



JANUARY 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 FEBRUARY 2025**

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## FORENSIC CHEMISTRY LABORATORY ADVERTS

**BUSINESS UNIT:** FORENSIC CHEMISTRY LABORATORY  
**DISCIPLINE:** FCL – JOHANNESBURG  
**LOCATION:** FCL – JOHANNESBURG  
**POSITION:** PRINCIPAL FORENSIC ANALYST  
**PAY GRADE:** D3  
**REFERENCE NUMBER:** FCLJHB1124/002-01 (92001-001-1549)

### Key Job Responsibility

■ Manage the centre of Forensic Chemistry Laboratory and provisioning of forensic analytical chemistry service to the judicial system and health authorities, SAPS, Metro Police, Military Police and Interpol. Provide analytical service to the client. ■ Ensure that all methods, procedures and actions to ensure efficient and effective management system for the sections, are documented. ■ Reduce the number of blood alcohol samples backlog where applicable and maintain 90-day turn-around time of incoming samples. ■ Reduce the number of toxicology samples backlog where applicable and maintain turn-around time of new incoming samples. ■ Reduce the number of food samples backlog / maintain 30-day turn-around time for perishables and 60-day turn-around time for non-perishables as legislated. ■ Monitor staff court attendance. ■ Ensure all analysis queries are dealt with satisfactorily. ■ Prevent the incurrence of any unauthorized, irregular or fruitless expenditure. ■ Ensure that invoices are attended to as soon as possible after the service/ goods delivery. ■ Ensure that all inventories are updated as per official procedure. ■ Accredite laboratory activities and/or maintain accreditation. ■ Establish a Quality team and monitor their activities. ■ Ensure adherence to the Quality Manual. ■ Ensure that blood alcohol methods in use remain validated or verified. ■ Ensure that an internal audit of the blood alcohol and Administration sections is undertaken annually. ■ Ensure that all existing documents are reviewed according to the Laboratory manual. ■ Prepare for SANAS assessment towards blood alcohol accreditation where applicable. ■ To maintain the accreditation status of the blood alcohol section where applicable. ■ Work towards obtaining accreditation for the other sections. ■ Ensure that quality controls are in place to ensure accurate reports in toxicology, food, and blood alcohol sections. ■ Ensure that all staff have and follow Workplace Skills Plans (WSP). ■ Ensure participation in Proficiency schemes. ■ Request feedback from clients about the efficiency of the Laboratory by means of for example: client survey forms, handling of queries and to investigate complaints. ■ Ensure that consumables and chemicals, as well as functional equipment are procured according to procurement plan. ■ Management of Health and Safety in Laboratories. ■ Ensure the appointment of safety Reps, First Aiders, and Fire Fighters for the Sections and the subsequent training of them. ■ Ensure adherence to the requirements of the NHLS Health and Safety Manual. ■ Ensure availability of and monitor provision of PPE's. ■ Ensure that all staff members are tested for Hep B antibodies, their vaccination status, and medical surveillance are done. ■ Ensure that quarterly safety inspections are carried out and recommendations are implemented. ■ Management of Security, Assets, and sample integrity at the Laboratory. ■ Ensure that security vetting of all staff remains current. ■ Ensure compliance to access control policies. ■ Ensure that all assets and consumables are protected and dealt with according to official procedures. ■ Adhere to- NHLS strategic and FCL Operational Plans. ■ Provide input to and implement NHLS Strategic and FCL Operational plans. ■ Provide monthly statistical reports in terms of analysis turn-around times and report output in toxicology, food and blood alcohol sections. ■ Provide quarterly feedback in terms of progress with regards to Annual Performance Plan targets – within the due dates. ■ Ensure that- all internal and external audit queries relevant to the FCL are cleared.

**Minimum requirements & key competency**

■ National Diploma/Degree in Analytical Chemistry (NQF 7) ■ Bachelor's degree Honours with Chemistry as a major subject (desirable)  
■ Driver's License ■ 8 years' experience in an analytical laboratory environment. ■ 5 years' experience in supervisory/ management level ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid ■ Chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer ■ Knowledge of analyses of foodstuffs and cosmetics as per Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972, as well as alcohol and toxicology analysis in terms of the Criminal Procedures Act, Act 51 of 1977 and the Inquest Act, Act 58 of 1959 ■ Rudimentary computer literacy (spreadsheet, databases and word processors) ■ Good communication (written and verbal) & interpersonal skills ■ Facilitation & presentation skills ■ Various computer and software packages ■ Research and report writing skills ■ Liaison skills ■ Analytical skills ■ Working well under pressure ■ Handle confidential information.

**Enquiries may be directed Mmalefu Manoto @ (011) 555 0496, e-mail application to [mmalefu.manoto@nhls.ac.za](mailto:mmalefu.manoto@nhls.ac.za)**

**BUSINESS UNIT:** FORENSIC CHEMISTRY LABORATORY  
**LOCATION:** FCL- CAPE TOWN  
**POSITION:** FORENSIC ANALYST (RE-ADVERTISEMENT)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** FCLCPT1124/001-02 (92004-027-1546)

#### Key Job Responsibility

##### Analyse samples:

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

##### Work according to Quality Control Procedures:

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

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

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

##### Follow Good Laboratory Practice (GLP) – security:

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

##### Perform Case Related Administrative related duties:

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

#### Minimum requirements & key competency

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

Enquiries may be directed to Paballo Thokoana @ (071) 680 6522, e-mail application to [paballo.thokoana@nhls.ac.za](mailto:paballo.thokoana@nhls.ac.za)

## CORPORATE REGION

**BUSINESS UNIT:** SOUTH AFRICAN VACCINE PRODUCERS  
**DISCIPLINE:** SMALL ANIMAL UNIT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ANIMAL CARETAKER-JUNIOR (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** A3  
**REFERENCE NUMBER:** CORPSAVP082024-05 (99096.004.3006)

### Key Job Responsibility

■ To assist in producing specified pathogen free (SPF) animals for laboratory testing purposes ■ To assist in the maintenance of breeding colonies to ensure the health and well-being of animals ■ To perform all aspects of animal husbandry (cleaning, feeding, watering and monitoring of health/well-being) to ensure the health and quality of the animals ■ To monitor environment parameters (temperature, air pressure) ensure the integrity of the barrier unit ■ To observe and report any deviations from normal parameters of the barrier unit and equipment to ensure the integrity of the barrier and safe work place ■ To sterilize all unit supplies (including running of sterilizing equipment) to maintain the integrity of the barrier ■ To assist with any ad hoc request from the unit supervisor or veterinarian.

