



MAY 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: 29 MAY 2026

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: FCL CAPE TOWN
POSITION: FORENSIC LABORATORY ASSISTANT (X2 POSTS)
(3 YEARS FIXED TERM CONTRACT) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: FCLCPT0426/001-04 (92004-006-1537)

Key Job Responsibility

Sample collection and storage in toxicology, blood alcohol and food

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

Analyze samples:

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

Render Administrative services in the section

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

Adherence to laboratory health and safety policies

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

Minimum requirements & key competency

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

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

CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: GENERAL SERVICES
LOCATION: SANDRINGHAM
POSITION: MANAGER: FACILITIES
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0526/001- 01 (04915-001-1332)

Key Job Responsibility

- To manage the infrastructure and facilities of the Sandringham campus, i.e security, cleaning and gardening and the NHLS Laboratories and offices nationally, to protect the value of investment in infrastructure/facilities and maintain a conducive work environment.
- To provide construction project management nationally in order to deliver an effective finished product to the business.
- Maintaining and repairing buildings and equipment including but not limited to communications facilities, conference facilities, accommodation facilities for students and guests, workshop facilities etc.
- Planning for and overseeing major renovations and new construction, which includes the preparation of the tender specifications and bid process.
- Adhering to and improving health and safety standards, and
- Develop and maintain various Standard Operating Procedures (SOPs) as per the needs of the organisation within facilities.
- Project management of the new installation of laboratories, ensuring highest building standards in line with Occupational Health and Accreditation requirements.
- Ensuring that the lighting, heating, air conditioning and ventilation systems are operating properly to provide good working and/or living conditions for occupants.
- Manage major and minor building projects including management of budgets so that projects are delivered within budget and provide management with early warning of any potential budget overruns so that risk can be managed and mitigated.
- Provide effective business support for the organisation.
- Ensure all building compliance requirements are met and are up to date.
- Management of the NHLS vehicle fleet; all staff moves and relocations as well as the management and provision of student's accommodation.

Minimum requirements & key competency

- 3 year Diploma/Degree in Engineering, Property Management, Construction Science or Architecture (NQF Level 6) (NQF level 6)
- Certificate in Project Management (Desirable)
- A valid Driver's licence
- Min of 8 years facilities management experience; inclusive of 2 years' experience related to infrastructure and 5 years supervisory/management role
- Experience in Procurement processes and finance
- Recent proven experience in managing a facilities team preferably in a large service organisation
- Knowledge of building industry (plans, estimates, costing, materials etc.)
- Knowledge of OHSA and relevant legislation
- Knowledge of equipment, machinery (generators, UPS, workshop machinery)
- Knowledge of automated office equipment (desirable)
- Knowledge of cleaning, security and gardening (types, methods, products)
- Knowledge of budget management and compilation
- Computer literate (Microsoft package)
- Interpersonal skills
- Technical engineering skills
- Negotiating skills
- Problem solving skills
- Planning, organising and time management skills
- Analytical skills
- Work independently and collaboratively
- Communication skills (Verbal, written and presentation)
- Business skills to deal with budgets, forecasts and real estate management.

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

BUSINESS UNIT: EASTERN CAPE
DISCIPLINE: HUMAN RESOURCES
LOCATION: EASTERN CAPE – EAST LONDON REGIONAL OFFICE
POSITION: REGIONAL MANAGER: HUMAN RESOURCES
PAY GRADE: D2
REFERENCE NUMBER: ECREG0526/001-01 (06906-001-1420)

Key Job Responsibility

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

Minimum requirements & key competency

■ Human Resources Degree / 3 year National Diploma (NQF level 6) ■ Honours in Human Resources (NQF level 8) (desirable) ■ 7 Years Generalist Human Resource Experience (Recruitment, HR legislation, Governance and HR systems administration etc) ■ 5 (Five) years Supervisory/ Management experience ■ 5 Years Proven track record of Industrial Relations (desirable) ■ Knowledge and application of Performance Management Systems ■ Knowledge of HR Legislation & Governance ■ Knowledge of HR Information Systems (e.g. Oracle) ■ Management skills ■ Interpersonal skills ■ Communication skills - (Written, Verbal & Presentation) ■ Analytical skills ■ Conceptual skills ■ Attention to detail ■ Valid driver's license

