMAN RESOURCES
DISCIPLINE: LEARNING ACADEMY
LOCATION: EAST LONDON
POSITION: MANAGER: REGIONAL TRAINING (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: CORPHR1124/001-10 (06960-001-1343)

Key Job Responsibility

■ Responsible for the development and management of the regional skills development budget to ensure the most effective utilization of financial resources and maintenance of costs within budget. ■ Oversee and manage regional bursary programmes and maintenance of training records to ensure bursary and training assistance programmes are properly administered and provide the maximum return on allocated resources ■ Manage the procurement process of equipment for the regional training department's practical laboratory ■ Ensure the region complies with accreditation standards and registration requirements of the Professional Boards within the technical environment as required in legislation. ■ Facilitate the refinement of an operational, needs-driven, medical technologist curriculum and training program in collaboration with the region's tertiary institutions to ensure that the national qualification standard remains relevant to operational requirements. ■ Liaise with the regional tertiary institutions regarding the placement of students for experiential training and coordinate job shadowing as required. ■ Manage the development, implementation and continual monitoring of a structured technical training program for student laboratory assistants, student medical technicians, experiential and intern medical technologists within the region according to HPCSA standards, to ensure an acceptable pass rate in the Professional Board for Medical Technology examinations ■ Assist in the design and development of relevant material for training events and e-learning purposes ■ Assess capacity available for technical training to determine whether it meets the requirements for acquisition of the necessary technical skills and competencies required ■ Facilitate the administration and provision of continual professional development and other short courses to existing qualified staff in accordance with HPCSA requirements ■ Assist in designing and implement and monitor leadership interventions to improve skills of the senior managers, middle managers and supervisors for greater leadership skills at each level ■ Establish that Training Quality Assurance is in place in the region to ensure standardization of technical training programmes across the region ■ Participate in annual recruitment drives at various tertiary institutions across the region to ensure that potential employees / students are well informed of career opportunities offered by the NHLS in the relevant occupation ■ Manage the continual assessment of training needs of the region and the development of appropriate outreach programmes to ensure that there is adequate support of regional laboratories from the academic centers ■ Manage and maintain operational requirements for running of practical training laboratory in accordance with good laboratory practice ■ Cooperate in the implementation and monitoring of learnership programmes ensuring compliance with SAQA regulations ■ Assist in the management/coordination of the provision of ongoing skills development for all staff within the region in consultation with the National Skills Development Manager in accordance with regional and national skills development plans ■ Cooperate in the development of the Regional Workplace Skills Plan (WSP) and monitor implementation in order to ensure compliance and implementation of the plan ■ Provide regional input to the Annual Training Report for submission to the HWSETA in order to ensure compliance with requirements of legislation and stakeholders ■ Evaluate, recommend and monitor service providers to ensure the provision of a high quality, cost-effective training programmes and interventions in line with organizational needs ■ Manage and administer training interventions and maintain records to ensure that the training programmes are properly administered, recorded and reported as required ■ Contribute as a member of the HR management team to the development of an overall HR strategy for the NHLS in line with business needs and develop and implement an annual plan for ones own area that supports the achievement of the HR strategy ■ Perform the role of regional skills development facilitator and coordinate the functioning of regional training committees in order to develop, implement, monitor and report on the NHLS annual workplace skills plan in terms of the skills development legislation ■ Monitor and make recommendations on the implementation of an employment equity plan for NHLS that promotes the transformation of the organisation in line with company policy and objectives and in compliance with relevant legislation thereby influencing organisational culture and transformation.