### Minimum requirements & key competency

■ Grade 12 ■ One (1) to 3 months relevant experience in handling animals ■ Understanding of principles of working within a barrier unit ■ Attention to details ■ Communications skills ■ Interpersonal skills ■ Basic Computer literacy (desirable) ■ Time management.

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

**BUSINESS UNIT:** SOUTH AFRICAN VACCINE PRODUCERS  
**DISCIPLINE:** SMALL ANIMAL UNIT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ANIMAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** CORPSAVP0125/001-01 (099096-003-8001)

#### Key Job Responsibility

■ To perform all aspect of animal husbandry as per National Code for Animal Use in order to facilitate the smooth running of the unit ■ To supervise routine animal breeding ,care handling and clean carried out by the Animal Caretakers to ensure a regular supply of animals in line with the National Code for Animal Use ■ To liaise with internal/external clients in order to facilitate the selection and dispatch of animals as per client requirements ■ To perform scientific procedures(Testing) as approved by the NHLS Animal Ethics Committee and to co-ordinate daily work with the SAVP QC department to ensure the safety and efficacy of the anti-venom products ■ To maintain record-keeping of all breeding and test animals, the recording of data using customized data programs and processing all other relevant documentation to ensure good laboratory practices ■ To monitor environment parameters to ensure the efficacy of the barrier and maintain the health status of the animals ■ To participate in animal research activities in line with scope of practice as approved by SAVC ■ To prepare and maintain SOPs to comply with good laboratory practice ■ To deputize for the Supervisor (Small Animal Unit) in the event of absence to ensure the smooth running of the unit ■ To perform any reasonable ad hoc tasks which fall within the general function of the animal unit. ■To ensure that the small unit operate in line with the requirement of the SAVC.

#### Minimum requirements & key competency

■ National Diploma in Animal Health or Related (NQF Level 6) ■ SA Veterinary Council registration as Laboratory Animal Technologist ■ Affiliation to Institute of Animal Technology ■ Two (2) years' experience as Laboratory Animal Technologist ■ Knowledge of Scientific procedures ■ Knowledge of laboratory animal breeding systems ■ Knowledge of GLP (Good Laboratory Practice) ■ Knowledge of SPF barrier units ■ Computer Literacy Skills ■ Written and verbal communication skills ■ Knowledge of how to administer and withdraw fluids on laboratory animals ■ Administrative skills ■ Supervisory skills.

**Enquiries may be directed Ndabenhle Ngongoma @ (011) 386 6145, e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**



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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

■ Relevant Certificate on NQF Level 5 in Electrical/Mechanical/Millwright ■ Artisan Trade Test certificate approved by relevant SETA ■ National Diploma/B-Tech/BEng/BSc Mechanical or Electrical Engineering (Desirable) ■ Two (2) to 4 years' experience within sterile pharmaceutical production environment ■ Methodical and systematic worker, comfortable with a fair amount of paperwork ■ Self-motivation, high energy levels and perseverance to accomplish difficult tasks ■ Ability to work independently and confident in applying own discretion in certain instances ■ Ability to create trust and build a network of relationship with other funds ■ Ability to work independently and confident in applying own discretion in certain instances ■ Proactive problem-solving approach and taking corrective actions to eliminate deviations ■ Analytical, logical, conceptual, resourcefulness and problem-solving skills essential ■ Good oral and written communication skills towards all levels within the company ■ Assertive, resilient ,action orientated, stable and ability to make decisions under pressure.

**Enquiries may be directed Ndabenhle Ngongoma @ (011) 386 6145, e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**

**BUSINESS UNIT:** FINANCE  
**DISCIPLINE:** FINANCIAL ACCOUNTING  
**LOCATION:** SANDRINGHAM  
**POSITION:** BOOKKEEPER: PAYROLL (RE-ADVERTISEMENT)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** CORPFIN1024/002-02 (02906-001-9004)

**Key Job Responsibility**

■ To monitor and verify GL transactions to ensure accuracy of transactions according to general practice. ■ To process corrective and recurring journals as is required in NHLS financial procedures. ■ To prepare monthly payroll reconciliations to ensure accuracy of financial information and correct reporting to management. ■ To prepare payroll income statement analytical reviews on a monthly basis. ■ To prepare monthly payments ensuring that reports balance in relation to the amounts in the General Ledger. ■ To oversee regular bank reconciliations with Oracle in order to ascertain discrepancies and refer them for appropriate action. ■ To analyse bank statements on a daily basis in order to identify and investigate credits returned. ■ To create financial transactions including posting information to accounting journals. ■ To assist in maintaining integrity of the financial systems, work accurately in ensuring that basic principles of accounting are adhered to.

**Minimum requirements & key competency**

■ 3 year Diploma in Finance related qualification (NQF level 6) ■ 3 years' experience as a Bookkeeper ■ Computer literacy (Microsoft Office) ■ Knowledge of monthly reconciliations ■ Knowledge of GRAP, GAAP and PFMA ■ Understanding of financial concepts ■ Knowledge of Oracle system (desirable) ■ Financial forecasting (desirable) ■ Payroll knowledge ■ Time management ■ Communication skills (verbal and written) ■ Administration skills ■ Focused and Organised ■ Work under pressure ■ Attention to Detail ■ Deadline Driven ■ Numeric skills ■ Analysing Skills ■ Interpersonal relations.

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

**BUSINESS UNIT:** FINANCE  
**DISCIPLINE:** BUSINESS ANALYSIS  
**LOCATION:** SANDRINGHAM  
**POSITION:** MANAGER: BUSINESS ANALYSIS  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORFIN0125/001-01 (02905-001-1404)

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CDW  
**LOCATION:** SANDRINGHAM  
**POSITION:** BI REPORTS DEVELOPER (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** C1  
**REFERENCE NUMBER:** CORPIT0924/001-03 (07922-001-1200) (07922-002-1200)

**Key Job Responsibility**

■ To support the Technical Lead: BI Reporting in maintaining a stable BI environment that addresses the needs of both internal and external stakeholders ■ To elicit end-user requirements for new reports/modified reports ■ To translate business requirements into technical solutions that best support business needs ■ To investigate end-user queries/ problems and implement the appropriate solution and provide the necessary feedback ■ To implement and enforce standards within the MicroStrategy environment ■ To document end-user requirements, technical specifications, standards documents and SOP's to ensure stability of the system and environment ■ To develop BI Reports and Dashboards using MicroStrategy ■ To test and quality assure reports to ensure quality standards and the integrity of the information ■ To liaise with MicroStrategy to resolve complex issues or request advancements.