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

BUSINESS UNIT: CORPORATE
DISCIPLINE: EMPLOYEE RELATIONS
LOCATION: EASTERN CAPE AND WESTERN CAPE
POSITION: PRACTITIONER- EMPLOYEE RELATIONS (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPHR0526/001-02

Key Job Responsibility

■ Coordinate, assist and implement all national ER activities to ensure overall support of the company HR strategy and ER specific needs and requirements. ■ Advise all levels of the NHLS management, staff and trade union representatives on the application of the NHLS IR policies, procedures and legislation. ■ Ensure correct and consistent implementation of all NHLS IR policies, processes and system, ensuring compliance with Labour Legislation and that all non-compliance is reported and addressed within the required time frames. ■ Investigation of alleged acts of misconduct, analyse and assess all complaints presented to ascertain if there are concrete facts to warrant corrective measures to be considered. ■ Coordinate, advise and attend to all queries from Regional HR Managers regarding disciplinary hearings to ensure the correct application of disciplinary and grievance hearing procedures are adhered to in line with policies and standard operating procedures. ■ Represent the company in all dispute resolution forums i.e. internal hearings, CCMA, briefing of lawyers and appearing as company key witnesses in the Labour Court. ■ Ensure that all company IR policies and Standard Operating Procedures are made available to all relevant structures within the organization. ■ Identify IR training needs and source relevant training providers in line with policies and procedures. ■ Training, guiding and mentoring of IR Officers. ■ Generate and submit monthly, quarterly and annual IR reports to management. ■ Ensure that all IR documents are filed and stored in a safe and secure area to maintain confidentiality and for record keeping purposes.

Minimum requirements & key competency

■ National Diploma in Human Resources Management/ Labour Law/ Labour Relations (NQF Level 6) ■ Degree in Labour Law/Human Resources Management/ Postgraduate Diploma in Labour Law/ Labour Relations (Desirable) ■ Valid Driver's License ■ 5 years' experience in an Employee Relations/ HR Generalist role (with demonstrated ER experience) ■ Knowledge of organizational policies and procedures ■ Knowledge of relevant labour legislation ■ Bargaining trends in the public sector ■ Knowledge of CCMA Process and Procedures ■ Computer Literacy ■ Interpersonal skills ■ Administration skills ■ Analytical skills ■ Attention to detail ■ Presentation skills ■ Investigation skills ■ Research skill

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

BUSINESS UNIT: SOUTH AFRICAN VACCINE PRODUCERS
DISCIPLINE: PRODUCTION
LOCATION: SANDRINGHAM
POSITION: PRODUCTION MANAGER: PHARMACIST (RE-ADVERTISEMENT)
(SIX MONTHS FIXED -TERM CONTRACT)
PAY GRADE: D1
REFERENCE NUMBER: CORPSAVP1125/001/01 (99000-001-1520)

Key Job Responsibility

■ To manage operations within the production department to ensure maximum output of anti-venom products cost effectively and in accordance with Medical Control Council and SA pharmaceutical requirements ■ To implement QA processes and SOPs in compliance with Good Manufacturing Practice (GMP) to ensure the production of safe, efficacious and quality products ■ To oversee and monitor equipment calibration and maintenance to ensure avoidance of downtime ■ To manage assets (including Capex0 and the procurement of consumables for seamless operation ■ To generate and review management reports to ensure that information is shared with other departments ■ To coach and develop the departments staff in order to ensure their understanding of policy and to keep them up to date with current GMP requirements ■ To ensure that the department operates within OHSA requirements in order to maintain a safe workplace ■ To compile SOPs and production-related documents to comply with GMP regulations.

