



JUNE 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.), CPD compliance status report 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: 24 JUNE 2025

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
FORENSIC CHEMISTRY LABORATORY ADVERTS	4 – 6
CORPORATE REGION	7 – 10
EASTERN CAPE REGION	11 – 21
GAUTENG REGION	22 – 26
LIMPOPO AND MPUMALANGA REGION	27 – 30
WESTERN AND NORTHERN CAPE REGION	31 – 39

FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
LOCATION: FCL DURBAN
POSITION: FORENSIC ANALYST (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLDRB0625/001-01

Main Purpose of the Job

Provide a forensic analytical chemistry service to the judicial system and health authorities on behalf of the NHLS.

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 Lebo Mogokotleng @ (011) 555 6590, e-mail application to fclapplications@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: BLOOD ALCOHOL SECTION
LOCATION: FCL PRETORIA
POSITION: SENIOR FORENSIC ANALYST (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: FCLPTA0625/001-02

Key Job Responsibility

Assist with quality related duties in the Section-general:

■ Attend to notifications and queries. ■ Ensure analytical instruments are kept operational in the Section, including trouble shooting, check instrument performance, assisting the mentor group with equipment problems. ■ Report instrument breakdown to the Lab Manager and/or TQM ■ Oversee the operations of the standards laboratory (including training of analysts working in the standards lab.) on rotational basis per quarter OR responsible for method validation projects in the Section.

Analyze samples:

■ Produce analyses results. ■ Follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.). ■ Work according to SOPs of section (complete logbooks, registers etc.). ■ Preserve Chain of evidence of samples and accompanying documentation. ■ Present accurate court testimony.

Mentor Junior analysts:

■ Provide additional or refresher training/ train new analysts in assigned group of analysts in the section ■ Check/review cases of analysts in the section ■ Release and/or authorize results in LIMS after checking/reviewing cases ■ Ensure correctness of reports.

Assist with administrative duties in the Section:

Handle internal queries. ■ Initiate procurement for the equipment and consumables and chemicals in the Section. ■ Assist with management of the inventory (assets and consumables) of the section. ■ Assist with provision of monthly statistics and information by the 6th of each month

Assist with quality related duties in the section:

■ Mentor group/analysts in Blood Alcohol section. ■ Train new analysts on various analytical activities of the section. ■ Ensure that allocated analysts follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.). ■ Ensure urgent analysis are prioritized in Blood Alcohol section.

Minimum requirements & key competency

■ BSc degree (NQF 7) with Chemistry as a major subject or Diploma in Analytical Chemistry (NQF 6) ■ Driver's Licence ■ Honours/Higher Diploma in Chemistry (Desirable). ■ 3 (three) years' appropriate experience in Blood Alcohol Section ■ 1 (year) experience in supervisory / management in Blood Alcohol Section (Desirable). ■ 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 (Spreadsheet, Database, Word processors). ■ Sound and in-depth knowledge of analyses of blood alcohol section ■ Sound and in-depth knowledge of analyses of biological material for the presence of drugs and poisons. ■ Knowledge of the Criminal Procedures Act, Health, and Safety Act. ■ Basic knowledge of judicial systems and court procedures. ■ Knowledge of ISO17025 and its use in the laboratory. ■ Skills and knowledge in chemistry ■ Good Communication and Interpersonal skills. ■ Facilitation and Presentation skills. ■ Research and Report writing skills. ■ Liaison skills. ■ Analytical skills. ■ Able to remain unbiased in the examination of court evidence. ■ Meticulous and capable of clear and logical thinking.

Enquiries may be directed to Lebo Mogokotleng @ (011) 555 6590, e-mail application to fclapplications@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORIES
DISCIPLINE: FCL JOHANNESBURG
LOCATION: FCL JOHANNESBURG
POSITION: CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: FCLJHB0625/001-06

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 ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ 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 Lebogang Mogokotleng @ (011) 555 6590 / Gift Maduna @ (011) 386 6099, e-mail application to fclapplications@nhls.ac.za

CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCIAL ACCOUNTING
LOCATION: SANDRINGHAM
POSITION: CLERK: ADMINISTRATION (FIXED ASSETS) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: CORPFIN0324/001-06 (02906-002-6004)