**Minimum requirements & key competency**

■ National Diploma in IT, Software Development, Computer Sciences or Information Systems (NQF 6) ■ Certification in MicroStrategy (Project Architect, Enterprise Analyst) ■ Two (2) years MicroStrategy experience ■ Knowledge of relational databases (preferable Oracle) ■ Understanding of data warehousing fundamentals and ETL warehouses ■ Knowledge of BI presentation visualisations ■ Knowledge of data warehouse appliances (Desirable) ■ Knowledge of geo-spatial reporting (Desirable) ■ Numeracy skills ■ Attention to detail ■ Good communication skills ■ Report writing skills ■ Team player ■ Analytical skills ■ Ability to work under pressure ■ Customer oriented ■ Planning and organising skills.

**Enquiries may be directed Ndabenhle Ngongoma @ (011) 386 6145, e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CLIENT SERVICE  
**LOCATION:** DR GEORGE MUKHARI  
**POSITION:** IT SUPPORT ENGINEER (RE-ADVERTISEMENT)  
**PAY GRADE:** C1  
**REFERENCE NUMBER:** CORPIT0324/001-01 (07921-004-8010)

#### Key Job Responsibility

■ To install, maintain and support peripheral as well as related computer equipment to ensure service continuity to the NHLS users ■ To diagnose hardware faults and arrange repairs with the service providers to ensure service continuity within NHLS ■ To install, troubleshoot and configure desktop application network activity and client's software (Antivirus Software etc.) ■ To analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications used within the NHLS to ensure optimal performance of systems ■ To perform administration duties with regard to calls allocated and to record actions taken to ensure proper knowledge base is developed ■ Adherence to SOP and adopted software standards- to ensure standardized IT desktop environment and prevention of other software usage ■ Performing helpdesk tasks by taking after hours calls ■ Installing and support of scanners bar and code printers ■ 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 6) ■ ITIL Foundation Certification (Desirable) ■ MCSA Certification (Desirable) ■ Two (2) years' experience in Desktop Hardware and Software Support in a Customer Service Environment ■ 1 year mobile device support experience ■ Knowledge of desktop hardware and software applications ■ Basic Networking principles (TCP/IP, DHCP, DNS) ■ Basic knowledge of mobile operating systems ■ Knowledge of desktop operating systems ■ Basic knowledge of multi-functional printers (Desirable) ■ Customer Service Skills (for example-Telephone Etiquette) ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills.

**Enquiries may be directed Ndabenhle Ngongoma @ (011) 386 6145, e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**

**BUSINESS UNIT:** FINANCE  
**DISCIPLINE:** PROCUREMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ADMINISTRATOR: TENDERS AND CONTRACTS (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** CORPFIN1024/002-01 (03901-005-9032)

#### Key Job Responsibility

- Compile advertisements for submission to relevant media as well as capturing and receipting it on Oracle in order for tenders to be published and paid
- Arrange and attend briefing sessions
- Arrange 'opening of tenders' meetings (publically) and summarise all tenders received to ensure all submissions are recorded
- Arrange CFET meetings and collect functional / technical evaluation results and ensure all recommendations are captured in writing from subject matter experts and end users
- Travel to Regions (if necessary) for CFET meetings or to sites to coordinate site visits
- Compile tender documents and prepare packs for adjudication
- Arrange tender evaluation adjudication meetings with Executives (including submission of documentation) to ensure tenders are correctly adjudicated and awarded
- Publish successful bidders in the Government Bulletin and notify all bidders of outcomes to promote openness and transparency as per policy
- Provide successful bidders with supplier application information
- Negotiate prices with awarded bidders
- Assist in drafting contracts as per information and pricing obtained from bidders and to ensure the accuracy of contract details (including signatures by delegated authorities) to protect the NHLS from legal issues
- Liaise with the company's secretary's office on legal matters pertaining to contract content in order to incorporate the company's secretary's input
- Attend to tender and contract queries (e.g. daily queries that arise from business, bidders, Executive Adjudication Committee and end users) and send queries from tenderer to technical and vice versa
- Submit finalised contracts to executives and suppliers for signature to ensure a legal contract for goods/services to be in place
- Capture contract information onto Oracle to facilitate the ordering and payment processes
- Maintain contracts with regard to price increases, addendums, extensions and terminations to ensure that valid contracts are in place at all times

#### Minimum requirements & key competency

- Grade 12 certificate (NQF Level 4)
- Diploma / Certificate in Procurement / Tenders / Contracts (NQF Level 5)
- 3 year diploma / degree in Procurement (desirable) Bcom Law (desirable)
- Minimum 3 years tender and / or contract administration experience within the procurement environment
- Relevant procurement contract legal knowledge
- knowledge of PFMA, PPPFA and BBBEE
- Knowledge of accounts payable system (desirable)
- Computer literacy (MS Office, specifically Excel)
- Written and verbal communication skills
- Time management skills
- Interpersonal skills
- Attention to detail
- Analytical thinking
- Maintaining confidentiality
- Negotiation skills
- Planning and organising skills
- Numeric skills
- Working with people at senior level
- Assertiveness
- Ability to work in a high-pressure environment.

Enquiries may be directed Liziwe Vanga @ (011) 386 6187, e-mail application to [Corporate1@nhls.ac.za](mailto:Corporate1@nhls.ac.za)

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT ORACLE  
**LOCATION:** CORPORATE  
**POSITION:** FUNCTIONAL ANALYST (PAYROLL & HR) (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** CORPIT0924/001-01 (07923-004-1115)

**Key Job Responsibility**

■ To gather business requirement, analyse and document functional specifications to ensure that system related incidents/issues are recorded for future use ■ To identify, recommend and initiate application enhancement requests to ensure that changing business needs are addressed ■ To configure functionality to ensure optimal performance, capacity management and availability of the system ■ To identify and provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ To research and evaluate new software functionality to ensure that these meet the specific needs of IT and the business and that the organization is kept abreast technology ■ To coach, mentor and provide of Trainee Functional Analyst, users with system related problems to minimize down times ■ To design test cases and perform testing on changes to ensure that the required standards and objectives are met.

**Minimum requirements & key competency**

■ National Diploma in Information Technology or Relevant Business qualification (NQF Level 6) ■ Valid Driver's Licence ■ Certificate in Business Analysis (Desirable) ■ Five (5) Functional Analyst/ support experience within Oracle modules ■ Basic SQL experience (Desirable) ■ Understanding of business and system processes ■ Knowledge of relevant Oracle Modules (HRMS, Payroll) ■ Knowledge of application implementation methodology (AIM) ■ Knowledge of relevant legislation e.g Income Tax Act (Desirable) ■ Basic Knowledge of SQL (Desirable) ■ Verbal and Written Communication Skill ■ Analytical Thinking ■ Computer Literacy ■ Software Testing ■ Numerical Reasoning ■ Attention to detail ■ Basic SQL application (desirable).

**Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to [corporate1@nhls.ac.za](mailto: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](mailto:lindokuhle.mbele@nhls.ac.za)**



**BUSINESS UNIT:** BUFFALO CITY AND AMATOLE  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** EAST LONDON LABORATORY  
**POSITION:** SUPERVISOR – NURSING SERVICE (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** EC-BCA0124/001-02 (22022-001-1123)

#### **Main Purpose of the Job**

**To provide an effective, efficient and quality phlebotomy service in line with business needs.**

#### **Key Job Responsibility**

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

#### **Minimum requirements & key competency**

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

**Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to [lindokuhle.mbele@nhls.ac.za](mailto:lindokuhle.mbele@nhls.ac.za)**

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

**Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to [lindokuhle.mbele@nhls.ac.za](mailto:lindokuhle.mbele@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** PE MAIN BRANCH  
**POSITION:** NURSE SPECIALIST (RE-ADVERTISEMENT)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** EC-NMB&SB1024/001-04 (21022-001-1117)

#### Main Purpose of the Job

**Draws blood for testing and provides specialist related services.**

#### Key Job Responsibility

- Draws blood for testing at various locations as required using safe and correct procedures
- Attends to PI clinic patients and interpretes blood results in order to calculate and prescribe anticoagulants in order to provide safe monitoring of anticoagulation
- Attends to FNA patients and performs the aspiration of body fluids from potentially malignant tissue for cytology to allow proper diagnosis to be completed
- Administers and monitor dynamic function e.g glucose tolerance tests, pituitary stimulation tests etc.to ensure reliability of results and patient safety
- Observes the physical condition of patients during testing and applies sound nursing practices in order to ensure the safety and comfort of patients
- Keeps records of specimens collected and ensures that all patient details and clinical information is accurately recorded
- Provides general nursing services as required, from time to time, such as emergency first aid, assisting with immunization and the administration of general tests
- Provides nursing services NHLS(where applicable) such as all required injections, managing needle stick injuries, taking blood pressure, glucose tests, hepatitis screening,etc
- Checks stock levels of all collection consumables and orders additional stock to ensure the availability of required materials
- To implement sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols
- To arrange for the booking of new patients
- Managing all aspects of patients IMR cards
- Deputising for the Supervisor(Nursing Services)in her/his absence
- Educating and counselling patients regarding diet and compliance
- Perform point of care testing at outpatient departments or in the day ward as required by the clinician
- Basic maintenance, calibration and QC procedures of POC instruments as well as escalation processes when required
- Capturing and management of POC results on LIS
- Perform stimulation and collection of sweat for chloride or conductivity testing.

#### Minimum requirements & key competency

- Grade 12
- Registered as a professional nurse with the nursing council
- 2 years nursing experience
- Knowledge of all required specialist procedures
- Counselling skill
- Time management
- Interpersonal skills
- Communication skills
- Meticulous activity planning skills
- Work independently without supervision
- Work under pressure
- Development (new skills).

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

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** VIROLOGY / CLINICAL PATHOLOGY  
**LOCATION:** VIROLOGY LABORATORY  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** EC-NMMB&SB0924/001-01 (24108-001-5003)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

■ Receives, sort and refer (where applicable) specimens for testing. Spin and label specimens appropriately for testing ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimens for processing according to set standard operating procedure ■ Performs tasks in support of the analytical process as per discipline requirements, which includes, Specimens centrifugation and aliquoting, Protection against light, Stain preparation, Tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, 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 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ HPCSA Registration as a Lab Assistant in Clinical pathology / Virology ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

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

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** PORT ELIZABETH VIROLOGY LAB  
**POSITION:** SENIOR PATHOLOGIST  
**PAY GRADE:** PHI  
**REFERENCE NUMBER:** EC-NMB&SB0125-01 (24108-001-1514)

#### Main Purpose of the Job

**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

- Contributes to the management of the laboratory in conjunction with colleagues in collaboration with a laboratory manager ■ Implementation of short term projects. ■ Involvement in personal development and training of others in the department (entry level paths, technologists, scientists, interns). ■ Work within a team to co-ordinate teaching modules. ■ Involvement in undergraduate and post graduate assessments/internal examiner. ■ Successfully supervise postgraduate students – BSc Hons, MMed, MSc (successful graduation of 1 or more postgraduates and at least 2 currently under supervision/co supervision). ■ Conduct consultative and diagnostic services. ■ Supervise entry level pathologists. ■ Provides input into changes and improvements to SOPs. ■ Validates new instruments/tests for laboratory. ■ Contribute to the adherence and compliance to quality systems and SANAS requirements. ■ Delivered (i.e. presenting author) at least 2 national conference presentations in 3- year cycle, 3 – 5 peer reviewed publication over last 3 years (avg 1 -2 /year). ■ Collaboration of research within own department/institution, either independently or under supervision. ■ Review manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc. (1-3 activities for senior/year; sustained over 3 years).

#### Minimum requirements & key competency

- MBCHB and M Med/ FCPATH within relevant discipline ■ Registration with HPCSA as Pathologist within relevant discipline (Independent practice category) ■ Plus 3 years post qualification experience /qualification as pathologist consultant Knowledge: ■ General medical virology ■ Principles and practice of all diagnostic virology laboratory methods ■ Laboratory safety ■ Statistics and assay validation ■ Research methodology ■ Disease surveillance and outbreak investigation ■ Quality assurance ■ Laboratory management ■ Scientific writing. Skills required: ■ Interpretation of tests results ■ Informal or small group teaching ■ Preparation and delivery of formal lectures ■ Time management skills ■ Report writing skills ■ Planning and organizing ■ Interpersonal skills ■ Management and financial skills ■ Ms Office proficiency ■ Communication skills ■ Presentation skills ■ Analytical and diagnosing skills. ■ Problem Solving.

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

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** MICROBIOLOGY  
**LOCATION:** PORT ELIZABETH MICROBIOLOGY LAB  
**POSITION:** SENIOR PATHOLOGIST  
**PAY GRADE:** PHI  
**REFERENCE NUMBER:** EC-NMB&SB0125-02 (21006-001-1514)

#### Main Purpose of the Job

**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

- Contributes to the management of the laboratory in conjunction with colleagues in collaboration with a laboratory manager ■ Implementation of short term projects. ■ Involvement in personal development and training of others in the department (entry level paths, technologists, scientists, interns). ■ Work within a team to co-ordinate teaching modules. ■ Involvement in undergraduate and post graduate assessments/internal examiner. ■ Successfully supervise postgraduate students – BSc Hons, MMed, MSc (successful graduation of 1 or more postgraduates and at least 2 currently under supervision/co supervision). ■ Conduct consultative and diagnostic services. ■ Supervise entry level pathologists. ■ Provides input into changes and improvements to SOPs. ■ Validates new instruments/tests for laboratory. ■ Contribute to the adherence and compliance to quality systems and SANAS requirements. ■ Delivered (i.e. presenting author) at least 2 national conference presentations in 3- year cycle, 3 – 5 peer reviewed publication over last 3 years (avg 1 -2 /year). ■ Collaboration of research within own department/institution, either independently or under supervision. ■ Review manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc. (1-3 activities for senior/year; sustained over 3 years).