Minimum requirements & key competency

■ 4 year degree in Pharmacy (B. Pharm) ■ Registration with South African Pharmacy Council as a Pharmacist ■ 6 years Pharmaceutical manufacturing industry ■ 1 year Aseptic processing ■ 2 years Supervisory experience in the pharmaceutical industry ■ Knowledge of GMP requirements ■ Knowledge of aseptic technique ■ Knowledge of sterilization methods ■ Knowledge of validations ■ Basic financial knowledge ■ Knowledge of OHSA ■ Computer literacy ■ General Management skills ■ Communication skills ■ Interpersonal skills ■ Problem solving and trouble shooting skills ■ Attention to detail.

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

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: ORACLE
LOCATION: SANDRINGHAM
POSITION: MANAGER: ORACLE ERP
PAY GRADE: D3
REFERENCE NUMBER: CORPIT0526/001/01 (07924-001-1517)

Key Job Responsibility

■ To manage customer relations with all stakeholders in order to ensure effective service in line with business needs ■ To identify priorities and resolve the Oracle ERP and Middleware issues affecting and according to the business needs ■ To ensure that staff and end-users are skilled and equipped to perform their tasks efficiently ■ To manage the Oracle ERP team including Functional and Technical Consultants ■ To manage the Oracle ERP budget and ensure cost effective utilization of resources ■ To develop and manage the service level agreements with stakeholders in order to ensure effective and efficient service delivery to the NHLS ■ To manage the Oracle ERP and Middleware features database licence as legally required ■ To manage daily operations of the ERP Oracle in order to ensure effective service delivery of the Oracle and application system and interfaces including functionally, data integrity and database performance ■ To be responsible for ensuring delivery of projects, involving the implementation of additional Oracle and Middleware/modules as per the business requirements, by directing the activities of Project Managers and Consultants ■ To ensure that the Information security Policies and standards are implemented as required legally or in terms of NHLS policy ■ To develop and deliver executive presentations to outline findings and recommendations to guide the design, implementation and management of the identified solutions ■ To analyse and improve, if necessary, business processes related to the system ■ To manage the configuration and development of extra functionality aligned to the business process ■ To develop, maintain strategy, policies, standards and procedures in order to accomplish the goals of the Oracle ERP team, in the context of NHLS IT ■ To implement and manage intranet and NHLS websites according to business needs

Minimum requirements & key competency

■ Bachelor's Degree (NQF Level 7) in IT or Business Administration or related ■ Honours or Master's Degree in IT or related (Desirable) ■ Oracle ERP certification (Oracle Certified Professional, Oracle E-Business Suite, Oracle Cloud) or equivalent ■ ITIL foundation (Desirable), COBIT Certification (Desirable), Valid Driver's license, Minimum 8 years' experience in Oracle ERP including exposure to modules such as Finance, HR, and Supply Chain ■ Minimum 5 years' experience at a Supervisory or Management level, Minimum of five(5) years proven experience in systems development, Demonstrated experience in Oracle ERP implementation, upgrades, or support environments (E-Business Suite or Oracle Cloud) ■ Experience in Business Process Mapping ■ Experience in Project Management ■ Knowledge of Business Process Modelling(BPMN) ■ Good knowledge of Oracle ERP modules development methodologies, tools and database environment ■ Knowledge of industry best practices in ERP management and IT service delivery ■ Basic knowledge of NHLS policies, standards and procedures ■ Knowledge of data warehousing concepts and business intelligence frameworks ■ Proven experience managing ERP budgets, licensing, and vendor contracts ■ Exposure to public sector governance, PFMA, and audit compliance processes ■ Ability to align business process and ERP configurations to organizational strategy ■ Project Management Skills ■ Problem solving skills ■ Analytical skills ■ Strong written and verbal communications skills ■ Management skills ■ Presentation skills ■ Data management skills.