Minimum requirements & key competency

■ National Diploma or Degree in Medical Technology (NQF level 6) ■ Relevant training qualification in skills development facilitation (desirable) ■ Registration with HPCSA as a Medical Technologist ■ 8 years' experience post qualification within an appropriate Laboratory setting ■ Education and training experience ■ Excellent knowledge of relevant laboratory processes and procedures ■ Knowledge of principles of ISO and accreditation ■ Knowledge of statutory requirements (e.g. HPCSA, SANC, SDA, SDLA etc.) ■ Sound understanding and knowledge of developments in the education and training sector ■ Knowledge of all relevant labour legislation ■ Strong communication skills (written, presentation, verbal) ■ Interpersonal skills ■ Planning and organising skills ■ Strategic thinking and planning ■ Analytical and problem solving skills ■ Decision Making skills ■ Computer skills ■ Management and conceptualisation skills.

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

BUSINESS UNIT: FINANCE
DISCIPLINE: FACILITIES
LOCATION: FCL CAPE TOWN
POSITION: SECURITY OFFICER (RE-ADVERTISED)
PAY GRADE: A3
REFERENCE NUMBER: CORPFIN0125/001-02 (92004-004-2115)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

EASTERN CAPE REGION

BUSINESS UNIT: BUFFALO CITY & AMATOLE
DISCIPLINE: HISTOLOGY
LOCATION: EAST LONDON LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-BC&A1024/001-10 (22002-001-8014)

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 **Histology**
- 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 Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CLINICAL PATHOLOGY / VIROLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: EC-NMAL0125/001-02 (23008-004-5003)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12/Matric/NQF level 4/N2 ■ HPCSA registration as a Laboratory Assistant in Clinical Pathology / Virology ■ One year experience in a laboratory environment(desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety ■ Computer literate ■ Attention to detail ■ Team orientated ■ Good communication skills.

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: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL0125/001-07 (23002-004-8014)

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 in Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist/Medical Laboratory Scientist in the **Histology discipline**
- 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL0125/001-08 (23002-001-8014)

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 in Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist/Medical Laboratory Scientist in the **Histology discipline**
- 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: EC-NMAL0819/001-03 (23002-001-3011)

Main Purpose of the Job

To type all Pathology results received from Pathologists, ensuring all information received is accurate and correctly transcribed so as to facilitate that no misunderstanding occur in the interpretation of the results sent to doctors.

Key Job Responsibility

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way to facilitate well-presented reports ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries ■ Responding to queries by referring the doctors to the relevant Pathologists ■ Printing and dispatching of all pathologist reports to all respective doctors to ensure optimal patient care.

Minimum requirements & key competency

■ Grade 12/NQF level 4 with typing as a subject ■ 1-2 years typing experience ■ Basic computer literacy ■ Laboratory system ■ Good listening skills ■ Good interpersonal skills ■ Speed and accuracy in typing ■ Good knowledge of medical terminology is essential ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ Candidates will be required to do 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: CLINICAL PATHOLOGY
LOCATION: EMPILISWENI HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-AN&JG0125-001-03 (24620-003-7014)

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 Certificate ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations, technical appliances and quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Interpersonal skills.

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

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: COFIMVABA HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-ORT&CH0125/001-03 (25000-007-7014)

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 Certificate ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations, technical appliances and quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Interpersonal skills.

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

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ZITULELE HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-ORT&CH0125/001-04 (25120-007-7014)

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 Certificate ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations, technical appliances and quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Interpersonal skills.

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: LABORATORY SUPPORT
LOCATION: PE MAIN BRANCH
POSITION: CLEANER: HOUSEKEEPING / MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: EC-NMB&SB0623/001-01 (21022-004-2113)

Main Purpose of the Job

To clean the different venues/offices/rooms/kitchens/hallways and stairs on a daily basis to ensure a clean and hygienic condition

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 10 /NQF 2 ■ 1 (one) month on-the-job training. ■ Knowledge of health and safety. ■ Basic understanding of health and safety. ■ Knowledge of cleaning machinery/ cleaning materials and chemicals. ■ Cleaning of high windows Application of various cleaning procedures (e.g., wax). ■ Strong interpersonal skills. ■ Attention to detail. Communication skills. ■ Time Management. Enquiries.