#### Minimum requirements & key competency

- MBCHB and M Med/ FCPATH within relevant discipline ■ Registration with HPCSA as Pathologist within relevant discipline (Independent practice category) ■ Plus 3 years post qualification experience /qualification as pathologist consultant Knowledge: ■ General medical microbiology ■ Principles and practice of all diagnostic microbiology laboratory methods ■ Laboratory safety ■ Statistics and assay validation ■ Research methodology ■ Disease surveillance and outbreak investigation ■ Quality assurance ■ Laboratory management ■ Scientific writing. Skills required: ■ Interpretation of tests results ■ Informal or small group teaching ■ Preparation and delivery of formal lectures ■ Time management skills ■ Report writing skills ■ Planning and organizing ■ Interpersonal skills ■ Management and financial skills ■ Ms Office proficiency ■ Communication skills ■ Presentation skills ■ Analytical and diagnosing skills. ■ Problem Solving.

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

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** CHEMICAL PATHOLOGY  
**LOCATION:** LIVINGSTONE -CHEM PATH  
**POSITION:** PATHOLOGIST  
**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](mailto:Asamkele.gonose@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 Dictaphone 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](mailto:Phumzile.Mbilini@nhls.ac.za)**



LOCATION: EL-REGIONAL OFFICE  
POSITION: OFFICER: INFRASTRUCTURE PLANNER (RE-ADVERTISEMENT)  
PAY GRADE: C2  
REFERENCE NUMBER: ECNMB&SB0824/001-04 (20090-001-9018)

**Main Purpose of the Job**

**To provide an infrastructure service to the business to ensure suitable and sufficient laboratory accommodation**

**Key Job Responsibility**

■ To conduct site visits in Eastern Cape to design laboratory layouts, compile specifications, bill of quantities and drawings to facilitate the RFQ process ■ Draft a proper scope of work (bill of quantities) outlining full details of the job/project to be undertaken to ensure complete specification ■ To project manage (including sign off and receipting, certificates, warranties, quality and quantity) all building and renovation projects in order to deliver suitable and sufficient laboratory accommodation ■ To provide technical advice on proposed projects to avoid wasting resources ■ To assist in calculating estimates and budgets for business to ensure sufficient budgets are catered for ■ Liaise with Procurement for advertising of quotation based jobs in line with Policies ■ Follow up on tender results from Procurement to ensure fast turn-around time ■ Follow up on requisitions, issuing of orders, progress payments and receipting to ensure minimum delays in projects ■ Monitor progress of jobs to ensure that deadlines are met ■ Maintain proper filing system for all tender and RFQs.

**Minimum requirements & key competency**

■ NQF Level 6 Diploma in Engineering (Built Environment) ■ Certificate Project Management ■ Drivers Licence ■ 3 (three) years' experience in Building Industry ■ Knowledge of OSHA ■ Knowledge of National Building Rules and Regulations ■ Knowledge of various trade fields ■ Knowledge of NHLS finance and procurement procedures ■ Knowledge of standard building contracts ■ Knowledge of building industry and supplies ■ Knowledge of medical building industry ■ Latest Technology and products in the building industry ■ Computer literacy ■ Negotiation skills ■ Organising skills ■ Time management ■ Problem solving skills

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

## FREE STATE AND NORTH WEST REGION

**BUSINESS UNIT:** UNIVERSITAS ACADEMIC  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** VIROLOGY LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** UNIFS1024/001-01 (31008-002-8014)

### 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

- A National Diploma in Medical Technology or Biomedical Technology or Bachelor in Health Science NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Virology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge 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, 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
- Willing to work unsociable hours, weekends, public holidays and call outs.

**Enquiries may be directed Nomusa Sithole @ 051 411 9946 / 066 376 6372, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za)**

## GAUTENG REGION

**BUSINESS UNIT:** JOHANNESBURG, SEDIBENG & WEST RAND  
**DISCIPLINE:** IMMUNOLOGY LABORATORY  
**LOCATION:** BRAAMFONTEIN COMPLEX  
**POSITION:** MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** GAUJSW01024/001-01 (41807-001-8014) (41807-004-8014)

### 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 2<sup>nd</sup> and 3<sup>rd</sup> year.

### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- Registration with the HPCSA in the **Immunology**
- 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](mailto:bara.recruitment@nhls.ac.za)

**BUSINESS UNIT:** JOHANNESBURG, SEDIBENG & WEST RAND  
**DISCIPLINE:** CYTOLOGY  
**LOCATION:** BRAAMFONTEIN COMPLEX  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** GAUJSW1024/001-06 (41003-009-9014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

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

**Enquiries may be directed to Sinovuyo Nduna @ (011) 489 9009, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** CHRIS HANI BARAGWANATH  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** CHRIS HANI BARAGWANATH LABORATORY  
**POSITION:** DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** GAUCHB1024/001-00 (42002-004-6001)

**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 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 Sinovuyo Nduna @ (011) 489 9009, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** JOHANNESBURG SEDIBENG & WEST RAND  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** EDENVALE HOSPITAL  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** GAUCHB 1024/001-21 (44640-003-8022)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

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

#### **Minimum requirements & key competency**

■ Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ 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 Sinovuyo Nduna @ (011) 489 9009, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** CENTRAL FINANCE  
**DISCIPLINE:** FINANCE DEPARTMENT  
**LOCATION:** BRAAMFONTEIN COMPLEX  
**POSITION:** FINANCIAL CONTROLLER (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** GAUCF0125/001-05 (02906-001-1226)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

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

#### **Minimum requirements & key competency**

■ BCom Degree or equivalent essential - Minimum 3 years' experience in a financial environment essential - Intimate knowledge of Financial Systems essential - Knowledge of Oracle System essential - Knowledge of Treasury Regulations essential - Knowledge of Public Finance Management Act essential - Advanced Computer Skills - Interpersonal skills - Communication Skills - Analytical Skills - Numerical Skills - Investigation Skills - Team Work.

