



**JULY 2022**

**GUIDELINES TO APPLICANTS**

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

**CLOSING DATE: 05 AUGUST 2022**

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## CORPORATE REGION

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: JOHANNESBURG GAUTENG  
POSITION: MANAGER: PROJECT (AMENDMENT)  
(12 MONTHS FIXED TERM CONTRACT)  
PAY GRADE: D2  
REFERENCE NUMBER: FCLJHB0522/001-05 (92090-001-1406)

### Key Job Responsibility

■ Responsible for the successful management and delivery of all functions pertaining to the transfer of Forensic Chemistry Laboratory (FCL). ■ Responsible for coordinating different groups of people, from various disciplines associated with the project, including information technology, Human Resources, quality assurance, finance, risk, legal, etc ■ Responsible for successfully managing and delivery the FCL transfer project from commencement to completion within agreed scope, budget and time (SLA). ■ Manage and ensure that quality is maintained ■ To make recommendations to the CEO regarding any activity or function within the project. ■ Establish and lead an FCL project management team ■ Ability to communicate and work with diverse stakeholders ■ Monitor, evaluate and report on the project progress.

### Minimum requirements & key competency

■ Degree in Business Management or Information Technology (NQF Level 7). ■ Project Management Certification (Essential) ■ Honours degree or Higher will be an added advantage. ■ Valid driver's License and own transport ■ 8 (eight) years project management experience ■ Experience in the public service projects will be highly advantageous ■ Extensive computer knowledge ■ Must be a Self-starter and can work independently ■ Report writing and project management reporting tools ■ Strong Management Skills with experience in managing conflict ■ Attention to detail. ■ Ability to work under pressure. ■ Self-motivated and be able to work independently. ■ Good Communication skills. ■ Project management skills. ■ Interpersonal and people skills ■ Able to trouble shoot independently ■ Independently able to set and mark training/teaching materials.

Enquiries may be directed to Ntsane Seleso @ (011) 386 6145, or e-mail application to [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za)

**BUSINESS UNIT:** FINANCE  
**DISCIPLINE:** FACILITIES  
**LOCATION:** SANDRINGHAM  
**POSITION:** ELECTRICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** CORPFIN 0622/001 -05 (04934-002-8002)

**Key Job Responsibility**

■ Repair and maintain all electrical facilities (including electrical reticulation, generators and UPSs) as per SOP to ensure electricity (power) supply to the offices and laboratories. ■ Test and record generators on a weekly basis to ensure electricity supply during downtime. ■ Check and record generators and UPSs daily to ensure electricity supply during downtime. ■ Ensure that generator tanks are refuelled on a regular basis in order to maintain full capacity at all times. ■ Check generators, UPSs, fridges, cold rooms and server room air cons during power outages in order to ensure uninterrupted power supply to those equipments. ■ Install additional electrical facilities as requested to meet customer needs. ■ Clean and maintain the relevant area and tools as required ensuring compliance with safety standards and legislation. ■ Count and check tools for defects to ensure that tools are accounted for and in good working condition. ■ Monitor and check all electrical installations to ensure that work is done according to standard. ■ Service electrical distribution boards, switch gears, transformers, and other electrical infrastructure ■ Make sure that all electrical distribution boards and electrical switches have legends and labelled respectively. ■ Issue electrical Certificate of Compliance after an electrical installation or alteration has been made.

**Minimum requirements & key competency**

■ Grade 12 (NQF Level 4) ■ Electrical Trade Tests (SA/SAQA approved) ■ Electrical Wireman's License (SA/SAQA approved) ■ N4 Electrical Engineering Certificate or higher ■ Valid Driver's license ■ ORHVS Certified (desirable) ■ Basic Knowledge of OSHA ■ Knowledge of specific / relevant equipment's used ■ Knowledge of Operating Machinery (e.g. Grinder, Hammer etc.) ■ Knowledge of UPSs and generators; Transformers; Switch Gears ■ Knowledge of wiring; ■ Fault finding knowledge. ■ Attention to detail ■ Communication skills ■ Ability to adapt to different working environments ■ Meeting deadlines / Time management ■ Interpersonal Skills ■ Ability to work in a team ■ Work independently ■ Manual & Technical Skills ■ Creativity.

