



JUNE 2026

GUIDELINES TO APPLICANTS

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



**NATIONAL HEALTH
LABORATORY SERVICE**

CLOSING DATE: 07 JULY 2026

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: TOXICOLOGY SECTION
LOCATION: FCL JOHANNESBURG
POSITION: SENIOR FORENSIC ANALYST (X3 POSTS) (RE-ADVERTISEMENT)
(3 YEARS FIXED TERM CONTRACT)
PAY GRADE: C3
REFERENCE NUMBER: FCLJHB0526/001-01 (92001-006-1547)

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

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 mentees with equipment problems. ■ Report instrument breakdown to the Lab Manager ■ 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 1st of each month

Assist with quality related duties in the section:

■ Mentor 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.) and achieve the set targets. ■ 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 Toxicology Section ■ 1 (year) experience in supervisory / management in Toxicology 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) 386 6590, e-mail application to fclapplications@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: FCL PRETORIA
POSITION: FORENSIC LABORATORY ASSISTANT
(3 YEARS FIXED TERM CONTRACT) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: FCLPTA0925/001-02 (92002-006-1537)

Key Job Responsibility

Sample collection and storage in toxicology, blood alcohol and food

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

Analyze samples:

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

Render Administrative services in the section

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

Adherence to laboratory health and safety policies

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

Minimum requirements & key competency

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

Enquiries may be directed to Sibusiso Nkosi @ (011) 386 6590, e-mail application to fclapplications@nhls.ac.za

CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER - PROCUREMENT (OPERATIONS) (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0426/001-01(03913-001-1316)

Key Job Responsibility

■ To ensure compliance with approved budget and support NHLS business / operational / strategic plans by reviewing, assessing and identifying the risks associated with procurement and identify opportunities to mitigate, minimize and eliminate risk ■ To implement and ensure execution of policies, procedures, business plans and SOPs and monitor compliance with the legislative framework to ensure best practices, compliance and governance with PFMA, PPPFA, BBBEE, National Treasury Regulations, instructions, practice notes and other relevant regulations, e.g. to ensure improvement of preferential procurement in achieving best possible BBBEE level ■ To supply suitable reports [e.g. Budget allocated vs Planned vs Actual spend, etc.] to ensure factual and accurate data for proper management decisions ■ To ensure and monitor the BBBEE compliance on all prospective and preferred suppliers, coordinate and monitor compliance to BBBEE development programs by administering incentive programs that will ensure greater participation of historically marginalised suppliers ■ To participate in the development of preferential procurement strategies in line with the NHLS' strategic plan ■ To prepare and process requisitions and purchase orders for suppliers and equipment by overseeing the purchase order approval process, reviewing purchase orders for conformance to NHLS policy and approving valid purchase orders based on valid and approved requisition in line with delegation of authority to ensure financial accountability ■ To manage supplier relations, negotiate with vendors for the lowest costs and incentives and analyses market price and product mix checks for competitiveness as well as approving price increases and new items on Oracle ■ To manage the expediting process to ensure efficient support to operation and good accounting procedures and practices, including inventory and asset management ■ To draft and control the Acquisition Management budget and assist the Procurement Manager with the development of departmental budget to ensure that the department has adequate resources ■ To ensure all new suppliers added to the supplier database are compliant with statutory requirements (treasury regulation) as well as ensuring that all new items added to the inventory item list are approved and validated by Quality Assurance (QA) and support strategic objectives of the organisation ■ To ensure effective management of end-to-end RFQ business processes to ensure quality and statutory compliance ■ To ensure goods and services are acquired / procured at the most competitive price, delivered on time by suppliers and the relevant procurement actions were executed (including corrections of non-conformances/overdue purchase orders) as well as ensuring monthly KPI reporting ■ To interact and assist with internal and external audits to ensure compliance with auditing requirements ■ To manage the CAPEX spend of NHLS on behalf of NHLS end users to ensure optimal use of resources in line with the overall priorities of the organisation ■ To manage the Acquisition Management team to ensure that they have the skills required by the organisation and is equipped to deliver on their performance objectives ■ To ensure regular review of system access log to ensure no unauthorised access at any point ■ To comply with the relevant reports and month-end business processes [e.g. closing of old financial period for purchasing and opening the new period].

