



MARCH 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: 02 APRIL 2026

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: TOXICOLOGY
LOCATION: FCL CAPE TOWN
POSITION: FORENSIC ANALYST
(3 YEARS FIXED TERM CONTRACT) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLCPT1125/001-05 (92004-01)

Main Purpose of the Job

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

Key Job Responsibility

■ Analyse samples:

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

Work according to Quality Control Procedures:

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

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

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

Follow Good Laboratory Practice (GLP) – security:

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

Perform Case Related Administrative related duties:

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

Minimum requirements & key competency

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

Enquiries may be directed to Lebo Mogokotleng and Retang Lekala @ (011) 386 6590, e-mail application to fclapplications@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: TOXICOLOGY SECTION
LOCATION: FCL - JOHANNESBURG
POSITION: FORENSIC ANALYST (X2 POSTS)
(3 YEARS FIXED TERM CONTRACT) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLJHBT1125/001-06 (92004-001)

Main Purpose of the Job

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

Key Job Responsibility

Analyse samples:

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

Work according to Quality Control Procedures:

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

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

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

Follow Good Laboratory Practice (GLP) – security:

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

Perform Case Related Administrative related duties:

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

Minimum requirements & key competency

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

Enquiries may be directed to Lebo Mogokotleng and Retang Lekala @ (011) 386 6590, e-mail application to fclapplications@nhls.ac.za

EASTERN CAPE REGION

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 @ (0635785744), e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE DISTRICT
DISCIPLINE: LABORATORY SUPPORT
LOCATION: MADWALENI LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-BCA1125/001-01 (25180-002-7009)

Main Purpose of the Job

Responsible for 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

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

Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (0635785744), e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: LABORATORY SUPPORT
LOCATION: SS GIDA LABORATORY
POSITION: HOUSEKEEPING: CLEANER / MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: EC-BCA1125/001-01 (24640-001-2113)

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

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

Minimum requirements & key competency

■ Grade 10 ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management Interpersonal skills in dealing with clients.

Enquiries may be directed Lindokuhle Mbele @ (0635785744), 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&SB 0123/001-02 (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 & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PORT ALFRED LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMB&SB0126-001-10 (24250-002-7014)

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 sildes for specialized testing
- Daily documents data in own area of work

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- 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 Funda Nobatyi @ (041) 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HUMANSDORP LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMB&SB0126-001-11 (24350-003-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- 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 Funda Nobatyi @ (041) 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GRAAF-REINET LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMB&SB0126-001-10 (24400-001-7014)

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 sildes for specialized testing
- Daily documents data in own area of work

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- 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 Funda Nobatyi @ (041) 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PE SUPPORT LABORATORY
POSITION: PHLEBOTOMY OFFICER (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-NMB&SB1125/001-01 (21022-013-8022) & (21022-002-8022)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA AND SARAH BAARTMAN
DISCIPLINE: HISTOLOGY
LOCATION: PE HISTOLOGY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMSB-0123/002-01 (21002-006-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate
- SMLTSA Certificate
- Registered with HPCSA in **Histopathology** 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 Funda Nobatyi @ (041) 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: TB/MICROBIOLOGY
LOCATION: NELSON MANDELA ACADEMIC LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL0126/001-02(23014-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in respective discipline
- 0-3 years’ 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 organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: BUSINESS MANAGER (AMENDMENT)
PAY GRADE: D5
REFERENCE NUMBER: EC-NMAL0524/001-05 (23090-001-1405)

Main Purpose of the Job

Provide operational management of the Business Unit/Academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research Diagnosis and treatment therapies.