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: LIVINGSTONE -CHEM PATH
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMB&SB1224/001-08 (24001-001-1414)

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

■ Preparation and delivering of academic lectures / seminars within an existing curriculum frame ■ To perform , interpret report on an authorize and full range of laboratory tests / autopsies within the specified turnaround time ■ To guide clinicians (including internal and external customers) in the selection 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 technologist in order to impart knowledge , teach skills and assess competence ■ Conduct routine diagnostic services.

Minimum requirements & key competency

■ FCPATH or MMED qualification in Chemical Pathology discipline ■ Takes accountability for own development (attending CPD etc. ■ HPCSA registration for independent as pathologist in applicable discipline.

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HOLY CROSS HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-AN&JG0125/001-04 (2640-001-7014)

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 Certificate ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations, technical appliances and quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Interpersonal skills

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

GAUTENG REGION

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: HUMAN GENETICS LABORATORY
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUJSW0125/001-01 (41088-001-8014)

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
- Registration with the HPCSA in the **Human Genetics**
- Current proof of HPCSA registration
- 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 to Skhumbuzo Mncwabe @ (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: LERATONG LABORATORY
LOCATION: LERATONG HOSPITAL
POSITION: CLEANER: HOUSEKEEPING / MESSENGER (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: GAUJSW0125/001-22 (44900-003-2112) (44780-001-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: HUMAN GENETICS
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MEDICAL SCIENTIST ENTRY (X3 POSTS) **(RE-ADVERTISEMENT)**
PAY GRADE: MSE
REFERENCE NUMBER: GAUJSW0125/001-25 (41088-020-9014) (41088-013-9014) (41088-007-9014)

Main Purpose of the Job

Conduct research relevant to the pathology discipline, to teach and train students, to do diagnostic test development and to assist in troubleshooting related to diagnostic testing.

Key Job Responsibility

■ Conducts research under supervision of a Senior Medical Scientist or Pathologist. ■ On the bench (training of intern scientist, technologist and technicians) ■ Co-supervision of small research project. Conducts tests and procedures independently. ■ Contributes to laboratory administration (e.g. records, procurement, stock, control, equipment maintenance) ■ Records completed in accordance with current policies / procedures and relevant SOP ■ Maintenance logs are accurate, up to date accessible and retrievable Error logs/corrective action reports completed according to requirements ■ Perform equipment maintenance ■ Participation in Quality Management.

Minimum requirements & key competency

■ BSc (Hons) is essential / MSc an advantage in Medical Science or related field ■ HPCSA registration as Medical Scientist in Human Genetics ■ Current proof of HPCSA registration - Experience post internship in Human Genetics laboratory advantageous ■ Experience in a SANAS accredited lab, advantageous ■ Involvement in development and validation of either one or more diagnostic methodology or significant modification to existing applications or procedures ■ Scientific research abstract at least one ■ Training of students or co-supervision of small research project ■ Communication skills (verbal and written) ■ Attention to detail ■ Problem solving skills ■ Accuracy skills ■ Computer literacy ■ Interpersonal skills.

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: HELEN JOSEPH HOSPITAL
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUJSW0125/001-30 (44022-024-8022)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: LERATONG HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUJSW0125/001-23 (44900-004-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (essential) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ Candidates will be required to do a typing competency test.

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: CYTOLOGY LABORATORY SUPPORT SERVICES
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: CLERK LABORATORY (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUJSW0125/001-24 (41003-005-7009) (41003-003-5012)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (essential) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ Candidates will be required to do a typing competency test.

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

BUSINESS UNIT: CHRIS HANI BARAGWANATH
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CHRIS HANI BARAGWANATH
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUCHBA0125/001-26 (42022-047-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (essential) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ Candidates will be required to do a typing competency test.

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

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: THELLE MOGOERANE LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUEKTS1124/001-10 (44800-005-5012)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (essential) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ Candidates will be required to do a typing competency test.