Minimum requirements & key competency

■ Degree in Supply Chain Management /Business Management/Business Administration/Commerce (NQF level 7) ■ Post Graduate Diploma/ Honours (NQF level 8) in Supply Chain Management (desirable) ■ 8 years procurement experience of which 5 years is in a supervisory/management role ■ Public sector procurement experience ■ Knowledge of Oracle ERP ■ Knowledge of Treasury Regulations i.e. PFMA, PPPFA, BBBEE ■ Knowledge of writing policy and procedures ■ Negotiation skills ■ Written and verbal communication skills ■ Interpersonal skills ■ People management skills ■ Time management skills ■ Computer literacy (MS Office) ■ Attention to detail

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: SPECIALIST: CONTRACTS COMPLIANCE (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPFIN 1125/001 (03913)

Key Job Responsibility

■ To draft contracts as per information and pricing obtained from tenders and to ensure the accuracy of contract details (including signatures by delegated authorities) to protect NHLS from legal issues ■ To manage and control the contract list, SLAs and cancellations and to identify expiring contracts in order to maintain contracts. ■ To manage and control all contract addendums in order to control the extension of contracts. ■ Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. ■ To lead in the evaluation, negotiation and conclusion of contracts and SLAs ■ To liaise with regional managers to ensure the communication of all procurement related information with new developments. ■ To serve as the point of contact for suppliers on contract matters and act as contract middleman between company employees and suppliers, ensuring timely review and approval/ reconciliation of variations. ■ To manage the maintenance and filing of all contractual records and documentation for all projects in accordance with procedures. ■ To provide guidance on contract matters to managers or operational staff, including training to new managers and other employees in contracting practices and procedures. ■ To develop and implement procedures for contract management and administration in compliance with relevant acts, treasury regulations and company policy. ■ To manage the monitoring of company-wide compliance by company employees with established policies and procedures, identify areas of recurrent and implement action plans to correct deviations from policies and procedures. ■ To manage the communication of signed contracts to all relevant parties to provide contract visibility and awareness. ■ To manage the monitoring of transaction compliance (milestones, deliverables, invoicing, etc.) ■ To monitor Service Level agreement Compliance and supplier performance. ■ To monitor and timely communicate the requirements of contract close-out, extension or renewal to the manager. ■ To compile reports for the manager to be able to monitor compliance by company employees with established procedures. ■ In conjunction with Legal Services Team, will arbitrate claims or complaints occurring in performance of contracts. ■ Will serve as a liaison officer to ensure fulfilment of obligations by contractors. ■ Monitors and manages areas wherein the NHLS will receive a return on investment due to contractual obligations. ■ To develop the Performance Management Framework for the management of supplier performance in line with contractual obligations. ■ Reviews the work done to ensure compliance with contract specifications. Inspects and monitors contract areas to determine compliance with contract specifications.

Minimum requirements & key competency

■ 3 year degree / diploma in Supply Chain Management/Business Administration/Business Management/Logistics/Commerce (NQF Level 6) ■ Minimum 5 years' experience in Contract management within the procurement environment ■ Experience in the application of procurement policies and PFMA regulations ■ Minimum 2 years in Risk and Compliance within a public sector (Desirable) ■ Knowledge of Oracle (Desirable) ■ Knowledge of Treasury Regulations i.e PFMA, PPPFA and BBBEE ■ Knowledge of how to compile tenders and contracts ■ Computer literacy (MS Office) ■ Communication skills (verbal and written) ■ Interpersonal skills ■ Attention to detail ■ Problem solving skills ■ Managing staff / Supervisory skills (Desirable) ■ Ability to work under pressure ■ Maintaining confidentiality

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: DIAGNOSTIC MEDIA PRODUCTS
DISCIPLINE: DMP STORES
LOCATION: SANDRINGHAM
POSITION: BIOTECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: C1
REFERENCE NUMBER: CORPFIN1125/001-03 (43520-003-8004)

Key Job Responsibility

■ To prepare bacteriological media, stains and reagents according to the SOP ensure successful execution of production according to schedule ■ To calibrate and maintain laboratory equipment to ensure accurate and reliable results ■ To write and review standard operating procedures in order to ensure methods used are documented and kept up to date ■ To monitor temperatures of temperature dependant equipment to ensure operation within acceptable ranges ■ To enter information onto the database in order to manage and analyze data regularly ■ To validate test procedures in order to ensure accurate and reliable results ■ To train personnel to ensure skills development and competency ■ To ensure that results are reported on / released timeously / according to set turnaround times ■ To assist with general accreditation requirements in order to meet accreditation criteria and maintain ongoing accreditation ■ To monitor laboratory stock and writing requisitions to ensure availability of stock at all times ■ To adhere to safety procedures and perform all required QC procedures ■ To comply with policies and procedures of the NHLS as well as the Occupational Health and safety Act ■ To perform general duties as required in the laboratories ■ To keep up to date with relevant, current and emerging research, methods and technologies.