Key Job Responsibility

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology or other relevant degree in Health Sciences
- HPCSA registration as a Medical Technologist/Laboratory Medical Scientist
- Current proof of HPCSA registration
- Business management related qualifications(Desirable)
- 8 years relevant laboratory experience
- 5 years management experience
- Knowledge of OHSA
- Knowledge of general accounting and finance practices
- Knowledge of laboratory information and ERP systems
- Knowledge of company and products produced
- Knowledge of NHLS finance and budget processes and procedures
- Specialist pathology knowledge
- Planning and organising skills
- Analytical skills
- Financial and general management
- Computer skills
- Leadership and management skills
- Negotiation and conflict resolution skills
- Interpersonal skills
- Effective communication skills
- Presentation skills
- Chairing meetings

Enquiries may be directed Siyanda Sigwinta @ (082) 940 4769, e-mail application to Siyanda.Sigwinta@nhls.ac.za

APPLICANTS APPLIED ON THE PREVIOUS BULLETIN NEED NOT TO RE-APPLY

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: QUEENSTOWN HOSPITAL
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: EC-ORT&CH0126/001-02 (24600-002-1209)

Main Purpose of the Job

Provide operational management of the Business Unit/Academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research Diagnosis and treatment therapies.

Key Job Responsibility

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

Minimum requirements & key competency

■ National Diploma: Biomedical Technology or other relevant degree in Health Sciences ■ HPCSA registration as a Medical Technologist/Laboratory Medical Scientist ■ Current proof of HPCSA registration ■ Business management related qualifications(Desirable) ■ 8 years relevant laboratory experience ■ 5 years management experience ■ Knowledge of OHS Act ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Specialist pathology knowledge ■ Planning and organising skills ■ Analytical skills ■ Financial and general management ■ Computer skills ■ Leadership and management skills ■ Negotiation and conflict resolution skills ■ Interpersonal skills ■ Effective communication skills ■ Presentation skills ■ Chairing meetings

Enquiries may be directed Siyanda Sigwinta @ (082) 940 4769, e-mail application to Siyanda.Sigwinta@nhls.ac.za

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS
DISCIPLINE: ANATOMICAL PATHOLOGY (HISTOLOGY)
LOCATION: ANATOMICAL PATHOLOGY (HISTOLOGY)
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0126/001-01 (31002-013-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- A National Diploma in Medical Technology or Biomedical Technology or Bachelor in Health Science NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in Anatomical Pathology (Histology)
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills
- Willing to work unsociable hours, weekends, public holidays and call outs.

Enquiries may be directed to Nomusa Sithole @ 066 376 6372, e-mail application to FSNW.recruitment1@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: CLERK LABORATORY (X4 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUTAD0725/001-03 (45022.003/004/023/031.7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Grade 12 / NQF Level 4 essential
- Secretarial Certificate (Desirable)
- 1 – 2 years' experience
- 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 Nomti Ralarala @ (011) 489 9074, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: CHRIS HANI BARAGWANATH ACADEMIC HOSPITAL
DISCIPLINE: ANATOMICAL PATHOLOGY LABORATORY
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCHB0126/001-04 (42002-011-7014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: HAEMATOLOGY (SOMATIC CELL GENETICS)
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0126/001-02 (43004-032-8014)

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

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9036, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY LABORATORY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0126/001-001 (43002-012-8014)

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

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9036, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI_TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: KALAFONG LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUEKTS1024/001-08 (64150-002-8022)

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

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: BRAAMFONTEIN
DISCIPLINE: HUMAN RESOURCES
LOCATION: BRAAMFONTEIN
POSITION: ADMINISTRATOR: HUMAN RESOURCE (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUBRAAM0326/001-04 (06900-005-9009)

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

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

Minimum requirements & key competency

■ Minimum of a Grade 12 certificate (NQF Level 4) ■ Certificate in Human Resources (NQF Level 5) ■ Industrial Relations (Desirable). ■ 2 years HR administration experience ■ Proven knowledge and experience of Industrial Relations and Labour legislated matters ■ knowledge and experience of HR systems (Desirables) ■ Knowledge of relevant Labour Legislation ■ Knowledge and application of Employment Equity ■ Knowledge of Performance Management Systems. I Recruitment and/or other Oracle related systems ■ Knowledge and experience with Payroll procedures (Desirable) ■ Computer Literacy Skills ■ Communication skills- (Written, Verbal & Presentation) ■ Strong Administration skills ■ Time management skills and the ability to meet deadlines, plan and organize ■ Ability to work independently and within a team ■ Ability to be flexible and adaptable and take own initiative ■ Strong attention to detail ■ Ability to resolve conflict through effective resolution ■ Valid Driver's license

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9036, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: CHRIS HANI BARAGWANATH
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BHEKI MLANGENI HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUCHB0326/002-13 (42028-008-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

- Reviewing the work of others and amending results where necessary

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7
- Registration with the HPCSA in the **Clinical Pathology** as Medical Technologist / Medical Laboratory Scientist
- Extensive experience in Virology
- Current proof of HPCSA registration.
- 4 years' experience post qualification within an appropriate Laboratory setting
- Perform sampling for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and 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 and presentation)
- Computer Literacy
- Time management and evaluations.