**Enquiries may be directed to Sinovuyo Nduna @ (011) 489 9009, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** JOHANNESBURG SEDIBENG & WEST RAND  
**DISCIPLINE:** MICROBIOLOGY LABORATORY  
**LOCATION:** HELEN JOSEPH HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** GAUJSW0125/001-06 (44006-007-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- Registration with the HPCSA in the **Microbiology or Clinical Pathology as Medical Technologist / Medical Laboratory Scientist**
- 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 Sinovuyo Nduna @ (011) 489 9009, e-mail application to [bara.recruitment@nhls.ac.za](mailto:bara.recruitment@nhls.ac.za)**



**BUSINESS UNIT:** CHARLOTTE MAXEKE TERTIARY  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** CHARLOTTE MAXEKE HOSPITAL  
**POSITION:** CLEANER – HOUSEKEEPING (RE-ADVERTISEMENT)  
**PAY GRADE:** A1  
**REFERENCE NUMBER:** GAUCM1024/001-44 (43022-001-2112)

#### Main Purpose of the Job

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

■ Grade 10 ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows ■ Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management. **Preference will be given to male**  
**Enquiries may be directed to Sibusiso Nkosi @ (011) 489 9009, e-mail application to [gaucov1.recruitment@nhls.ac.za](mailto:gaucov1.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** TSHWANE ACADEMIC DIVISION  
**DISCIPLINE:** ANATOMICAL PATHOLOGY  
**LOCATION:** TSHWANE ACADEMIC DIVISION  
**POSITION:** LABORATORY ASSISTANT (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** GAUTAD1024/027 (45002-003-5003)

**Main Purpose of the Job**

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

**Key Job Responsibility**

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

**Minimum requirements & key competency**

■ Grade 12/NQF Level 4 plus Lab assistant Certificate ■ Registered with HPCSA as a Laboratory assistant in Histology/ Clinical Pathology category ■ 1 (one)year plus prior experience in a laboratory environment is advantageous (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer literate ■ Technically orientated ■ Attention to detail ■ Team orientated ■ Communication skills ■ **Willing to work unsociable hours (weekends, shifts, public holidays, nights and call outs).**

**Enquiries may be directed to Sibusiso Nkosi @ (011) 489 9009, e-mail application to [gaucov1.recruitment@nhls.ac.za](mailto:gaucov1.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** DR GEORGE MUKHARI BUSINESS UNIT  
**DISCIPLINE:** CYTOGENETICS  
**LOCATION:** DR GEORGE MUKHARI  
**POSITION:** MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** GAUDGM01024/001-01 (46005-001-8014) (46005-003-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- Registration with the HPCSA in the **Cytogenetics**
- 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 Nomti Ralarala @ (011) 489 9932, e-mail application to [DGM.recruitment@nhls.ac.za](mailto:DGM.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** BRAAMFONTEIN  
**DISCIPLINE:** MANAGEMENT AND ADMINISTRATION  
**LOCATION:** BRAAMFONTEIN COMPLEX  
**POSITION:** PROJECT MANAGER  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** GAUBRAAM0125/001-41 (40940-000-1406)

#### **Main Purpose of the Job**

**To implement and monitor a cohesive project management process across the region, together with on-going high-level support to the Area manager.**

#### **Key Job Responsibility**

■ Manage and prioritise medium to complex project delivery and governance from beginning to end in accordance with NHLS business strategic objectives and Project Management Methodologies ■ Assist in the definition of the scope and objectives involving all relevant stakeholders and ensuring technical feasibility ■ Develop comprehensive projects plan and track project progress in line with the projects timelines ■ Manage projects scope, goals and deliverables that support business goals in collaboration with all stakeholders ■ Develop full-scale project documentation which addresses all knowledge areas in accordance with the Project Management Methodology ■ Develop, manage and execute communication, human resources, change management, procurement and quality management strategies to achieve project delivery within triple constraints which are scope, timeline and budget ■ Meet budgetary objectives and make adjustments to project constraints based on financial analysis ■ Manage project governance to drive projects delivery ■ Develop a project evaluation framework to assess the strengths of the project and identify areas of improvement ■ Plan, assign and manage project human resources internally and externally ■ Delegate tasks and responsibilities to appropriate personnel ■ Develop and manage multi-project risks, issues, dependencies and mitigation strategies ■ Oversee the development and implementation of the Performance Monitoring Plan (PMP) and frameworks to capture project performance and results, including routine service delivery data reporting, baseline and endline assessments, and all monitoring for process and outcome evaluations ■ Lead results reporting by providing written documentation on M&E (monitoring & evaluation) activities and indicator results for progress and annual reports, as appropriate.

#### **Minimum requirements & key competency**

■ Bachelor degree (NQF Level 7) in Health Sciences / Information Science or Related ■ Project Management Certification (Prince2 preferable) ■ 8 (Eight) years' experience in Project management environment of which 5 (five) years should be in health sector ■ HPCSA reg advantage ■ Extensive computer knowledge ■ Sound knowledge of procurement process (PFMA) ■ Knowledge of Portfolio, Program and Project management methodologies and Practices ■ Thorough understanding of project management phases ■ Knowledge of Business Analysis Practices ■ Knowledge of Business Case development, Project Prioritization and Benefit Realisation ■ Knowledge of Change Management Methodologies ■ Knowledge and Understanding of PFMA Principles and Practices, knowledge of Procurement and Contract Management Processes ■ Risk Management Skills ■ Ability to plan work effort and manage project schedule and priorities ■ Attention to detail ■ Planning and Organising ■ Excellent Communication skills ■ Administrative skills ■ Problem solving ■ Deadline driven or Time management skills ■ Analytical skills ■ Project Management skills ■ Negotiation skills ■ People Management skills ■ Ability to work in a team and under pressure ■ Budgeting skills ■ High Level Communication Skills ■ candidate will be required to do excel competence exercise.

**Enquiries may be directed to Xoliswa Sinkqo @ (011) 489 9020, e-mail application to [Xoliswa.Sinkqo@nhls.ac.za](mailto:Xoliswa.Sinkqo@nhls.ac.za)**

**BUSINESS UNIT:** GAUTENG REGION  
**DISCIPLINE:** CLINICAL PATHOLOGY /CHEMICAL PATHOLOGY/ HEAMATOLOGY  
**LOCATION:** BRAAMFONTEIN MANAGEMENT AND ADMIN  
**POSITION:** SERVICE PATHOLOGIST  
**PAY GRADE:** PHI  
**REFERENCE NUMBER:** GAUPATH (64150-001-1414)

#### Main Purpose of the Job

To manage an academic laboratory or major sub-component, thereof, within the framework of an accredited quality system to ensure that the diagnostic output is delivered in accordance with the principles of good laboratory practice to provide a professional consultative service to clinicians to promote appropriate and cost effective utilisation of laboratory services so as to facilitate optimization of patient management as well as to foster an environment conducive to training and research.