Minimum requirements & key competency

■ Diploma in Biotechnology (NQF Level 6) ■ Minimum one year experience in a testing or production laboratory ■ Experience in handling instrument, machines and equipment ■ Knowledge of quality management systems ■ Knowledge of laboratory processes and procedures ■ Knowledge of good laboratory principles (GLP) ■ Good Manufacturing Practice [GMP] ■ Computer literacy and attention to detail ■ Communication, analytical and interpersonal skills ■ Team orientated ■ Working under pressure ■ Working under minimum supervision ■ Technically orientated ■ Highly developed sense of integrity ■ Professional conduct and focus on quality. ■ Ability to work in a consultative manner within and across teams in a highly demanding & technical environment

Enquiries may be directed to Sinovuyo Nduna @ (011) 386 6187, or e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: FINANCE
DISCIPLINE: CREDITORS DEPARTMENT
LOCATION: SANDRINGHAM
POSITION: SUPERVISOR: ACCOUNTS PAYABLE (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPFIN0526/001- 06 (02909-001-9024)

Key Job Responsibility

■ To run and print monthly age analysis reports and perform Creditors reconciliations to identify and report problem payments in order to maintain the Creditors Trial balance ■ To review and release Creditors Holds on ERP and monitoring the Creditors Holds Report to ensure correct and timeous payment of accounts in accordance with NHLS procedures and policies ■ To review Creditors invoices to ensure that payments are made correctly and to prevent fruitless expenditure for the NHLS ■ To create new accounts (Suppliers and/or Banking details) on the system as required by the NHLS departments / laboratories in accordance with the National Treasury regulations ■ To liaise with clients (internal and external) in order to resolve escalated credit-related queries to maintain a positive image of the organisation ■ To plan, supervise and facilitate activities of staff to meet team and performance objectives to ensure optimal utilization of available resources ■ To supervise and monitor safe keeping and disposal of records in accordance with standard operating procedures ■ Once implemented fully, to ensure archiving of payment accounts according to NHLS, PFMA and other relevant requirements.

Minimum requirements & key competency

■ Grade 12 ■ 3 (three) year Diploma in Finance related qualifications (NQF level 6) ■ 5 (five) years in a Creditors Control experience ■ Creditors Control experience ■ Team leadership ■ Motivate Staff to maintain strategic targets as determined by the senior management (desirable) ■ Supervision of staff (desirable) ■ Interpersonal skills ■ Computer skills ■ Communication skills [verbal and written] ■ Attention to detail ■ Analytical skills ■ Time management ■ Ability to work with confidential information ■ Working in a pressurised environment ■ Numeric skills ■ Attention to detail, Deadline driven.

Enquiries may be directed to Sinovuyo Nduna @ (011) 386 6187, or e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: PROCUREMENT
LOCATION: EASTERN CAPE - PORT ELIZABETH
POSITION: CLERK REGISTRY (RE-ADVERTISEMENT)
(12 MONTHS FIXED TERM CONTRACT)
PAY GRADE: B2
REFERENCE NUMBER: CORFIN0626/001- 01 (03913-006-4005)

Key Job Responsibility

■ ■ To update register, control cards and follow up on files/ documents leaving the filing room to that files can be traced and returned in accordance with relevant SOP ■ To sort, and file documents as per SOP to ensure accurate filing and retrieval. ■ To keep register of all files/documents for specific reasons(terminations, trials etc) to ensure compliance with regulations. ■ To control access to filing room to ensure safeguarding and confidentiality of documents. ■ To liaise with metro file for retrieval of archived documents.