Enquiries may be directed to Vivian Sithoga @ (011) 489 8588, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
 DISCIPLINE: ANATOMICAL PATHOLOGY
 LOCATION: CHARLOTTE MAXEKE HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: GAUCM0125/001-13 (43002-008-8014)

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

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9008 e-mail applications to CMAH.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: KALAFONG LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUEKTS0125/001-09 (64150-002-8022)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12/NQF level 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 specialised 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, ■ 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 to Vivian Sithoga @ (011) 489 8588, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: DR GEORGE MUKHARI
POSITION: CLERK (LABORATORY) (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUDGM0125/001-05 (46022-007-7009) (46022-018-7009)

Main Purpose of the Job

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

Key Job Responsibility

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping list of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channelling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turn- around times ■ Responsible for appropriate packaging, recording, monitoring and of all out-going referral specimens ■ Keeps specimens requests 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 (essential) ■ Secretarial certificate (desirable) ■ 1 – 2 Years Experience (essential) ■ 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 typing test.

Enquiries may be directed to Sibusiso Nkosi (011) 489 9932 / 8588 / 9009, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC DIVISION
 DISCIPLINE: MICROBIOLOGY (IMMUNOLOGY)
 LOCATION: DR GEORGE MUKHARI HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT2
 REFERENCE NUMBER: GAUDGM0924/002-10 (46006-010-8014)

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

- 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 **Immunology as Medical Technologist / Medical Laboratory Scientist**
- 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 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 and presentation)
- Computer Literacy
- Time management and evaluations.

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

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: CLERK (LABORATORY) (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUTAD0125/001-11 (45022-025-7009) (45022-001-8016)

Main Purpose of the Job

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

Key Job Responsibility

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping list of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channelling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turn- around times ■ Responsible for appropriate packaging, recording, monitoring and of all out-going referral specimens ■ Keeps specimens requests 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 (essential) ■ Secretarial certificate (desirable) ■ 1 – 2 Years Experience (essential) ■ 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 typing test.

Enquiries may be directed to Rendani Banda @ (011) 489 9009, e-mail application to tad.recruitment@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HELEN FRANZ
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP04-CAP0224/001-01 (62300-001-1133)

Main Purpose of the Job

Supervises and co-ordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service.

Key Job Responsibility

■ Provides expert technical assistance in specialized area of work to other laboratories for the purpose of troubleshooting and the setup of new methods. ■ Oversees all aspects of quality assurance within the unit including daily Quality Control, External Quality Assurance, calibration and equipment maintenance to ensure the delivery of quality results and the implementation of timeous corrective action as and when required. ■ Generate regular TrakCare (LIS) work-file enquiries to monitor outstanding work within the unit and to take corrective action as required. ■ Responsible for the training and development of medical technologists and medical technicians in the technical aspects of the laboratory tests performed within the unit to ensure that they are adequately skilled in line with the laboratory's needs. ■ Responsible for the training of medical technology students to ensure that they are technically competent in the work performed by the unit in order to pass the relevant qualifying examinations. ■ Responsible for the upkeep of the quality system of the unit, including the regular review of Standard Operational Procedures, in order to ensure compliance with SANAS accreditation requirements. ■ Responsible for the optimization of each batch of reagents (antibodies) for immunohistochemistry, guided by manufacturer's instruction and personal experience, to ensure the cost effective use of reagents and quality results. ■ Responsible for the optimization of stock levels and assessment of CAPEX needs within the unit to ensure the cost effective use of NHLS resources and the availability of reagents and suitable equipment at all times. ■ Implements safe working conditions and procedures to ensure a safe working environment and compliance with all safety legislation. ■ Participate in the delivery of Continuing Professional Development (CDP) activities within the department to contribute to staff development and in compliance with HPCSA requirements. ■ Liaises with customers in order to resolve service related issues and to promote a positive image of the laboratory. ■ Performs the duties of a medical technologist as required to ensure that all the work is processed in a timely and efficient manner. ■ Manages and develops staff to ensure that they are able to meet their performance objectives. ■ Assists lab manager in drawing up job descriptions for sub-ordinates to ensure that staff is aware of their performance expectations.