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

BUSINESS UNIT: NATIONAL PRIORITY PROGRAMME

DISCIPLINE: POINT OF CARE

LOCATION: KWAZULU NATAL

POSITION: PHLEBOTOMY TECHNICIAN (X9 POSTS) **(RE-ADVERTISEMENT)** (1X GENERAL JUSTICE GIZENGA MOPANZA HOSPITAL – ILEMBE-KING CETSHWAYO, 1X GREYS HOSPITAL – MIDLANDS&INLAND, 1X VICTORIA MXENGE HOSPITAL – ACADEMIC COMPLEX, 1X BETHESDA HOSPITAL-MKHAYA ZULU, 1X EMSELENI HOSPITAL, 1X BENEDICTINE HOSPITAL-MKHAYA ZULU, 1X G.J.CROOKES HOSPITAL-HARRY GWALA & UGU, 1X ST ANDREWS HOSPITAL-HARRY GWALA&UGU, 1X RK KHAN HOSPITAL-ETHEKWINI) **(24 MONTHS FIXED CONTRACT)**

PAY GRADE: B5

REFERENCE NUMBER: CORPPOC1125/001/01

Key Job Responsibility

■ To support point of care services through sample collection, sample analysis and device maintenance ■ Collect specimen samples as required using safety procedures ■ Observes the physical condition of patients during specimen collection and applies sound phlebotomy practices to ensure the safety and comfort of patients ■ Provides pre-and post-test counselling to parents/guardians and children of various ages according to current South African legislation guidelines ■ Performs point of care tests as required(including specimen centrifugation) ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded ■ Run external quality assessment (EQA) samples and escalate unresolved issues ■ Provides Theoretical and practical training of other health care workers to render this service and participates in teaching and training activities within laboratories and point of care operational to promote best practice ■ Conduct and document IQC checks, prepare performance report, troubleshooting IQC failures, applies corrective action and escalate unresolved issues ■ Logs instrument breakdown calls with suppliers, monitors progress of service requests and ensure timely resolution ■ Reviews standard operating procedures as new information becomes available and contributes to the continuous improvement of integrated patient care service ■ Provides general nursing services as required, from time to time (e.g. emergency first aid, assisting with immunization and administration of glucose tolerance tests) ■ Monitor stock levels of all point of care consumables as well as 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) ■ Registration with HPCSA as a Phlebotomy Technician ■ 1-3 years' experience ■ Knowledge on Point Of Care testing ■ Demonstrated full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrated 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 ■ Demonstrated knowledge of factors which may affect the quality of the specimen arising 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 Apoc DEVICE ■ Computer literate ■ Project management skills ■ Data capturing and analysis skills ■ Interpersonal and Counselling skills ■ Written and verbal communications skills ■ Time management and initiative ■ Good communication skills ■ Ability to maintain confidentiality.

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

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: LEGAL
LOCATION: SANDRINGHAM
POSITION: LEGAL ADVISOR: COMMERCIAL AND CONTRACT LAW (AMENDMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPOCEO0226/001-01

Key Job Responsibility

■ Review contracts, internal policies and other legal documents in order to ensure legislative compliance that are aligned to organisational strategy which protect the interests of NHLS. ■ Draft contracts, addendums, cessions, MOUs, SLAs and legal letters to ensure appropriate compliance as directed by the Legal Manager. ■ Identify legal, financial, and operational risks in contractual arrangements and recommend mitigation measures. ■ Monitor, comment and advise NHLS on national legislative initiatives and programmes and to assist all divisions with relevant legislation to ensure correct interpretation and application of legislation. ■ Keep record of all signed contracts and register of legal documents being attended for audit purposes. ■ Conduct research on legal related issues to ensure informed decisions are taken by the organization as directed by the Legal Manager. ■ Provide legal support to all laboratories and assist the Legal Manager with professional, written and oral legal advice to the executives and other offices ■ Draft, review, and negotiate significant, strategic commercial contracts. ■ Manage the organisation's competition law compliance framework and merger control filings. ■ Establish and maintain a database of legal opinions to ensure consistency and minimize legal spend. ■ Advise on and manage complaints to/from the Competition Commission and Public Protector ■ Provide legal advisory services on procurement processes in the public sector. ■ Update the contract register and prepare monthly and quarterly reports on the contracts. ■ Develop and maintain and update standard contract templates and clauses.