**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:** HUMAN RESOURCES  
**DISCIPLINE:** BENEFITS AND REWARD SERVICES  
**LOCATION:** SANDRINGHAM  
**POSITION:** MANAGER: EMPLOYEE BENEFITS AND REMUNERATION  
**PAY GRADE:** D4  
**REFERENCE NUMBER:** CORPHR 0722/001 -02 (06900-003-1602)

#### **Key Job Responsibility**

■ To contribute as a member of the HR management team to the development of an overall HR strategy for NHLS in line with business needs. ■ To contribute to developing and implementing a talent & staff retention strategy in relation to total reward that supports the achievement of the overall HR strategy and objectives of the organisation. ■ To develop and implement a Total Reward Strategy for the NHLS to align values, culture, organisational climate, and performance in line with identified needs. ■ To develop and maintain total reward processes with remuneration practices and policies for the organisation to achieve a transparent, competency-based process that enhances the recognition, development, and retention of all staff in line with business needs. ■ To identify, develop and implement the remuneration system which is aligned to support the improvement of organisational efficiency. ■ To oversee the management of job evaluation processes in compliance with organisational policies and procedures. ■ To oversee job evaluation process and standardisation of job titles and profiles to ensure the organisation is staffed with the right skills and right number to meet current and future needs to talent in a competitive market. ■ To oversee monthly and annual reporting on unit's activities to ensure accurate and reliable management information that facilitates executive decision making. ■ To train and develop own divisional staff to ensure they have the skills required by the organisation and can achieve their performance objectives. ■ To oversee the development and implementation Benefits and Variable Pay Policies and Procedures. ■ To initiate and manage Remuneration and reward Projects.

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

■ Honours degree in Human resources/industrial psychology/Business management or related (NQF Level 8) ■ Master's Degree in Psychology (desirable) ■ 9 (nine) years HR Reward Services (Benefits and Remuneration) Environment Experience with at least 5 (five) years in management role ■ Registration with South African Rewards Association (SARA) as a Remuneration Specialist (desirable) ■ Knowledge of Job Evaluation Systems ■ Knowledge of performance management systems (Balance score card and other systems) ■ Knowledge of change management ■ Knowledge of remunerations and reward management ■ Knowledge of Org design and restructuring ■ Analysing skills ■ Assertiveness ■ Project management skills ■ Interpersonal skills ■ Strong Administrative skills ■ Ability to develop strategies ■ Attention to details ■ Strong communication skills ■ Computer literacy ■ Budgeting Skills ■ Ability to cope with pressure ■ Time Management.

**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:** HUMAN RESOURCES  
**DISCIPLINE:** ORGANISATIONAL DEVELOPMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** MANAGER: ORGANISATIONAL DEVELOPMENT  
**PAY GRADE:** D3  
**REFERENCE NUMBER:** CORPHR0722/001-02 (06900-002-1410)