Minimum requirements & key competency

■ 3 (three) year relevant Diploma or Degree in Medical Technology ■ Registration with the HPCSA in the relevant discipline ■ Minimum of 4 (four) years' experience as Medical Technologist in a diagnostic laboratory (Level 2) ■ 7 years' experience as a Medical Technologist in a diagnostic laboratory (Level 3) ■ Knowledge of laboratory instruments ■ Interpret numerical laboratory results. ■ Quality assurance ■ In-depth knowledge of chemistry ■ Communication skills ■ Customer care. ■ Interpersonal skills. ■ Coaching. ■ Analytical skills. ■ Problem solving skills. ■ Attention to detail. ■ Supervisory skills. ■ Computer Literacy skills.

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 087 260 6871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: HAEMATOLOGY/CLINICAL PATHOLOGY
LOCATION: POLOKWANE
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP04-CAP0225/001-01 (61004-002-1133)

Main Purpose of the Job

Supervises and co-ordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service.

Key Job Responsibility

- Provides expert technical assistance in specialized area of work to other laboratories for the purpose of troubleshooting and the setup of new methods.
- Oversees all aspects of quality assurance within the unit including daily Quality Control, External Quality Assurance, calibration and equipment maintenance to ensure the delivery of quality results and the implementation of timeous corrective action as and when required.
- Generate regular TrakCare (LIS) work-file enquiries to monitor outstanding work within the unit and to take corrective action as required.
- Responsible for the training and development of medical technologists and medical technicians in the technical aspects of the laboratory tests performed within the unit to ensure that they are adequately skilled in line with the laboratory's needs.
- Responsible for the training of medical technology students to ensure that they are technically competent in the work performed by the unit in order to pass the relevant qualifying examinations.
- Responsible for the upkeep of the quality system of the unit, including the regular review of Standard Operational Procedures, in order to ensure compliance with SANAS accreditation requirements.
- Responsible for the optimization of each batch of reagents (antibodies) for immunohistochemistry, guided by manufacturer's instruction and personal experience, to ensure the cost effective use of reagents and quality results.
- Responsible for the optimization of stock levels and assessment of CAPEX needs within the unit to ensure the cost effective use of NHLS resources and the availability of reagents and suitable equipment at all times.
- Implements safe working conditions and procedures to ensure a safe working environment and compliance with all safety legislation.
- Participate in the delivery of Continuing Professional Development (CDP) activities within the department to contribute to staff development and in compliance with HPCSA requirements.
- Liaises with customers in order to resolve service related issues and to promote a positive image of the laboratory.
- Performs the duties of a medical technologist as required to ensure that all the work is processed in a timely and efficient manner.
- Manages and develops staff to ensure that they are able to meet their performance objectives.
- Assists lab manager in drawing up job descriptions for sub-ordinates to ensure that staff is aware of their performance expectations.

Minimum requirements & key competency

- 3 (three) year relevant Diploma or Degree in Medical Technology
- Registration with the HPCSA in **Haematology / Clinical Pathology**
- Minimum of 4 (four) years' experience as Medical Technologist in a diagnostic laboratory (Level 2) **Solid experience in Haematology if your registered as Clinical Pathology**
- Knowledge of laboratory instruments
- Interpret numerical laboratory results.
- Quality assurance
- In-depth knowledge of chemistry
- Communication skills
- Customer care.
- Interpersonal skills.
- Coaching.
- Analytical skills.
- Problem solving skills.
- Attention to detail.
- Supervisory skills.
- Computer Literacy skills.

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 087 260 6871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ELLISRUS LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: LIMP02-SW0125/001-09 (62700-001-7015)

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 ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialised testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-, Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests (Essential) ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests -Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 087 260 6871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: EHLANZENI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BARBERTON LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP01-EHL0125/001-12 (72300-003-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate
- SMLTSA Certificate
- Registered with HPCSA in relevant field as a Medical Technician
- 0-3 years' experience in laboratory environment post qualification
- Health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of a medical technologist as required as per operational needs.