Key Job Responsibility

■ Ensure that assets bar codes are allocated and issued to business managers timeously ■ Assist the Group Assets Controller with daily queries, capturing, issuing asset tags to business managers and updating the ERP system to ensure the fixed asset register is complete ■ Assist in ensuring that asset verifications and asset count is performed timeously ■ Assist the Group Assets Controller in liaising with assets stores to ensure that all required processes are completed prior to verification ■ Assist with daily queries and processing miscellaneous transactions to ensure that inventory accounts are completed and accurate ■ Assist in opening and closing of Ship to location to ensure control in the system ■ Add and update the quantities for Min/Max System to ensure that control and processes are adhered to ■ Provide advice and support to business units on asset and inventory related matters, assist in developing SOPs to support the process and ensure compliance with financial policies and procedures, PFMA, Treasure regulations, GRAP, IFRS through regular monitoring ■ Liaise with assets stores to ensure all required processes are completed prior to stock take; to liaise with asset and inventory data management on stock and asset related issues and queries and extract related reports to ensure accuracy of information to management ■ Close off and open new assets stores as required according to NHLS business needs ■ Address RTM related items as per the audit Risk register to ensure all queries are resolved / addressed ■ Perform monthly asset and inventory account reconciliations to ensure accuracy of information ■ Perform reasonable ad-hoc duties to ensure that work performed is in line with NHLS processes and procedures

Minimum requirements & key competency

■ Grade 12 (NQF Level 4) ■ 3-year Diploma in Finance/ Accounting / Business Admin (desirable) ■ Valid driver's licence [code EB] ■ Minimum 1 to 2 years' experience in Assets and Inventory Administration ■ Reconciliations ■ Fixed Assets & Inventory ■ Treasury Regulations, PFMA, GRAP and related regulations and acts ■ Oracle ERP (Desirable) ■ Aptitude for numbers ■ Computer literacy (Excel & Oracle advantageous) ■ Planning and organising skills ■ Time management ■ Attention to detail ■ Accuracy ■ Ability to meet deadlines ■ Ability to handle pressure ■ Communication skills ■ Interpersonal skills ■ Data capturing skills

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

BUSINESS UNIT: SOUTH AFRICAN VACCINE PRODUCERS
DISCIPLINE: SMALL ANIMAL UNIT
LOCATION: SANDRINGHAM
POSITION: ANIMAL CARETAKER-JUNIOR (STABLES) (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPSAVP082024 (99095-005-3006)

Key Job Responsibility

■ To clean the horse stables and replace bedding and feed daily to ensure well-being of horses ■ To groom and check the general condition of the horses to ensure their well-being ■ To herd the horses into designated fields and stalls daily to ensure their safety and well-being ■ To report signs of illness or injury to the team leader or supervisor ■ To assist with maintenance of the fields, paddocks and stables as required ■ Proper housekeeping of the feed storeroom to ensure cleanliness and ease of access in the storeroom ■ To assist with reasonable ad hoc request from the Stables Supervisor or veterinarian..

Minimum requirements & key competency

■ Grade 12 ■ One (1) to 3 months relevant experience in handling large animals ■ Horse husbandry ■ Handling horses and relevant safety measures ■ Attention to details ■ Horse grooming ■ Communications skills ■ Interpersonal skills ■ Basic Computer literacy (desirable) ■ Time management.

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

BUSINESS UNIT: FINANCE
DISCIPLINE: FACILITIES
LOCATION: FCL DURBAN
POSITION: SECURITY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPFIN 0125/001–03 (92003-002-2115)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCE- ACCOUNTS PAYABLE
LOCATION: SANDRINGHAM
POSITION: CLERK RECONCILIATION (RE-ADVERTISEMENT)
PAY GRADE: B4
REFERENCE NUMBER: CORPFIN0125/001 01 (02909-005-7011)

Key Job Responsibility

■ To manually reconcile Creditors statement in Excel to the General ledger accurately and timeously in accordance with standard NHLS procedures ■ To resolve supplier queries effectively e.g. Price differences, short-delivery, over-delivery, incorrect order numbers, no order numbers etc. to ensure that financial administration is accurate according to NHLS procedures. ■ To resolve customer queries effectively by ensuring that all documentation received from various departments and labs are processed for payment in accordance with NHLS procedures. ■ To send contract invoices to Business Managers before payments are processed for payments to acquire authorization and ensure accounts don't go on hold. ■ To send remittance to suppliers, after payments has been done to confirm allocation of payment on their statements. ■ To compile the monthly manual creditors aging report for the CFO. ■ To assist with data capturing when needed.

Minimum requirements & key competency

■ Grade 12 (NQF Level 4) ■ Diploma in basic Accounting (desirable) ■ 1-2 years creditors/finance experience ■ Knowledge of MS office ■ Knowledge of creditors functions procedures ■ Knowledge of Oracle (desirable) ■ Team player ■ Communication skills (verbal and written) ■ Time Management ■ Numerical Skills ■ Working under Pressure ■ Accuracy ■ Talking to difficult clients.