#### Key Job Responsibility

- Responsible to committing to final diagnostic patient investigation to ensure that the report presented in the final laboratory is compatible with the clinical presentation.
- Provide an after hours service.
- Interacts with clinicians and at clinico-pathology meetings to ensure that investigations requested and diagnosis proposed are appropriate and compatible with clinical presentation to ensure optimization of patient management (including ward rounds).
- Guide the selection of appropriate specialised investigations in the work-up of difficult and challenging cases in order to arrive at a definite diagnosis in the most cost effective manner.
- Responsible for the appropriate allocation specimen referred for second opinion to ensure that cases are reviewed by the person with appropriate knowledge and experience for the pathology in question in order to provide the best possible expert opinion.
- 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.
- Directly responsible for the design, development and maintenance of quality system that governs the laboratory to ensure compliance with the principles of good laboratory practice and fulfilment of SANAS accreditation requirements and relevant legislation.
- Contributes towards the development of comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that the required level of competence is attained, as well as undertaking regular assessments to determine readiness for examination to ensure qualification and specialist HPCSA registration within the prescribed time period.
- Contributes to overall design of undergraduate curricula and or major sub-components thereof responsible for compilation, delivery and evaluation of quality and appropriateness of content and effectiveness of teaching in accordance with University requirements in order to ensure that the level of knowledge and skills transfer takes place.
- Coordinates departmental continuing professional development programmes to ensure that all medical and technical staff are informed of new developments within the practice of pathology and clinical medicine as appropriate to enhance understanding of the principles of diagnostic techniques and to create an awareness if the relevance to patient care in order to provide a deeper meaning to routine laboratory work as well as to ensure compliance with HPCSA statutory requirements.
- To participate in trials and self-initiated research in order to fulfil the strategic objectives of the organization.

#### Minimum requirements & key competency

- MBCHB and M Med and/or FCPATH in **Clinical Pathology / Chemical Pathology / Haematology**
- 4 years as a Pathologist in **Clinical Pathology / Chemical Pathology / Haematology**
- Gross Pathology
- Proof of current registration in **Clinical Pathology / Chemical Pathology / Haematology**
- Laboratory Quality assurance processes
- Laboratory safety procedures
- Principles of applied research methodology
- Laboratory management
- Scientific writing
- Molecular Diagnostics
- Interpretation of histopathology slides
- Interpretation of cytology slides
- Interpretation of macroscopic pathology
- Interpretation of other diagnostic tests
- Teaching and training
- Computer literacy
- Communication skills
- Presentation skills
- Analytical and diagnosing
- Planning and Problem Solving
- Conducting research
- Management and Financial skills.

Enquiries may be directed to Xoliswa Sinkqo @ (011) 489 9020, e-mail application to [Xoliswa.Sinkqo@nhls.ac.za](mailto:Xoliswa.Sinkqo@nhls.ac.za)

## KZN REGION

**BUSINESS UNIT:** MIDLANDS-INLAND  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MADADENI LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNMAD1024/002-05 (87301-007-8014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Operational efficiency of laboratory

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

#### QMS

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

#### Assessments of results/Special stains/Interpretation of results

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

#### Teaching, Training & Dev of Laboratory staff

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

### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** MIDLANDS-INLAND  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MADADENI LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNMAD0624/001-08 (87300-005-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** MIDLANDS-INLAND  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** MADADENI LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNMAD0624/001-09 (87300-006-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

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

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



**BUSINESS UNIT:** ETHEKWINI  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** ADDINGTON LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNMAD1024/001-10 (81420-037-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

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

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

**BUSINESS UNIT:** ETHEKWINI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** R.K. KHAN LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNRKK1024/001-11 (81401-019-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

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

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

**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** VICTORIA MXENGE HOSPITAL LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNKEHCHEM0824/001-31 (81302-002-8014)

#### 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 **Chemical Pathology / Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills.

**Enquiries may be directed to Stacey Wilkins @ (031) 327 6727, e-mail application to [stacey.wilkins@nhls.ac.za](mailto:stacey.wilkins@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-CAP0924/001-01 (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 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)**

**BUSINESS UNIT:** SEKHUKHUNE WATERBERG  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** JANE FURSE LABORATORY  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** LIMP02- SW1124/001-01(63200-004-7014)

### 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 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)

**BUSINESS UNIT:** EHLANZENI  
**DISCIPLINE:** HAEMATOLOGY/CLINICAL PATHOLOGY  
**LOCATION:** ROB FERREIRA LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** LIMP01-EHL0924/001-14 (72200-020-8014)

#### 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, analyze 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

##### 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 programs.

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7 ■ HPCSA registration as a Medical Technologist in **Haematology / Clinical Pathology** ■ Minimum of 4 (four) years post qualification experience in a diagnostic laboratory as a Medical Technologist ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of 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.
- **Clinical Pathology candidates should have a minimum of 3 years' experience in Haematology (the CV should clearly indicate the period worked in this department).**

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)

**BUSINESS UNIT:** EHLANZENI  
**DISCIPLINE:** CHEMICAL PATHOLOGY/CLINICAL PATHOLOGY  
**LOCATION:** ROB FERREIRA LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** LIMP01-EHL0924/001-13 (72200-014-8014)

#### 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, analyze 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

##### 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 programs.

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7 ■ HPCSA registration as a Medical Technologist in **Chemical Pathology / Clinical Pathology** ■ Minimum of 4 (four) years post qualification experience in a diagnostic laboratory as a Medical Technologist ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of 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.
- **Clinical Pathology candidates should have a minimum of 3 years' experience in Chemical Pathology (the CV should clearly indicate the period worked in this department).**

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)



**BUSINESS UNIT:** ENHLANZENI  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** ROB FERREIRA LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** LIMP01-EHL0924/002-10 (72200-003-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in **Clinical Pathology**
- 0-3 years' experience including internship
- 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 Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)**



## **WESTERN AND NORTHERN CAPE REGION**

**BUSINESS UNIT:** W & NC MANAGEMENT & ADMINISTRATION  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** WCNC0824/001-01 (10090-009-7015)

### **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 James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** WESTERN & NORTHERN CAPE REGION  
**DISCIPLINE:** HUMAN RESOURCES  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** PRACTITIONER - HUMAN RESOURCES (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** WNC1124/001-001 (06902-003-1217)

#### Main Purpose of the Job

Provide human resource services within a designated area / business unit to ensure the proper application of all HR policies and procedures, compliance with all relevant systems and legislation to ensure that all HR objectives and strategic targets are achieved in line with operational needs of the NHLS.