Minimum requirements & key competency

■ Bachelor of Laws (LLB) Degree (NQF Level 8) ■ Admission as an Attorney or Advocate. ■ 5 years' post admission experience in contract law or commercial advisory role in the public sector environment ■ Knowledge of Relevant legislation ■ Knowledge of Contract drafting ■ Knowledge of Legal risk assessments ■ Knowledge on Employee relations matters ■ Knowledge on Procurement related matters ■ Advisory – Public Finance Management Act (PFMA) / MFMA ■ Proven analytical and problem-solving abilities ■ Keen attention to detail ■ Advanced communication (verbal) ■ Strong technical documentation skills ■ Highly self-motivated and directed ■ Ability to work in a team-oriented, collaborative environment ■ Advanced computer skills ■ Good interpersonal skills ■ Ability to lead workshops and to present ideas in a user-friendly language ■ Ability to effectively prioritize and execute tasks in a high-pressure environment ■ Time management ■ Ability to communicate with senior managers.

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

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: LEGAL
LOCATION: SANDRINGHAM
POSITION: LEGAL ADVISOR: LABOUR AND GENERAL LITIGATION (AMENDMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPOCEO0226/001-02

Key Job Responsibility

■ Handle a broad range of civil and labour dispute resolution matters, and litigation. ■ Conduct legal risk assessments on litigation matters and advise on prospects of success. ■ Manage external counsel regarding strategy, proceedings, and billings. ■ Attend High Court, Labour Court with external legal counsel to ensure seamless access to the Legal Manager in respect of urgent request for instruction during the court proceedings. ■ Provide guidance and support on collective bargaining, union engagements, and industrial action. ■ Vet pleadings, affidavits, opinions, and settlement agreements. ■ Prepare instructions for attorneys on the database of NHLS and assist in preparation of matters for litigation and arbitration. ■ Manage all litigation matters, including civil, commercial, contractual, and regulatory disputes. ■ Prepare monthly and quarterly reports on litigation matters for the review and approval by the Legal Manager. ■ Ensure compliance with applicable labour legislation, employment standards, court rules, processes and procedural compliance. ■ Monitor, comment and advise NHLS on national legislative initiatives and programmes and to assist all divisions with relevant legislation to ensure correct interpretation and application of legislation. ■ Assist the Legal Manager to provide professional legal advice to the Employee Relations and Human Resources on issues related to Employee relations. ■ Conduct research on legal related issues to ensure informed decisions are taken by the organization as directed by the Legal Manager. ■ Conduct legal risk assessments related to workplace management and litigation. ■ Provide legal support to all laboratories and assist the Legal Manager with professional, written and oral legal advice to the executives and other offices

Minimum requirements & key competency

■ Bachelor of Laws (LLB) Degree (NQF Level 8) ■ Admission as an Attorney or Advocate. ■ 5 years' post admission experience in Labour Law and Litigation in the public sector environment ■ Proven experience working with external legal counsel and regulatory bodies ■ Proven experience in handling employment disputes and civil litigation ■ Knowledge of Relevant legislation ■ Knowledge of Contract drafting ■ Knowledge of Legal risk assessments ■ Knowledge on Employee relations matters ■ Knowledge on Procurement related matters ■ Advisory – Public Finance Management Act (PFMA) / MFMA ■ Proven analytical and problem-solving abilities ■ Keen attention to detail ■ Advanced communication (verbal) ■ Strong technical documentation skills ■ Highly self-motivated and directed ■ Ability to work in a team-oriented, collaborative environment ■ Advanced computer skills ■ Good interpersonal skills ■ Ability to lead workshops and to present ideas in a user-friendly language ■ Ability to effectively prioritize and execute tasks in a high-pressure environment ■ Time management ■ Ability to communicate with senior managers

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

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

EASTERN CAPE REGION

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA AND SARAH BAARTMAN
DISCIPLINE: EL HISTOLOGY LABORATORY
LOCATION: PE HISTOLOGY LABORATORY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-MNSB0125-01 (21002-001-1414)

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

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS
DISCIPLINE: LABORATORY SUPPORT
LOCATION: CYTOLOGY
POSITION: LABORATORY ASSISTANT (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: UNIFS0426/001-01 (31003-005-5003)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 / NQF level 4 ■ Registration with HPCSA in Cytology ■ 1 year experience in a laboratory environment (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

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

BUSINESS UNIT: UNIVERSITAS
DISCIPLINE: MICROBIOLOGY
LOCATION: MICROBIOLOGY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0326/001-02 (31006-003-8014)

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 Microbiology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills
- Willing to work unsociable hours, weekends, public holidays and call outs.