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 087 260 6871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GIYANI LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP01-VM1124/001-04 (61200-001-7009)

Main Purpose of the Job

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

Key Job Responsibility

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channelling of specimens to various disciplines ■ Responsible for appropriate packaging, recording and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes ■ 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 test in order to prevent incorrect samples.

Minimum requirements & key competency

■ Grade 12(Essential) ■ Secretarial Certificate (Desirable) ■ 1-2 years clerical experience (Essential) ■ 1 year in a Laboratory Environment (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 of 30wpm and 70% accuracy.**

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 087 260 6871, or e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY (IMD LABORATORY)
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC0125/001-01 (12001-003-8014)

Key Job Responsibility

Operational efficiency of laboratory

- Perform equipment maintenance and root cause analysis, completing action reports according to SOP's. ■ 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, special procedures and advanced procedures
- Verify and authorise 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

- 2x CPD presentation per annum
- Ensuring that continuous training takes place and ensure the implementation of training programmes

Minimum requirements & key competency

- National Diploma / BHSc in Biomedical Technology (NQF 6 / 7)
- Registration with the HPCSA as a Medical Technologist in **Cytogenetics**
- 4-6 years' experience post-qualification experience as a Medical Technologist in a Human Molecular Genetics laboratory.
- 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
- Willing to work unsociable hours, weekends, public holidays and call outs.
- 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: CHEMICAL PATHOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: LABORATORY TECHNICIAN (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0125/001-01 (12001-003-7014) (12001-004-7014)

Key Job Responsibility

■ Receives, prepare, sort and analyze specimens for testing. ■ Phone abnormal and urgent results to doctors and nurses deal with routine enquiries. ■ Maintenance and calibration of instruments, machines and equipment. ■ Carry out all routine testing procedures. ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times. ■ Adhere to safety procedures and perform all required QC procedures. ■ Training of students. ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department / laboratory to contribute to staff development and in compliance with HPCSA requirements. ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Clinical Pathology or Chemical Pathology**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal 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: HISTOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0624/001-04 (12002-001-6011)

Key Job Responsibility

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way so as to facilitate well presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries. ■ Responding to queries by referring the doctors to the relevant pathologists. ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

Minimum requirements & key competency

■ Grade 12 with typing as a subject ■ 1-2 years Dictaphone typing ■ Post-qualification experience in a diagnostic laboratory ■ Knowledge of medical terminology ■ Interpersonal skills ■ Good listening skills ■ Computer literacy – Laboratory system ■ Speed and accuracy in typing ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ **Candidates will be required to do a typing competency test.**

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: LABORATORY SUPPORT SERVICE
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0125/001-07 (12022-011-7015)

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

BUSINESS UNIT: GROOTE SCHIUR ACADEMIC
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: SECRETARY - BUSINESS UNIT (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0125/001-06 (12090-001-7018)

Main Purpose of the Job

Performs secretarial and general office duties for a Business Manager to facilitate the smooth operation of the designated area.

Key Job Responsibility

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

Minimum requirements & key competency

■ Matric (NQF Level 4) ■ Relevant 3 year degree or diploma ■ Minimum of 1 year's administrative/ secretarial experience ■ Proven knowledge of General office administration ■ Advanced Microsoft Office knowledge and experience ■ Excellent typing skills ■ Communication Skills – (Written, Verbal & Presentation) ■ Strong Administration skills ■ Time Management skills and the ability to meet deadlines, plan and organise ■ Ability to work independently and within a team ■ Ability to be flexible and adaptable and take own initiative ■ Strong attention to detail skills ■ Strong interpersonal skills ■ Valid driver's licence.