#### **Key Job Responsibility**

■ Contributes as a member of the HR management team to the development of an overall HR strategy for NHLS in line with business needs. ■ Contribute in developing and implementing a talent and staff retention strategy that supports the achievement of the overall HR strategy and objectives of the organisation. ■ Develop and implement an organisational development strategy for the NHLS to align values, culture, organisational climate, and performance in line with identified needs. ■ Develop and maintain career progression processes and policies for the organisation to achieve a transparent, competency-based process that enhances the recognition, development, and retention of all staff in line with business needs. ■ Identify, develop and implement the performance management programme to support the improvement of organisational efficiency and career development. ■ Oversee the change management processes and leadership and team interventions across the organisation. ■ Oversee sound workforce planning including succession planning to ensure the organisation is staffed with the right skills and the right number to meet current and future business needs. ■ oversee monthly and annual reporting on unit's activities to ensure accurate and reliable management information that facilitates executive decision making. ■ Train and develop own divisional staff to ensure they have the skills required by the organisation and can achieve their performance objectives. ■ Develop and implement organisational development processes for the business in line with the business needs. ■ Oversee the development and implementation of Organisational Development Policies and procedures. ■ Initiate and manage the Organisational Development Projects. ■ Establish and maintain an Assessment and Development center in order to inform Human Capital decisions.

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

■ Honours Degree in Industrial Psychology / Organisational Development/ Human Resources/Psychology (NQF Level 8) ■ Master's Degree in Industrial Psychology/ Human Resources (desirable) ■ 8 (eight) years Organisational Development Experience plus 5 years in a management position in the area of organisation development ■ Knowledge of Job Evaluation Systems ■ Knowledge of performance management systems (Balance score card and other systems) ■ Knowledge of organisational development practices and interventions ■ Knowledge of change management ■ Knowledge of Org design and restructuring ■ Knowledge of change and transformation ■ Analysing skills ■ Assertiveness ■ Project management skills ■ Interpersonal skills ■ Strong Administrative skills ■ Ability to develop strategies ■ Attention to details ■ Strong communication skills ■ Computer literacy ■ Budgeting Skills ■ Ability to cope with pressure ■ Time Management.

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**BUSINESS UNIT:** HUMAN RESOURCES  
**DISCIPLINE:** EASTERN CAPE REGION  
**LOCATION:** EAST LONDON  
**POSITION:** BRANCH MANAGER: HUMAN RESOURCES  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** EASTERN CAPE 0722/001-04 (06906-001-1420)

#### Key Job Responsibility

■ Consults with business partners to align Human Resources strategy and programs with the organizations strategy while supporting the mission, vision, and values. ■ Manages the implementation of all NHLS HR policies within the region to ensure the provision of high quality, efficient solutions, and interventions in line with those strategic objectives pertaining to HR. ■ Identifies regional business needs and develops strategies in collaboration with Corporate HR objectives to ensure the most cost-effective utilisation of available HR resources and development objectives in line with the needs of the organisation. ■ Manages the application of HR systems and procedures to ensure the needs of the organisation are met in compliance with legislation. ■ Recommends, manages, and oversees the implementation of the NHLS Employment Equity Plan for the designated region in promotion of the transformation of said region in line with NHLS policy and objectives and in compliance with relevant legislation and sub-committee activities. ■ Manage orientation and exit management programmes within designated regions in accordance with National guidelines to conform to overall NHLS attraction and retention strategy. ■ Co-ordinates and monitors the implementation of career development and performance management systems on a regional level to ensure compliance to NHLS policy and provide relevant management information to inform NHLS HR Strategy. ■ Preparation of monthly and annual reports for HR and Area manager to ensure accurate and reliable management information that facilitates executive decision making. ■ Leads and develops the regional HR team to ensure they have the skills required by the organisation and can achieve their performance objectives. ■ Management of the termination process compliant with the processes of the organisation and legislation. ■ Reviews, audits, and approves salary transactions according to applicable procedures. Counsels and advises management regarding salary planning/compensation about internal equity, promotions, reclassifications, and transfers. ■ Management and co-ordination of all regional HR functions. ■ Manage the analysis of sick leave and leave management. Overseeing the initiatives that are used by managers in line with trends within the industry. ■ Manage and advise on Employee Relations and perform facilitation or dispute resolution on Employee Relation matters of regional impact to ensure consistent application of NHLS disciplinary and grievance policy/strategy. Maintaining of a high-level employee/employer relationship and promoting a high level of employee commitment while maintaining an environment in harmony with third party representation. ■ Oversee the regions recruitment and selection practices to ensure the greatest number of highly qualified candidates are referred for each position; ensures interviews and selection techniques are following organization policies and procedures, as well as applicable laws and regulations.