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

GAUTENG REGION

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0426/001-01 (43001-003-8014)

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: Medical Laboratory Science
- Registration with the HPCSA in **Chemical Pathology**
- Current proof of practice card and initial 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: MICROBIOLOGY LABORATORY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0326/001-01 (43006-014-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- 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 **Microbiology**
- Current proof of practice card and initial 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: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: LABORATORY SUPPORT
LOCATION: DR GEORGE MUKHARI
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUDGM0226/001-01 (46002-002-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Grade 12 / NQF Level 4(essential)
- Secretarial Certificate (Desirable)
- 1-2 years relevant experience (essential)
- 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 to Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: MYCOBACTERIOLOGY LABORATORY (T.B)
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: GAUJSW0426/001-01 (40941-004-2112)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: CLERK LABORATORY (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 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(essential)
- Secretarial Certificate (Desirable)
- 1-2 years relevant experience (essential)
- 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 to Rendani Banda @ (012) 319 2647, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: IMMUNOLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUTAD0426/001-02 (45007-005-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Medical Laboratory Science
- Initial registration with the HPCSA in **Immunology**
- 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 Rendani Banda @ (012) 319 2647, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: VIROLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUTAD0426/001-03 (45008-010-8014) (45008-011-8014)

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: Medical Laboratory Science
- Initial registration with the HPCSA in **Virology**
- 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 Rendani Banda @ (012) 319 2647, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: CHEMISTRY (CYTOGENETICS) DEPARTMENT
LOCATION: DR GEORGE MUKHARI
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUDGM0426/001-01 (46005-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- Registration with the HPCSA in **Cytogenetics** as a Medical Technologist / Medical Laboratory Scientist
- 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 Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: MICROBIOLOGY (IMMUNOLOGY) DEPARTMENT
LOCATION: DR GEORGE MUKHARI
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUDGM0426/001-01 (46006-014-7014)

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
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QMS

- Understand the physical and chemical principles of the various analyses performed
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- 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 **Immunology** as a Medical Technologist / Medical Laboratory Scientist
- 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 Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: VIROLOGY DEPARTMENT
LOCATION: DR GEORGE MUKHARI
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUDGM0426/001-01 (46008-011-8014) (46008-011-8014)

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
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QMS

- Understand the physical and chemical principles of the various analyses performed
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- Identify results that are outside expected finding or clinically established reference ranges and ensure as per SOP and report any abnormal results
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- 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 **Virology** as a Medical Technologist / Medical Laboratory Scientist
- 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 Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NGWELEZANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNGW0326/001-01 (81640-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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: CHARLES JOHNSON MEMORIAL LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCJM0326/001-03 (87500-002-8014) (87500-003-8014)

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: EMMAUS LABORATORY
POSITION: CLERK LABORATORY (WITHDRAWN)
PAY GRADE: B2
REFERENCE NUMBER: KZNEMM0126/001-04 (87200-003-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREYS LABORATORY
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGREYS0326/001-02 (86101-010-8014)

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
- 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: ACADEMIC COMPLEX
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: KWA-ZULU NATAL ACADEMIC COMPLEX
POSITION: BUSINESS UNIT MANAGER (WITHDRAWN)
PAY GRADE: D5
REFERENCE NUMBER: KZNACOM0426/001-01 (81117-001-1405)

Main Purpose of the Job

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

Key Job Responsibility

■ Contribute as a member of the regional/academic management team to the operational planning for the region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance. Ensure effective and efficient 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 laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of 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 ■ 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 ■ Valid driver's licence.