Minimum requirements & key competency

■ Grade 12 ■ Filing and mailroom experience ■ Knowledge of National Archive Act (Desirable) ■ Knowledge of filing systems (Desirable) ■ Computer Skills [MS Office] ■ Written and verbal communication skills ■ Attention to detail ■ Planning and organising skills ■ Time Management ■ Deadline driven ■ Ability to handle pressure ■ Ability to work with confidential information ■ Ability to cope with high volumes of work.

Enquiries may be directed to Naledi Malatjie @ (011) 555 0458, or e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT ORACLE
LOCATION: SANDRINGHAM
POSITION: ANALYST DEVELOPER (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: CORPIT0626/001/02 (07934-001-1301)

Key Job Responsibility

■ Participate in projects to understand new target systems processes and provisioning needs and implement solutions ■ Communicates all progress, roadblocks, issues to the team and management in a timely manner ■ Facilitate Joint Analysis and Design (JAD) Sessions, conduct business interviews and other information gathering techniques in order to determine business requirements ■ Design complex technical solutions in line with the Business requirements to ensure clarity and completeness of the solution ■ Develop and debug complex system components in line with technical specifications for quality implementation purpose throughout the full systems development life cycle ■ Determine and evaluate performance measures of the system to ensure optimal utilization ■ Scrub, manipulate and load data from other sources into the systems to ensure accuracy and correctness of information ■ Provides code review, testing, debugging, technical documentation, general testing instructions and lead/assist in go-live planning, go-live moves, and post-live support. Test across multiple browsers, platforms, and devices including smartphones and tablets ■ Troubleshoot and support issues identified ■ Ensure all change management and compliance procedures are being followed ■ Identify best practices in development (Strict governance enforced). ■ Oversee resources associated with the design, development, testing and implementation phases of projects to ensure quality deliverables and assist in their growth including training and mentoring of Junior developers ■ Provide training and documentation to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ Perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.

Minimum requirements & key competency

■ National Diploma in Information Technology (NQF Level 6) ■ Postgraduate degree in Computer Science or Information Technology (Desirable) ■ 6 (six) years' experience as a Software Developer ■ Knowledge of Microsoft Visual Studio, C ■ Knowledge of JavaScript and JQuery, HTML5 and CCS3 ■ Knowledge of Microsoft.Net technologies including: WCF, WPF, WF, LINQ and EF ■ Knowledge of web development technologies including ASP.NET, MVC3, JavaScript, AJAX and CSS ■ Knowledge of database development including relational database design, SQL and ORM technologies ■ Knowledge of user interface design and prototyping ■ Knowledge of source control management systems and continuous integration/deployment environments ■ Knowledge of leading and managing the delivery of system/software development projects in a structured environment ■ Knowledge of in the usage of UML ■ Knowledge of configuring and developing customizations for Microsoft SharePoint ■ Knowledge of SDLC ■ Knowledge of Automated Testing ■ Software development approaches and methodologies including agile and waterfall ■ Multi-threading and concurrency ■ Debugging, performance profiling and optimization ■ Comprehensive understanding of object –oriented and service-oriented application development techniques and theories.

Enquiries may be directed to Sesethu Bhabha @ (011) 555 0309, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT ORACLE
LOCATION: CORPORATE
POSITION: FUNCTIONAL ANALYST (PAYROLL & HR) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPIT0626/001/02 (07924-002-1233)

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed to Sesethu Bhabha @ (011) 555 0309, or e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT OPERATIONS
LOCATION: SANDRINGHAM
POSITION: HEAD: IT INFRASTRUCTURE AND OPERATIONS
PAY GRADE: D5
REFERENCE NUMBER: CORPIT0626/001-01 (07990-001-1726)

Key Job Responsibility

■ To develop applicable strategies, policies, practices, procedures and to manage the division and resources ■ Coordinate ICT initiatives in the regions ■ Develop and manage strategy for ICT Client services, including management and back office support ■ Manage projects scope, goals and deliverables that support business goals in collaboration with all stakeholders ■ Develop and manage strategy for systems and network ,maintenance ■ Develop and implement strategy for services and performance management ■ Oversee information security ■ Effective customer and other stakeholder service management ■ Create, implement, and test IT process in the areas of service management network and infrastructure services in line with guidelines provided by the CIO and IT best practices ■ Plan and manage NHLS-specific service management infrastructure services and information security project ■ Define and implement an effective on-going support model for NHLS-specific solutions ■ Plan and manage other infrastructure services projects, per the IT,s plans and priorities. ■ Define, implement, and publish a key performance metrics for ICT Operations implement process and policy improvements based on up-to-date technologies information and research