#### Minimum requirements & key competency

■ Human Resources Degree or National Diploma (NQF 6). ■ Honours in Human Resources (Desirable) ■ 7 (Seven) year's Generalist Human Resources experience (Recruitment, HR legislation, Governance, HR systems administration etc.) ■ 5 (Five) years Supervisory/ Managerial experience ■ 5 Years Proven track record of Industrial Relations (Desirable). ■ Knowledge and application of Performance Management Systems. ■ Knowledge of HR Legislation & Governance. ■ Knowledge of HR Information Systems (e.g., Oracle). ■ Management skills. ■ Interpersonal skills. ■ Communication skills - (Written, Verbal & Presentation). ■ Analytical skills. ■ Conceptual skills. ■ Attention to detail. ■ Valid driver's license.

**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:** UNIX  
**LOCATION:** SANDRINGHAM  
**POSITION:** ENGINEER: UNIX SYSTEMS (RE-ADVERTISEMENT)  
**PAY GRADE:** C2  
**REFERENCE NUMBER:** CORPIT0622/001-10 (07923-002-9010)

**Key Job Responsibility**

■ To install, configure and support UNIX system to ensure optimal performance, capacity management and availability ■ To manage UNIX system to ensure adequate security and optimal performance of the operating system ■ To secure the UNIX system by establishing and enforcing policies, defining and monitoring access ■ To perform advanced fault finding and diagnostics on UNIX system and undertake routine preventative maintenance to ensure optimal performance and availability ■ To review server statistics, identifying trends in levels of services and propose capacity changes as required, to analyse data and compile usage and other reports ■ To perform system back-ups, recover lost data and maintain security as well as to conduct routine audits of the servers to establish standards, policies, configuration guidelines and procedures ■ To provide secondary support for UNIX system administrators and provide advice and guidance to them ■ To document server hardware and software assets and licenses as per audit requirements

**Minimum requirements & key competency**

■ National Diploma (NQF Level 6) in Information Technology ■ Unix / Linux / Sun Solaris Certification ■ 3 (three) years Unix Administrator experience ■ Data Protector Experience ■ OSB Back-up experience ■ Good understanding of Data Protector processes ■ Exposure to OSB Backups ■ Reasonable knowledge of Linux / Redhat ■ Understanding of Oracle EBS (desirable) ■ Good understanding of HPUX ■ Effective communication skill ■ Computer literacy ■ Team oriented ■ Analytical and detailed in approach ■ Multi-tasking oriented ■ Sense of urgency and ability to work under pressure ■ Mentorship ■ Ability to handle pressure ■ Report writing skills ■ Planning and organising skills ■ Time Management skills.

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



**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** INFORMATION AND KNOWLEDGE MANAGEMENT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ECM SYSTEM ADMINISTRATOR (RE-ADVERTISEMENT)  
**PAY GRADE:** C1  
**REFERENCE NUMBER:** CORPIT0622/001-11 (07926-002-1476)

**Key Job Responsibility**

■ To provide technical support to the current ECM system to ensure that business needs are met ■ Handle enquiries (proactive and calls logged) on scanning solutions, exception report and other ECM Content Server related solution ■ To ensure that the ECM CS infrastructure documentation is updated and maintained ■ To provide support to all implemented ECM solutions, including Lab Requests Form ECM scanning solution ■ Contribute to the identification, development and implementation of potential requirements in the organisation's ECM solution ■ To plan, coordinate and provide scanning and content management training to users and IT teams and maintain pre/post training documentation (training material, registers, post training evaluations) ■ To develop SOP's for newly implemented system functionality and update existing SOP's ■ Facilitate access to ECM CS and maintain user profiles at Active Directory, Open Text Directory Services and ECM CS level. Monitor usage of ECM CS system ■ Monitor scanning performance, trouble-shooting and resolving process errors, File Transfer Protocol and specific lab profile issues. Monitor and make adequate changes to lab workspaces and lab request forms folder ■ To provide weekly/monthly portfolio reports ■ To perform any reasonable duties related to the area of work as requested by management