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: SEBOKENG HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUJSW0725/001-01 (44860-004-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Grade 12 / NQF Level 4
- Secretarial Certificate (Desirable)
- 1 - 2 years' experience
- Knowledge of Laboratory Information System (Essential)
- 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 Skhumbuzo Mncwabe @ (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EKHOMBE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEKH0126/001-02 (87820-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NORTHDALE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNOR0126/001-05 (86200-011-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

- Attend actively CPD activities
- 1x CPD presentation per annum in the 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 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: R. K. KHAN
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNRKK1125/001-03 (81401-009-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 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: R. K. KHAN LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNRKK0126/001-15 (81401-018-014)

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

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: LIMPOPO MPUMALANGA REGIONAL OFFICE
LOCATION: REGIONAL OFFICE- PRETORIA LYNWOOD
POSITION: FINANCIAL CONTROLLER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP10-LMP0525/001-18 (60901-001-1109)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 year Diploma in Finance related studies (NQF level 6) (Essential)
- Minimum 4 years' experience in a financial environment (Essential)
- Intimate knowledge of Financial Systems (Essential)
- Knowledge of Oracle System (Essential)
- Knowledge of Treasury Regulations (Essential)
- Knowledge of Public Finance Management Act
- Advanced Computer Skills
- Interpersonal skills
- Communication Skills
- Analytical Skills
- Numerical Skills
- Investigation Skills
- Team Work.

Enquiries may be directed to Jeaneth Masibigiri @ (015) 296 4647 / Elmon Hlengane @ (015) 296 3781 / Marcia Nxumalo @ 087 260 6871, e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CYTOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP04-0126-001-01 (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 **Clinical Pathology**
- 0-3 years’ experience including internship
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organizational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills

Enquiries may be directed to Jeaneth Masibigiri @ (015) 296 4647 / Elmon Hlengane @ (015) 296 3781 / Marcia Nxumalo @ 087 260 6871, e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: RED CROSS CHILDREN'S HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC1125/001-01 (13002.003.7014)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0126/001-01 (12022-007-7015)

Key Job Responsibility

■ Takes patient samples at various locations as required using safe and correct procedures. ■ Ensuring that patients are comfortable and feel safe before and during procedures. ■ Keeps records of specimens collected and ensures that all patient details and clinical information is accurately recorded. ■ Provides general nursing services as required e.g. emergency first aid, assisting with immunization and the administration of glucose tolerance tests. ■ Checks stock levels of all collection materials and orders additional stock to ensure the availability of the required materials. ■ Implement sound house-keeping procedures to ensure a safe working environment in accordance with legislation and safety protocols.

Minimum requirements & key competency

■ Registration as a Medical Technician with Phlebotomy / Phlebotomy Technician with the HPSCA or Registered Nurse with the SANC
■ Sound knowledge of all required phlebotomy and related nursing procedures ■ Time management ■ Interpersonal skills ■ Keep abreast with a wide variety of tests, pre-requisites and appropriate consumables. ■ Plan work carefully and work under pressure. ■ Work independently without supervision ■ Willing to work unsociable hours, weekends, public holidays and call outs.

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

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: VIROLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0126/001-01 (11008-010-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- 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 **Virology**
- 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 Zinhle Buthelezi (021) 938 4169, e-mail application to zinhle.buthelezi@nhls.ac.za

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: TUBERCULOSIS LABORATORY
LOCATION: GREEN POINT COMPLEX
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: MT2
REFERENCE NUMBER: WCNC1025/001-01 (14014-0003-8014)

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 / BSc in Biomedical Technology (NQF 6 / 7)
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 4-6 years’ experience post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Willing to work unsociable hours, weekends, public holidays and call outs.
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

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