Minimum requirements & key competency

■ Honours degree or Related in Information Technology or Related (NQF Level 8) ■ ITIL, Cobit qualification ■ PM Certification(desirable) ■ Post Graduate Management qualification(desirable) ■ Twelve (12) years experience as a generalist in ICT Operations,infrastructure and network servers ■ Five(5) years middle management level experience in IT environment ■ Five (5) years experience-OLracle Technology and Databases,and related development support/methodologies ■ Eight (8) years' experience-designing and implementing mission critical systems and applications in an enterprise environment ■ In -depth knowledge, principles and technology systems and concepts ■ Information Management models tools and process ■ Planning and Organising skills ■ Research skills ■ Budgeting skills ■ Interpersonal skills ■ Strong Communication skills ■ Time Management skills ■ Managerial skills ■ Analytical and problem solving skills ■ Staff management skills.

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

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: PROJECT MANAGEMENT OFFICE
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPIT1024/001-03 (07935-002-1406)

Key Job Responsibility

■ Manage and prioritise medium to complex project delivery and governance from beginning to end in accordance with NHLS business strategic objectives and Project Management Methodologies ■ Assist in the definition of the scope and objectives involving all relevant stakeholders and ensuring technical feasibility ■ Develop comprehensive projects plan and track project progress in line with the projects timelines ■ Manage projects scope, goals and deliverables that support business goals in collaboration with all stakeholders ■ Develop full-scale project documentation which addresses all knowledge areas in accordance with the Project Management Methodology ■ Develop, manage and execute communication, human resources, change management, procurement and quality management strategies to achieve project delivery within triple constraints which are scope, timeline and budget ■ Meet budgetary objectives and make adjustments to project constraints based on financial analysis ■ Manage project governance to drive projects delivery ■ Develop a project evaluation framework to assess the strengths of the project and identify areas of improvement ■ Plan, assign and manage project human resources internally and externally ■ Delegate tasks and responsibilities to appropriate personnel ■ Develop and manage multi-project risks, issues, dependencies and mitigation strategies.

Minimum requirements & key competency

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

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

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: HUMAN RESOURCES
DISCIPLINE: ORGANISATIONAL DEVELOPMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER: ORGANISATIONAL DEVELOPMENT
PAY GRADE: D3
REFERENCE NUMBER: CORPHR0626/001-02 (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 centre in order to inform Human Capital decisions.

Minimum requirements & key competency

■ Honours Degree in Industrial Psychology / Organisational Development/ Human Resources/Psychology (NQF Level 8) ■ Masters Degree in Industrial Psychology/ Human Resources (desirable) ■ 8 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

Enquiries may be directed to Nompilo Phungula @ (011) 386 6150, or e-mail application to corporate1@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BUTTERWORTH LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-BCA0526-001-01 (25800.002.7014)

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** 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 Lindokuhle Mbele @ (043) 7622461, e-mail application to lindokuhle.mbele@nhls.ac.za

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

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (043) 7622461, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARA BAARTMAN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: PE MAIN BRANCH –HISTOLOGY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-NMB&SB0123/001-02 (21002-001-1414)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: PROCUREMENT
LOCATION: PE PROVINCIAL LABORATORY
POSITION: PROCUREMENT OFFICER (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-NMB&SB0426/001-09 (22091-001-8018) (22091-004-8018)