**Minimum requirements & key competency**

■ 3 year National Diploma in Information Technology or Computer Systems (NQF Level 6) ■ 2 (two) years' experience in IT support environment ■ 1 (one) years' experience in supporting Open Text ECM solutions including scanning solution and providing regular reports on tasks ■ Knowledge of ECM concepts and principles ■ Basic knowledge of mobile and windows Operating Systems ■ MS Office packages ■ Understanding of SLA's and OLA's ■ UPS ■ Basic knowledge of multi-functional printers (desirable) ■ Switches ■ Routers ■ Kodak Scanners ■ Customer Service Skills (e.g. Telephone Etiquette) ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills ■ Demonstrate leadership, team-work and collaboration ■ Ability to work under pressure and prioritise.

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

## EASTERN CAPE REGION

**BUSINESS UNIT:** NELSON MANDELA ACADEMIC LABORATORY  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** NELSON MANDELA ACADEMIC HOSPITAL  
**POSITION:** BUSINESS MANAGER  
**PAY GRADE:** D5  
**REFERENCE NUMBER:** EC-NMAL0722/001-01(23090-001-1405)

### Main Purpose of the Job

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

### Key Job Responsibility

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

### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** NELSON MANDELA ACADEMIC LABORATORY  
**DISCIPLINE:** MICROBIOLOGY  
**LOCATION:** NELSON MANDELA ACADEMIC HOSPITAL  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** EC-NMAL0622/001-02 (23006-005-5003)

#### **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 Microbiology / Clinical Pathology ■ 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA ACADEMIC LABOARTORY  
**DISCIPLINE:** MICROBIOLOGY  
**LOCATION:** NELSON MANDELA ACADEMIC HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** EC-NMAL0622/001-03 (23006-011-8014)

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

**Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za)**

BUSINESS UNIT: OR TAMBO AND CHRIS HANI  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: ZITULELE HOSPITAL  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: EC-ORT&CH0622/001-02 (25120-006-7014)

### 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

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to [EC.recruitment@nhls.ac.za](mailto:EC.recruitment@nhls.ac.za)

## FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC  
DISCIPLINE: MICROBIOLOGY  
LOCATION: MICROBIOLOGY LABORATORY  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: UNIFS0622/002-02 (31006-014-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

#### Teaching, Training, Research and Development of Laboratory staff:

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Microbiology / Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: FREE STATE  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: PELONOMI LABORATORY  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: FSNW0622/002-04 (32000-011-7014)

### 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

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Mpho Tau @ 051 411 9950, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za)

BUSINESS UNIT: FREE STATE  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: BOTSHABELO LABORATORY  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: FSNW0622/001-07 (32200-003-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

#### Teaching, Training, Research and Development of Laboratory staff:

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

### Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Mpho Tau @ 051 411 9950, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za)



BUSINESS UNIT: NORTH WEST  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: JOE MOROLONG LABORATORY  
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: LT1  
REFERENCE NUMBER: FSNW0622/002-12 (53900-004-7014)

### 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

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Palesa Nong @ 011 489 9155, e-mail application to [FSNW.recruitment2@nhls.ac.za](mailto:FSNW.recruitment2@nhls.ac.za)

## GAUTENG REGION

BUSINESS UNIT: GAUTENG REGION  
DISCIPLINE: HUMAN RESOURCE DEPARTMENT  
LOCATION: BRAAMFONTEIN  
POSITION: ADMINISTRATOR - HUMAN RESOURCE (RE-ADVERTISEMENT)  
PAY GRADE: B5  
REFERENCE NUMBER: GAU-HR0622/01-(06901-005-9009)