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

EASTERN CAPE REGION

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: LABORATORY SUPPORT
LOCATION: COFIMVABA HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-ORTCH0425/001-01 (25000-002-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: LABORATORY SUPPORT
LOCATION: QUEENSTOWN HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-ORTCH0425/001-06 (24600-004-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MT AYLIFF LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-ANJG0425/001-03(26020-002-8014)

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

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CLINICAL PATHOLOGY/MICROBIOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: LABORATORY TECHNICIAN (WITHDRAWN)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMAL0425-001-02(23006-022-7014)

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

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

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: EL HISTOLOGY LABORATORY
LOCATION: FRERE HOSPITAL LABORATORY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-BCA0125-01 (22002.001.1608)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY /MICROBIOLOGY
LOCATION: PE-TB LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMB&SB0325/001-02 (21014-004-8014)

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

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

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ FCPATH or MMED qualification in **Chemical Pathology** discipline ■ HPCSA registration for independent as pathologist in applicable discipline. ■ 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 Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: SUPPORT FUNCTION
LOCATION: PE SUPPORT LABORATORY
POSITION: SECURITY: OFFICER (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: EC-NMB&SB0225/001-09 (21022-006-2115)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: SUPPORT FUNCTION
LOCATION: HUMANSDORP
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-NMB&SB0225/001-03 (24350-002-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: MICROBIOLOGY/CLINICAL PATHOLOGY
LOCATION: PE DIAGNOSTIC MEDIA PRODUCTION
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMB&SB0225/001-08 (21011-002-7014)

Key Job Responsibility

- 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 sildes for specialized testing ■ Daily documents data in own area of work ■ (Maintained and Operated Equipment):■ Perform equipment maintenance as per schedule ■ Compliance and application of SOP's ■ Ensure sufficient stock is available as per guidelines ■ Performance of quality checks ■ Competency certificate for operation of equipment ■100% compliance to maintenance of reagent log sheets(logging of reagents, date of receipt, use and expiry and loading on instruments) ■ Time error logs are flagged on equipment ■:(Quality Assurance) ■ Prepare quality control material(IQC) as per lab SOP and run routine IQC sample as per SOP and EQA ■ Identify IQC and report deviations to supervisor ■ Daily document log sheets(room temperature, fridges, etc.) ■ (Teaching, Training, Research and Development of Laboratory staff): ■ CPD presentation(at least 1 lecture per annum ■ Train and be competent using SOP's for all instruments in the laboratory including maintenance in own area of work.

Minimum requirements & key competency

- Matric Certificate ■ SMLTSA Certificate ■ Registered with HPCSA in Clinical Pathology as a Medical Technician ■ 1-3 years' experience in the laboratory environment ■ Knowledge of health and safety regulations, technical appliances and quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Interpersonal skills.

Enquiries may be directed Rebecca Jempi @ (043 700 8700), e-mail application to rebecca.jempi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: LABORATORY SUPPORT
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 skills
- Time management
- Interpersonal skills
- Communication skills
- Meticulous activity planning skills
- Work independently without supervision
- Work under pressure
- Development(new skills)oriented

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

GAUTENG REGION

BUSINESS UNIT: CHRIS HANI BARAGWANATH ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GUACHBA0525/001-06 (42022-049-8022)

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

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

BUSINESS UNIT: CENTRAL FINANCE
DISCIPLINE: FACILITIES & GENERAL SERVICES
LOCATION: BRAMFONTEIN COMPLEX
POSITION: HANDYMAN (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: GAUFIN0525/001-08 (40941-005-5006)

Main Purpose of the Job

To carry out general maintenance in various disciplines (e.g. plumbing, welding, painting and building)

Key Job Responsibility

■ To repair and maintain buildings, facilities and equipment to ensure that they are kept in good working order. ■ To ensure that work carried out is performed to a high quality in a cost-effective manner. ■ To advice on methods of repair work to avoid unnecessary cost and to ensure that work performed is to a high quality. ■ To perform relevant routine elementary tasks as required. ■ To clean and maintain the relevant area and tools as required ensuring compliance with safety standards and legislation. ■ To count and check tools for defects to ensure that tools are accounted for and in good working condition. ■ To assist with projects and fellow workers with all routine duties as and when required.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ 2 (two) years basic experience in plumbing, painting, welding and building (Essential) ■ Knowledge of tools (Essential) ■ Equipment and relevant materials (Essential) ■ Knowledge of repair work methods (Essential) ■ Basic knowledge of quantities estimation (Essential) ■ Knowledge of OHS Act (Essential) ■ Driver's License (desirable) ■ Technical Certificate (desirable). ■ Problem solving and troubleshooting skills (Essential) ■ Creativity & Working independently (Essential) ■ Manual skills (Essential).