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: ANATOMICAL PATHOLOGY
 LOCATION: GREEN POINT COMPLEX
 POSITION: PATHOLOGIST (SERVICE ONLY) (RE-ADVERTISEMENT)
 PAY GRADE: PHE
 REFERENCE NUMBER: WCNC1124/002-01 (14002-002-1414)

Key Job Responsibility

■ Responsible for the final diagnostic report sent out to the clinicians ■ Interaction and consultation with clinicians to ensure that routine requested investigations and proposed diagnosis are appropriate. ■ Provide expert advice to all customers in order to resolve clinical and diagnostic queries in a professional and timely manner. ■ Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations. ■ To contribute in the design, development and maintenance of quality system. ■ To comply with the principle of good laboratory practice, full SANAS accreditation requirements and relevant legislation. ■ To contribute to the overall management of the laboratory. ■ Contributes towards teaching and training Registrars, Scientists, Technologists and Technicians. ■ Contributes towards teaching and training of undergraduate students in accordance with University requirements. ■ Contribute to the departmental CPD programmes. ■ To conduct research in order to contribute to publications and towards translation of policy and service.

Minimum requirements & key competency

■ MBCHB and M Med / FC Path within **Anatomical Pathology** ■ Registration with HPCSA as a Pathologist (Independent practice category). ■ Laboratory safety procedures. ■ Medical conditions, in particular clinical pathology correlation. ■ Principles of analytical methodology. ■ Method validation including statistical calculations. ■ Laboratory quality assurance processes. ■ Principles of applied research methodology. ■ Practical laboratory techniques where relevant. ■ Biopsy interpretation in order to advise clinicians. ■ Computer literacy. ■ Communication and Presentation Skills. ■ Analytical and diagnosing. ■ Problem solving. ■ Conducting research.

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

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: GREEN POINT COMPLEX
POSITION: PATHOLOGIST (SERVICE ONLY) (RE-ADVERTISEMENT)
PAY GRADE: PHI
REFERENCE NUMBER: WCNC1124/001-01 (14002-003-1514)

Key Job Responsibility

■ Responsible for the final diagnostic report sent out to the clinicians ■ Interaction and consultation with clinicians to ensure that routine requested investigations and proposed diagnosis are appropriate. ■ Provide expert advice to all customers in order to resolve clinical and diagnostic queries in a professional and timely manner and supervising junior Pathologists. ■ Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations. ■ To contribute in the design, development and maintenance of quality system. ■ To comply with the principle of good laboratory practice, full SANAS accreditation requirements and relevant legislation. ■ To contribute to the overall management of the laboratory. ■ May contribute towards teaching and training Registrars, Scientists, Technologists and Technicians. ■ Contribute to the departmental CPD programmes. ■ May elect to conduct research in order to contribute to publications and towards translation of policy and service.

Minimum requirements & key competency

■ MBCHB and M Med / FC Path within Anatomical Pathology ■ Registration with HPCSA as a Pathologist (Independent practice category). ■ At least 3 completed years' post-registration experience in a high-volume diagnostic laboratory ■ Laboratory safety procedures. ■ Medical conditions, in particular clinical pathology correlation. ■ Principles of analytical methodology. ■ Method validation including statistical calculations. ■ Laboratory quality assurance processes. ■ Principles of applied research methodology. ■ Practical laboratory techniques where relevant. ■ Biopsy interpretation in order to advise clinicians. ■ Computer literacy. ■ Communication and Presentation Skills. ■ Analytical and diagnosing. ■ Problem solving. ■ Conducting research.

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: OUDTSHOORN HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0125/001-15 (16000-004-7009)

Key Job Responsibility

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channelling of specimens to various disciplines ■ Responsible for appropriate packaging, recording and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times ■ 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 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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BUSINESS UNIT: GREEN POINT & WEST COAST
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GREEN POINT COMPLEX
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0125/001-01 (14022-002-5003)

Key Job Responsibility

■ Receives, sort and refer (where applicable) specimens for testing ■ Spin and label specimens appropriately for testing ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ 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 as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing skills.

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