Key Job Responsibility

■ Source and evaluate quotations, equipment and suppliers to meet the end-users needs within NHLS nationally that comply with the relevant acts, regulations, policies, procedures and end users' requirements and to draft a summary quotation and any other further request for quotes so it complies with price and BBBEE scoring. ■ Assist in the RFQ process for R1 to R500k quotations by ensuring correctness of RFQs published, following process for RFQs submitted, completing technical evaluation to ensure that quotes comply with user requirements and negotiate for better prices on RFQs where needed as well as dealing with the deviation in tender/purchasing process in terms of par 9 of the NHLS procurement policy when required, e.g. Ebola outbreak, track care, malaria, etc. ■ Research additional / alternative suppliers on the internet, alternative goods from current suppliers / internet and alternative suppliers to replace absolute products in order to meet the end-users needs within NHLS. ■ Keep abreast of black-listed companies, ensuring that the NHLS doesn't use them and in the process stand the chance to lose money or to transgress the list as published by National Treasury. ■ Attend consultant presentations and ensure that all NHLS requirements are covered by asking relevant questions if needed. ■ Execute the purchasing function [including expediting back orders and report on the outline] according to policy and procedure to ensure deliveries are expedited timeously. ■ Facilitate the site meetings for sites in need of maintenance and/or renovations. ■ Run monthly reports as required to be used as management information. ■ Practice good corporate governance by complying with the relevant acts, regulations, policies and procedures to ensure compliance of auditing prescripts by ensuring that orders are printed and filed for record and auditing purposes. ■ Support regional buyers by conducting informal coaching sessions to get them upskilled to the required level.

Minimum requirements & key competency

■ Grade 12 ■ Purchasing and Supply Management Certificate or related (NQF Level 5) ■ 3 years in purchasing / buying / tenders / 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.

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

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: MICROBIOLOGY
LOCATION: PE MICROBIOLOGY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMB&SB0426/001-01 (21006-006-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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 Funda Nobaty @ 041 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LIVINGSTONE LABORATORY
POSITION: CLEANER: HOUSEKEEPING/MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: EC-NMB&SB0626/001-02 (24022-002-2113)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: JOE MOROLONG LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: FSNW0526/001-02 (539000-005-7009)

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

GAUTENG REGION

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: CHEMISTRY DEPARTMENT
LOCATION: DR GEORGE MUKHARI
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUDGM0626/001-01 (46001-001-1133)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year relevant Diploma or degree in in Medical Technology.
- **Initial Registration with the HPCSA in the Clinical / Chemical Pathology as Medical Technologist / Medical Laboratory Scientist**
- **Current proof of HPCSA registration**
- Minimum of 4 years' experience as Medical Technologist in a diagnostic laboratory
- Knowledge of laboratory instruments.
- Interpret numerical laboratory results
- Quality assurance
- **In-depth knowledge of Chemistry principles and standard procedures**
- Communication skills
- Customer care
- Interpersonal skills.
- Coaching
- Analytical skills
- Problem solving skills.
- Attention to detail
- Supervisory skills
- Computer Literacy skills.

Preference will be given to EE candidates. Candidates who previously applied need to re-apply.

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

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: JUBILEE LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EKTS0126/001-05 (53200-006-7015)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12/NQF level 4 ■ Certificate in Nursing (3 years)/ SMLTSA Certificate ■ 0 Years of experience ■ Counselling and Good Clinical Practice (GCP) courses ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician ■ Knowledge of HIV and TB management, ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialised testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-, Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests, ■ Knowledge of various test regimes, ■ Knowledge of specimen safety precautions ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■ Computer literate ■ Project management skills ■ Data capturing and analysis skills, ■ Interpersonal and Counselling skills, ■ Written and verbal communication skills ■ Time management and initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed to Vivian Sithoga (011) 489 9076 / 9065, e-mail application to gaucov3.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNIALCHHEAM0326/001-07 (81108-017-8014)

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 / Haematology**
- 0-3 years’ experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: VICTORIA MXENGE
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: KZNVMLSSU0426/001-08 (81322-001-1232)

Main Purpose of the Job

To supervise a section or unit of the laboratory support service to ensure achievement of an efficient and high quality service in line with customer and business needs

Key Job Responsibility

■ Supervises the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required. ■ Assists manager with review and change to standard operating procedures in order to ensure the laboratory support service is constantly able to provide a high quality, cost effective and safe service. ■ Supervise and monitor laboratory support processes and maintain the laboratory support service to ensure accurate registering / pre-analytical processing of specimens and recording reliable results. ■ Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure the most availability of required stock at all times. ■ Assist with the generation of management reports as required monitoring work and performance status of the laboratory support service and taking corrective action when required. ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the service of the NHLS. ■ Aids the maintenance of the quality system that governs the laboratory support service and components of the department to ensure compliance with principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements ■ Assists with the monitoring of expenses against budget in order to control costs and maximize the profitability of the section ■ Correctly applies all NHLS policies and procedures to ensure compliance ■ Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Participate in the delivery of training of staff within the department to ensure that they have skills required by the organization and are able to achieve their performance objectives. ■ Assists with provision of safe working conditions and procedures in order to ensure a safe working environment and compliance.