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

BUSINESS UNIT: CENTRAL FINANCE
DISCIPLINE: PROCUREMENT DEPARTMENT
LOCATION: BRAAMFONTEIN
POSITION: OFFICER – PROCUREMENT (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUFIN0425/100-02 (40940-005-8018)

Main Purpose of the Job

To create, process and expedite all orders for internal customers as per approved requisitions on the Oracle ERP system in accordance with procurement policy

Key Job Responsibility

■ Ensure all requisitions are being converted into purchase orders timeously according to the standard procurement procedure ■ Measure supplier performance by following up [in writing or telephonically] on overdue orders on a weekly and monthly basis and generate reports for the procurement supervisor ■ Have supplier data packs completed by new suppliers and have information captured on Oracle by Procurement [Data Management] ■ Address constraints and delays by proactively communicating the procurement requirements with the internal and external customers ■ In regions where needed, to place request for quotes (RFQs), contractors or source quotations for equipment below the cut off amount as per specification from end-users and to award such RFQ / quote to the lowest bidder/tenderer and/or to conclude a contract as per NHLS functionality evaluation and processes ■ Perform general procurement administration, e.g. ensuring that all documents are printed and filed for record and audit purposes, etc. ■ Clean-up of the system by closing open orders in accordance to procedure ■ Compile monthly and quarterly reports ■ Report non-conforming suppliers to Corporate Procurement to enable them to blacklist companies as and when required in accordance with the National Treasury Regulations.

Minimum requirements & key competency

■ Grade 12 ■ Purchasing and Supply Management Certificate (NQF Level 5) ■ 3 years in purchasing / buying / contracts ■ Experience in I-procurement / RFQ purchasing ■ Knowledge of an ERP system [Oracle, SAP, etc.] ■ Knowledge of PFMA, PPPFA and BBBEE requirements ■ I-procurement / RFQ purchasing ■ Basic reporting writing skills ■ Communication skills ■ Computer literacy (Advanced MS Excel) ■ Prioritising skills ■ Ability to work independently within a team ■ Time management ■ Telephone etiquette ■ Assertiveness / Ability to be firm ■ Planning and Organisational skills ■ Deadline driven ■ Attention to detail ■ Numeric skills ■ People skills ■ Problem-solving skills ■ Dealing with difficult customers.

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

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUCM0525/001-01(43022-025-8022)

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) ■ **Current proof of HPCSA/SANC registration** ■ 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 Jeanette Dhlamini @ (011) 489 9036, e-mail applications to cmah.recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: MYCOBACTERIOLOGY LABORATORY
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUJSW0525/001-01 (41814-004-8014)

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

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

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CN PHATUDI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-VM0425-001-01 (61060-001-8014)

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
- 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
- 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 Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MECKLENBURG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-SW0425-001-01 (61060-001-8014)

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
- 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
- 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 Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: MICROBIOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
FIXED TERM CONTRACT (4 MONTHS) MATERNITY REPLACEMENT
PAY GRADE: LT1
REFERENCE NUMBER: LIMP04-CAP0625-001-01 (61006.012.7014)

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 **Microbiology** 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 equipment
- Analytical skills
- Communication skills
- Interpersonal skills. Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment.

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRregion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: MICROBIOLOGY / CLINICAL PATHOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
FIXED TERM CONTRACT (4 MONTHS) MATERNITY REPLACEMENT
PAY GRADE: MT1
REFERENCE NUMBER: LIMP04-CAP0625-001-01 (61006-012-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in **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
- 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 Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRregion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0125/001-01 (12001-004-7014)

Key Job Responsibility

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

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Clinical Pathology or Chemical Pathology**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: RED CROSS CHILDREN'S HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0125/001-01 (13002-002-7014)

Key Job Responsibility

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

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Histology Technique**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

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

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: WEST COAST DISTRICT LABORATORY / VREDENBURG
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC1224/001-01 (15300-002-7009)

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: PAARL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0525/001-01 (15100-001-5003)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: KHAYELITSHA HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0425/001-01 (16300-005-8014)

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: KNYSNA
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC1224/001-01 (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 Asamkele Gonose @ (021) 417 9314, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: MOSSEL BAY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC1224/001-01 (15900-001-7009)

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

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: SPRINGBOK HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0225/001-01 (35500-001-7014)

Key Job Responsibility

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

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Clinical Pathology**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

Enquiries may be directed to Oyama Mbalo @ (053) 831 3969, or e-mail application to oyama.mbalo@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

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

Minimum requirements & key competency

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

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