### Main Purpose of the Job

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

### Key Job Responsibility

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

### Minimum requirements & key competency

- Grade 12 plus Higher certificate / NQF level 5 / NQF level 5 equivalent essential
- 1 (one) year Certificate, relevant to HR (Essential)
- Industrial Relations Certificate (Desirable)
- Diploma or Degree relevant to HR (Desirable)
- 3 (three) years plus experience in a HR Generalist environment (Essential)
- Proven knowledge and experience of Industrial Relation and Labour Legislated matters (Essential)
- Knowledge and experience of HR Systems (Desirable)
- 3 (three) years HR administration experience (Essential)
- Knowledge of relevant Labour Legislation (Essential)
- Knowledge and application of Employment Equity (Essential)
- Knowledge of HR Processes and General HR Administration (Essential)
- Knowledge of Performance Management Systems, I-Recruitment and/or other Oracle related systems (Essential)
- Knowledge and experience with Payroll procedures (Desirable)
- Computer Literacy Skills (Essential)
- Communication Skills – (Written, Verbal & Presentation) (Essential)
- Strong Administration skills (Essential)
- Time Management skills and the ability to meet deadlines, plan and organise (Essential)
- Ability to work independently and within a team (Essential)
- Ability to be flexible and adaptable and take own initiative (Essential)
- Strong attention to detail skills (Essential)
- Ability to resolve conflict through effective resolution (Essential)
- Valid driver's licence (Essential)
- **Successful candidate will be expected to travel.**

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9008, e-mail application to [CMAH.Recruitment@nhls.ac.za](mailto:CMAH.Recruitment@nhls.ac.za)

**BUSINESS UNIT:** CHARLOTTE MAXEKE ACADEMIC  
**DISCIPLINE:** MICROBIOLOGY  
**LOCATION:** CHARLOTTE MAXEKE  
**POSITION:** PROJECT COORDINATOR (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** GAUCM0322/001-10 (43106-001-9044)

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

**Coordinate all phases of the Healthcare Associated Infections (HAI) project. Manage all HR, Finance, Procurement and logistics of the project, in order to support and enhance Infection Preventions and Control (IPC) standards and support the National Department of Health's (NDoH) and Department of Correctional services focus on the improvement of IPC in South Africa.**

#### **Key Job Responsibility**

■ To respond as first call and support NHLS in outbreak response in all hospitals in the Gauteng region ■ To participate in hospital outbreak surveillance and early warning detection based on information from laboratory units. ■ To promote appropriate laboratory tests in order to optimize and enhance the provision of public health services. ■ To apply specialized knowledge in order to identify disorders, diseases and pathogens and when necessary provide consultation so that appropriate treatment or control methods can be provided/implemented. ■ Provide training to internal and external stakeholders to better deal with diseases outbreaks. ■ To initiate enhanced antimicrobial stewardship programs in Gauteng hospitals ■ To educate and promote new laboratory diagnostic technologies for rapid detection of healthcare associated infection outbreaks. ■ To assist with biosafety and biosecurity programs in the NHLS Gauteng in laboratory safety ■ To provide technical advice and support to the (i) National Department of Health and (ii) National Department of correctional services.

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

■ Registered nurse qualification with experience in infection control nursing mandatory and/or community work ■ Registration with SANC as registered nurse ■ At least 5 (Five) years' experience with exposure to IPC ■ Prior management position ■ Experience in dealing with national departments especially Department of Correctional Services and/or Department of Health ■ Qualification and/or experience in occupational health and safety ■ Writing of grant proposals ■ Writing of a publication ■ Preparation and presentation of lectures ■ Exam compilation ■ Good Clinical Practice ■ Research methodology ■ Statistics ■ Computer literacy ■ Specific laboratory techniques ■ Communication skills (verbal and written) ■ Scientific writing skills ■ Troubleshooting skills ■ Interpersonal skills ■ Budgeting skills ■ Data analysis and interpretation skills.

**Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9008, e-mail application to [CMAH.Recruitment@nhls.ac.za](mailto:CMAH.Recruitment@nhls.ac.za)**

## LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: CAPRICORN  
DISCIPLINE: HAEMATOLOGY  
LOCATION: POLOKWANE LABORATORY  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT2  
REFERENCE NUMBER: LIMP02-CAP0622/002-03 (61004-013-8014)

### 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:

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

#### QMS:

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

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

- Reviewing the work of others and amending results where necessary

#### Teaching, Training & Development of Laboratory staff:

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

### Minimum requirements & key competency

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

Enquiries may be directed to Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to [LIMPRegion@nhls.ac.za](mailto:LIMPRegion@nhls.ac.za)

## WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: TYGERBERG ACADEMIC  
DISCIPLINE: VIROLOGY  
LOCATION: TYGERBERG HOSPITAL  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT2  
REFERENCE NUMBER: WCNC0322/001-01 (11008-006-8014)

### 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:

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

#### QMS:

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

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

- Reviewing the work of others and amending results where necessary

#### Teaching, Training & Development of Laboratory staff:

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

### Minimum requirements & key competency

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

Enquiries may be directed to Chuma Magalela (021) 938 4169, or e-mail application to [Chuma.Magalela@nhls.ac.za](mailto:Chuma.Magalela@nhls.ac.za)

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC  
DISCIPLINE: CHEMICAL PATHOLOGY  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: CLEANER (HOUSEKEEPING) (RE-ADVERTISEMENT)  
PAY GRADE: A1  
REFERENCE NUMBER: WCNC0622/001-09 (12001-001-2112)

#### 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.

#### 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. ■ Interpersonal skills in dealing with clients Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ 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 (one) month on-the-job training ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Interpersonal skills in dealing with clients.

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

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

#### Key Job Responsibility

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

#### Minimum requirements & key competency

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

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

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC  
**DISCIPLINE:** HISTOPATHOLOGY  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0622/001-12 (12002-006-8014)

#### 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za)**



**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** WCNC0622/001-15 (12022-002-5003)

#### **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 ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

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

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** WCNC0622/001-15 (12022-006-5003)

#### **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 ■ 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.

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BUSINESS UNIT: GROOTE SCHUUR ACADEMIC  
DISCIPLINE: LABORATORY SUPPORT SERVICE  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: CLEANER (HOUSEKEEPING) (RE-ADVERTISEMENT)  
PAY GRADE: A1  
REFERENCE NUMBER: WCNC0622/001-16 (12022-001-2112)

#### 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.

#### 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. ■ Interpersonal skills in dealing with clients Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ 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 (one) month on-the-job training ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Interpersonal skills in dealing with clients.

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BUSINESS UNIT: GROOTE SCHUUR ACADEMIC  
DISCIPLINE: HUMAN GENETICS  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: MT1  
REFERENCE NUMBER: WCNC0622/001-17 (12088-004-8014)

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

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

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** TUBERCULOSIS  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** WCNC0622/001-26 (14014-001-5003)

#### **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 ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

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

BUSINESS UNIT: WESTERN CAPE  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: WORCESTER HOSPITAL  
POSITION: LABORATORY TECHNICIAN  
PAY GRADE: LT1  
REFERENCE NUMBER: WCNC0622/001-21 (15600-013-7014)

### 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

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

**BUSINESS UNIT:** WESTERN CAPE  
**DISCIPLINE:** TUBERCULOSIS  
**LOCATION:** TYGERBERG HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** WCNC0622/001-01 (14014-003-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory:

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

##### QMS:

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

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

- Reviewing the work of others and amending results where necessary

##### Teaching, Training & Development of Laboratory staff:

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

#### Minimum requirements & key competency

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

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