Minimum requirements & key competency

■ 3 (three) year relevant Medical Technology Diploma or Degree ■ Registration with the HPCSA in the relevant discipline ■ Minimum of 7 (Seven) years' experience in a diagnostic laboratory or support services environment is essential ■ Minimum of 2 years Supervisory experience ■ Knowledge of laboratory processes Team leadership ■ Assertiveness ■ Communication skills ■ Team Detail ■ Interpersonal skills. ■ Computer Skills ■ Coaching. ■ Problem solving skills. ■ Attention to detail. ■ Supervisory skills. ■ Computer Literacy skills. ■ Analytical Skills.

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: MICROBIOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNIALCHMICRO 0326/001-08 (81105-026-8014)

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 Microbiology / Clinical Pathology**
- 0-3 years’ experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills

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

BUSINESS UNIT: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHRIST THE KING LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: KZNCTK0526/001-12 (85200-001-1113)

Main Purpose of the Job

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

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory. ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements ■ in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of Medical Technologist as required as per operational needs..

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in **Clinical Pathology** ■ Five (5) years post qualification and experience in a diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and process ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management and computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, Organising and Process Management ■ Analytical skills.

Enquiries may be directed to Calvin Naidoo @ (031) 327 6700, e-mail application to calvin.naidoo@nhls.ac.za

BUSINESS UNIT: HARRY GWALA - UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KOKSTAD LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZLNKOK0426/001-02 (85000-003-7009)

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

Minimum requirements & key competency

- Grade 12
- 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 to Mlungisi Mokoena @ (031) 327 6700, e-mail application to Mlungisi.Mokoena@NHLS.AC.ZA

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNPMMH 0326/001-013 (81440-020-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- 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**
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills.

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNPMMH 0326/001-014 (81440-006-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DR. PIXLEY KA ISAKA SEME
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNDRP0126/001-12 (87820-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI LABORATORY
POSITION: CLERK STORES (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: KZNPMMH0126/001-05 (81440-002-6009)

Main Purpose of the Job

To oversee the stores function to ensure continued availability and supply of goods to the NHLS laboratories and departments.

Key Job Responsibility

■ To check internal stores order information from the procurement system to ensure processing of orders and to determine items requiring placement on back orders ■ To receive and verify goods received from suppliers to ensure accuracy of delivery ■ To capture all goods and services received on the procurement system in order to allow payment ■ To ensure the delivery or despatch of goods to different departments to ensure accurate and timeous delivery ■ To monitor stock levels and initiate re-ordering as required to ensure continuity of supply ■ To conduct stock taking accordingly in compliance with the inventory policy ■ To handle all internal and external queries related to stock to ensure resolution ■ To ensure that stock rotation is done to prevent expiry of goods ■ To adjust monthly order quantity according to usage to ensure continuity of supply ■ To do analysis for increased demand in order to procure required stock levels during peak / low times ■ To print picking slips and assign for packing to ensure continuity of supply ■ To ensure compliance with health and safety regulations for the working environment ■ To assist with picking and other activities as required.

Minimum requirements & key competency

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent (Diploma / Certificate in Procurement is desirable) ■ 1 (one) year plus experience in stores environment ■ Basic Computer skills (Online procurement system, PFMA, PPPFA, BBBEE is desirable) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Communication skills ■ Attention to detail ■ Time Management ■ Ability to work independently and collaboratively ■ Communication skills (Verbal, written & presentation).

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

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EDENDALE HOSPITAL
POSITION: ASSISTANT LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: KZNEDEN0426/001-06 (86001-003-5003)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 / Matric / NQF level 4 /N2 ■ HPSCA registration as a Laboratory Assistant in **Clinical Pathology** ■ 1 (one) year experience in a laboratory environment (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer literate ■ Technically orientated ■ Attention to detail ■ Team orientated ■ Communication skills

Enquiries may be directed to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESTCOURT LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEST0526/001-01 (87100-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LADYSMITH LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNLAD0426/001-05 (87000-008-7009)

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

Minimum requirements & key competency

- Grade 12
- 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 to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNMAD0526/001-02 (87300-001-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Grade 12
- 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 to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

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

Main Purpose of the Job

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

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory. ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements ■ in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of Medical Technologist as required as per operational needs..