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: KWA-ZULU NATAL ACADEMIC COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
(6 MONTHS FIXED TERM CONTRACT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNANAIALCH0426/001 (81113-009-8014)

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

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (MOLECULAR) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNIALCHHEAM 0326/001-07 (81108-017-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: UPINGTON LABORATORY
POSITION: DRIVER (RE-ADVERTISEMENT)
PAY GRADE: B1
REFERENCE NUMBER: WCNC0925/001-01 (35400-005-4006)

Main Purpose of the Job

Responsible for transportation of NHLS staff, specimens, reports and/or supplies within the designated area

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed to Oyama Lelani @ (053) 831 3969, e-mail application to Oyama.mbalo@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR AND RED CROSS LABORATORIES
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: NEW GROOTE SCHUUR HOSPITAL
POSITION: PRINCIPAL PATHOLOGIST
PAY GRADE: PHI
REFERENCE NUMBER: WCNC0526/001-01 (12101-001-1514)

Key Job Responsibility

■ Contributes to the management of the Unit/Laboratory/Facility in conjunction with other colleagues in collaboration. ■ Responsible for Implementation of short-term projects. ■ Involvement in personal development and training of others in the department (entry level paths, technologists, scientists, interns) ■ Working within a team to coordinate teaching modules ■ Involved in undergraduate and postgraduate assessments. ■ Conduct consultative and diagnostic services. ■ Supervise entry level pathologists ■ Provides input into changes and improvements to SOPs ■ Validates new instruments / tests for laboratory ■ Contribute to the adherence and compliance to quality systems and SANAS requirements. ■ Collaboration of research within own department / institution, either independently or under supervision.

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline ■ Minimum 3 years' experience as pathologist consultant ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Peer Reviewed Publication ■ Successfully supervise undergraduate and postgraduate students – BSc Hons, MMed, MSc. ■ Presentation skills. ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc. Both the number of activities as well as the nature of the activity ■ Co-investigator / collaborator ■ Presentation at national conference.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5281, e-mail application to RecruitmentGSH@nhls.ac.za

BUSINESS UNIT: WESTERN AND NORTHERN CAPE
DISCIPLINE: SUPPORT FUNCTION
LOCATION: WESTERN CAPE MANAGEMENT AND ADMIN
POSITION: REGIONAL FINANCE MANAGER
PAY GRADE: D2
REFERENCE NUMBER: WCNC0526/001-01 (10090-002-1457)

Main Purpose of the Job

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

Key Job Responsibility

■ Implement and communicate all NHLS policies, systems, procedures and internal controls to ensure smooth operation of the branch and compliance with audit requirements. ■ Facilitate the development and implementation of branch business plans and budgets to ensure branch compliance with national strategic requirements and objectives. ■ Monitor, control, correlate and report on financial performance of branch against the budget to ensure cost effective, efficient service that is compliant with Public Finance Management requirements. ■ Review, recommend and report on capital expenditure for authorization by executive manager to ensure that expenditure remains within allocated budget and is distributed equitably between various business units in the branch. ■ Facilitates the implementation of contracts and service level agreements at a branch level to ensure that the needs of customers and NHLS business objectives are met. ■ Oversee general services of the branch, (e.g. safety, security, office facilities, transport services and switchboard) in order to support logistical business needs and improve overall efficiency of the branch. ■ Develops and manages staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives. ■ Responsible for the overall financial and information technology of the branch in accordance with the NHLS rules, policies and procedures.

Minimum requirements & key competency

■ 3 Year Diploma/ Degree in a Finance/ Accounting/Financial Management ■ Minimum of 8 years post qualification experience with exposure to financial and general management ■ Knowledge of corporate governance ■ Financial and general management ■ Knowledge of legislation ■ Interpersonal skills ■ Strong communication skills (including negotiation and facilitation) ■ Critical and analytical thinking ■ Basic knowledge of networks and laboratory IT systems ■ Leadership skills ■ Advanced financial skills ■ Problem-solving and decision-making ■ Assertiveness.

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