#### Key Job Responsibility

■ **1. Policy implementation and compliance to all HR processes in a Business Unit** ■ Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units  
 ■ Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures. **2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level** ■ Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information ■ Provide monthly reports to the HR Manager on the progress and compliance levels for designated area. **3. Facilitate the orientation and exit management programmes at designated Business Units** ■ Responsible for employees orientation and exit process, coordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy ■ Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures. **4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment** ■ Responsible for overseeing Employee Relations, facilitation, alternative dispute resolution and conflict management as well as disciplinary, grievance procedures and hearings to ensure consistent and fair application in terms of legislation and NHLS policies and procedures **5. Manage HR Administration matters and provide advice** ■ Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Conduct sick leave and leave management analysis, reporting Business Units trends ■ Managing and maintaining EE Records and reporting on targets **6. Co-ordinate and facilitate the Recruitment and Selection process** ■ Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations.

#### Minimum requirements & key competency

■ Degree/Diploma in Human Resources Management (NQF 6) or Bcom Degree in HR / Industrial Psychology Degree ■ Valid Driver's License ■ 5 years demonstrated HR generalist experience essential ■ 3 years demonstrated IR experience ■ 3 years HR Systems administration experience desirable (Oracle System Advantageous) ■ Computer literacy (MS Office, Powerpoint, Advanced Excel and Oracle) ■ Very good communication skills, verbal and written ■ Ability to communicate at all levels ■ Good administration skills ■ Attention to detail ■ Time management ■ Good conflict management skills ■ Ability to adapt to change ■ Planning and Organising skills ■ Ability to work under pressure, Ability to work independently and within a team, maintain confidentiality, Supervisory skills, Conflict resolutions, Analytical skills, Presentation skills. Successful candidate will be expected to travel.

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

**BUSINESS UNIT:** TYGERBERG ACADEMIC  
**DISCIPLINE:** HISTOLOGY LABORATORY  
**LOCATION:** TYGERBERG HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0824/001-01 (11002.005.8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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 to Zinhle Buthelezi @ (021) 938 4169, e-mail application to [zinhle.buthelezi@nhls.ac.za](mailto:zinhle.buthelezi@nhls.ac.za)**

**BUSINESS UNIT:** TYGERBERG ACADEMIC  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** TYGERBERG HOSPITAL  
**POSITION:** CLERK LABORATORY (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0324/001-01 (11022-028-7009) (11022-029-7009)

**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.**

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC  
 DISCIPLINE: MICROBIOLOGY LABORATORY  
 LOCATION: GROOTE SCHUUR HOSPITAL  
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
 PAY GRADE: MT3  
 REFERENCE NUMBER: WCNC1024/001-01 (12006-013-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

- Formulate, co-ordinate and executive emergency response plan ■ Manage and take accountability for the integrity of data and/or results captured by technical and/or clerical staff ■ review SOP's annually with the view of ensuring appropriateness. Ensure document control is current ■ Identify errors and conduct root cause analysis ■ Conduct trend analysis, develop, implement and monitor improvement ■ Resolve and complete Non-Conformances within prescribed time-frames and ensure that documentation is current ■ Assess and organize the workload to optimize efficiency and quality of patient care ■ Review results of lot-to-lot verification and signs them off ■ Monitor stock for operational needs

##### QMS

- Implement appropriate quality assurance procedures, audit the QC results and takes the appropriate action ■ Establish and perform preventive measures for failures in quality control and equipment ■ Weekly and Monthly QC reviews-LJ charts ■ Analysis and Review of QC ■ Trend Analysis and Review of Non-Conformances and Corrective Actions ■ Review, analyse Customer complaints trends.

##### Assessments of results/Special stains/Interpretation of results

- Review results in comparison with international standards & best practice ■ Effective response to customer queries regarding specialised tests ■ Consult Clinicians and advise on rationale laboratory service use.

##### Teaching, Training & Dev of Laboratory staff

- Develop and implement a training programme ■ Review and analyse training competency of laboratory staff ■ Conduct operation research and development to improve procedures ■ Conduct Training of students e.g. technicians, technologists, scientists and registrars.

#### Minimum requirements & key competency

- National Diploma / BSc in Biomedical Technology (NQF 6 / 7) ■ Registration with the HPCSA as a Medical Technologist in **Microbiology and or Clinical Pathology** ■ minimum of 7 years' experience post-qualification experience in a diagnostic laboratory as a Medical Technologist ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination □ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ 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 Ngcucu @ (021) 404 5308, e-mail application to [Neliswa.ngcucu@nhls.ac.za](mailto:Neliswa.ngcucu@nhls.ac.za)**

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** MANAGEMENT & ADMINISTRATION  
**LOCATION:** WCRL - GREEN POINT COMPLEX  
**POSITION:** SECRETARY - BUSINESS UNIT (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** WCNC0824/001-01 (16390-001-7018)

#### **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 James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** GREEN POINT & WEST COAST LABORATORIES  
**DISCIPLINE:** HISTOLOGY LABORATORY  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0824/001-01 (14002-003-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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 James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** GREEN POINT & WEST COAST LABORATORIES  
**DISCIPLINE:** ANATOMICAL PATHOLOGY  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** PATHOLOGIST (SERVICE ONLY)  
**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](mailto: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](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** WORCESTER HOSPITAL  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0824/001-01 (15600-004-7009)

**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.**

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

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** WORCESTER HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0924/001-01 (15900-009-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** MOSSEL BAY HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0824/001-01 (15900-004-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge 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 James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** GEORGE HOSPITAL  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0824/001-01 (15800.001.5008)

**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.**

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

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** KNYSNA LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0824/001-01 (16100-004-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge 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 James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** KNYSNA HOSPITAL  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0824/001-01 (16100.003.7009)

**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.**

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

**BUSINESS UNIT:** NORTHERN CAPE REGION  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** UPINGTON  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0824/001-01 (35400-005-8014)

**Main Purpose of the Job**

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

**Key Job Responsibility****Operational efficiency of laboratory**

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

**QMS**

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

**Assessments of results/Special stains/Interpretation of results**

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

**Teaching, Training & Dev of Laboratory staff**

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

**Minimum requirements & key competency**

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

**Enquiries may be directed Oyama Mbalo @ (053) 831 3969, e-mail application to [oyama.mbalo@nhls.ac.za](mailto:oyama.mbalo@nhls.ac.za)**



**BUSINESS UNIT:** NORTHERN CAPE REGION  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** SPRINGBOK HOSPITAL  
**POSITION:** DRIVER (RE-ADVERTISEMENT)  
**PAY GRADE:** B1  
**REFERENCE NUMBER:** WCNC1024/001-01 (35500-002-4006)

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

**Enquiries may be directed Oyama Mbalo @ (053) 831 3969, e-mail application to [oyama.mbalo@nhls.ac.za](mailto:oyama.mbalo@nhls.ac.za)**