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in Clinical Pathology ■ Five (5) years post qualification and experience in a diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and process ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management and computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, Organising and Process Management ■ Analytical skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HLABISA LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: KZNHLA0126/001-07 (87820-002-1209)

Main Purpose of the Job

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

Key Job Responsibility

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory. ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements ■ in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of Medical Technologist as required as per operational needs..

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in **Clinical Pathology** ■ Six (6) years post qualification and experience in a diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and process ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management and computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, Organising and Process Management ■ Analytical skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MANGUZI LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNMN0526/001-05 (87820-012-7014)

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

Minimum requirements & key competency

- Grade 12
- 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 to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MOSVOLD LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNMOS0526/001-06 (87820-013-7014)

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

Minimum requirements & key competency

- Grade 12
- 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 to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: VRYHEID LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNVRY0526/001-04 (87300-001-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Grade 12
- 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 to Shaun Govender @ (031) 327 6700, e-mail application to shaun.govender@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CYTOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-CAP0725-001-01 (61002-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in **Cytology**
- 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.
- equipments. programmes that ensure data accuracy
- Accuracy and organizational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP04-CAP0126/001-22 (61002-007-1133)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

Minimum requirements & key competency

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

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 4647 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HELDERBERG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0326/001-01(15700-005-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- 0-3 years’ experience as a Medical Technologist
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

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

BUSINESS UNIT: GREEN POINT AND WEST COST
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: GPC HISTOLOGY LABORATORY
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: WCNC0626/001-01 (14200-002-1414)

Key Job Responsibility

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

Minimum requirements & key competency

FCPath or MMED qualification in 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 to Asamkele Gonose (021) 417 9314, e-mail application to RecruitmentGPC@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HUMAN GENETICS LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL SCIENTIST (SERVICE) (RE-ADVERTISEMENT)
PAY GRADE: MSI
REFERENCE NUMBER: WCNC0426/001-02 (12088-002-1319)

Main Purpose of the Job

To provide corporate finance and administration support services to a branch organisation / region

Key Job Responsibility

■ Managing public health laboratory services, research and development projects, alone and in collaboration. ■ Training and co-supervision of staff, intern scientists, biotechnologists, technologists and students including involvement in the development and delivery of training programs and /or other tools. ■ Conducting tests and/or procedures independently, interprets and authorizes results. ■ Conduct genomic testing, using state-of-the-art methods including next generation sequencing. ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff. ■ Carrying out maintenance and administration according to internal and external requirements. ■ Participating in quality management. ■ Maintaining accurate, up to date, accessible and retrievable logs. ■ Solving technical problems independently (e.g. controls not working); reporting persistent problems. ■ Perform equipment maintenance. ■ Performing root cause analysis. ■ Interpreting results of internal quality assessment tests. ■ Ensuring compliance with SOP's and nonconformance raised. ■ Verifying results/techniques of others in addition to processing own work. ■ Actively participating in maintaining SANAS accreditation. ■ Developing and validating new diagnostic methodology or significant modifications to existing scientific applications/procedures.

Minimum requirements & key competency

■ ■ MSc or equivalent in Medical Science in the relevant discipline ■ PHD is advantageous ■ HPCSA registration as a Medical Scientist in the relevant discipline ■ Minimum of 3 years' relevant experience at a scientist level. ■ Author of at least 2 research articles in peer-reviewed scientific journals ■ Lecturing experience. ■ Supervised undergraduate and postgraduate students – BSc Hons, MMed, MSc. ■ Experience in obtaining research funding and ethics approval. ■ Development and validation of new tests. ■ Dilutional microbiology experience & 17025 training is advantageous ■ Producing standard and complex reports ■ Familiar with modern molecular techniques, incl NGS. ■ Co-managing project finances. ■ Competency evaluations. ■ Presentation skills.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0226/001-01 (12022-018-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0526/001-01 (11002-012-8014)

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/ NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in the **Histology discipline**
- 0-3 year's experience
- 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 organizational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer literacy
- Time management and evaluation skills.

Enquiries may be directed to Zinhle Buthelezi @ 021 938 4169, e-mail application to RecruitmentTYG@nhls.ac.za