

JUNE 2025

## GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, drivers 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 internal bulletin. Only NHLS internal employees are invited to apply. No external applicant will be considered for this round of bulletin.**

CLOSING DATE: 7 JULY 2025

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BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR ENTERIC DISEASES  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST  
PAY GRADE: MSE  
REFERENCE NUMBER: NICD0625/001-01

**To conduct research relevant to the pathology discipline, as well as to teach and train students to conduct diagnostic test development and to assist in troubleshooting related to diagnostic testing**

#### Key Job Responsibilities

■ Conduct research or surveillance under supervision of a senior medical scientist or pathologist ■ On the bench training of intern scientist, technologist and technicians ■ Co-supervision of small research project ■ Conducts tests and procedures independently ■ Contributes to laboratory administration e.g. records, procurement, stock, control equipment maintenance ■ Records completed in accordance with current policies/procedures and relevant SOP ■ Ensures that maintenance logs are accurate, up to date, accessible and retrievable ■ Ensures that error logs/corrective action reports completed according to set requirements ■ Perform equipment maintenance ■ Participation in Quality Management.

#### Minimum requirements & key competencies

■ BSc Hons in Medical Scientist or relevant field (post internship) ■ Registered with the HPCSA as a Medical Scientist in Virology ■ Experience in a diarrhoeal diseases laboratory (desirable) ■ At least 1 year experience post internship ■ At least 1 scientific research abstracts ■ Involvement and validation of either 1 new diagnostic methodology or significant modification to existing applications/procedures ■ Writing of grant proposals ■ Writing publications ■ Preparation and presentation of lectures ■ Method validation ■ Quality control in the laboratory ■ Research Methodology ■ Attention to detail ■ Active participation in maintaining SANAS accreditation ■ Presentation at local conferences/ research days or forums ■ Laboratory techniques including nucleic acid extraction, PCR and molecular screening, sequencing and cell culture experience ■ Communication skills ■ Trouble Shooting skills ■ Data analysis and interpretation ■ Computer literacy skills.

Enquiries may be directed to Lethabo Matlala @ 011 386 6090, email application to [Recruiter6@nicd.ac.za](mailto:Recruiter6@nicd.ac.za)

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS  
**LOCATION:** SANDRINGHAM  
**POSITION:** MEDICAL TECHNOLOGIST  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** NICD0625/001-02

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

**Operational efficiency of laboratory**

### Key Job Responsibilities

■ Perform equipment maintenance and root cause analysis, completing action reports according to SOP's ■ Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures ■ Manage sample receipt ensuring suitability for analysis according to relevant SOPs ■ Prepare samples for testing as required ■ Adhere to analytical times and basic TAT for capturing / resulting ■ Verify and authorise test results ■ Verify QC of test results ■ Collate data and statistics and basic interpretation over a period of time Identification of clerical and / or technical errors, report results and document non-conformances ■ Monitor stock for operational needs ■ Perform and document lot-to-lot verification ■ Perform the tasks of a Medical technologist as required / as per operational needs

### Quality Management Systems

■ Ensure all appropriate quality assurance procedures are adhered to and maintained at all times (as per GLP and fulfilment of SANAS accreditation requirements) ■ Interpret and document all Quality Control processes ("QC") ■ Implement Corrective Actions following Non-Conformance ("NC").

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

■ Reviewing results where necessary

### Teaching, Training & Dev of Laboratory staff

■ Assist with training programmes at NICD of students e.g. technicians, technologists, scientists and registrars ■ Assist with training interventions outside of the NICD.

### Minimum requirements and key competency

■ National Diploma: Biomedical Technology ■ HPCSA registration as a Medical Technologist in Microbiology ■ Perform sampling and analysis of surveillance samples ■ Preparation of samples for examination ■ Knowledge for the usage of specialized instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organizational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy including data analysis and presentation thereof ■ Time management and evaluation Skills

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL SCIENTIST  
PAY GRADE: MSE  
REFERENCE NUMBER: NICD0625/001-03

**To conduct research relevant to the pathology discipline, conduct diagnostic tests independently and produce quality diagnostic results, contribute to the effective running of the laboratory, teach and train individuals to conduct diagnostic tests and assist in troubleshooting related to diagnostic testing**

#### Key Job Responsibilities

■Design and conduct research under supervision of a principal medical scientist or pathologist ■Involvement in formal training programs ■On the bench training of intern medical scientists, technologists and technicians ■Co-supervision of small research projects ■Conduct tests and procedures independently (molecular, serology and bacteriology) ■Contributes to laboratory administration e.g. records and document management, procurement, stock control and equipment maintenance, in accordance with current policies/procedures and relevant SOPs ■Ensures that maintenance logs are accurate, up to date, accessible and retrievable ■Ensures that error logs/corrective action reports are completed according to set requirements ■Perform equipment maintenance ■Participation in Quality Management and accreditation systems

#### Minimum requirements & key competencies

■BSc Hons degree ■Registered with the HPCSA as a Medical Scientist in Microbiology ■At least 1 year laboratory experience in molecular diagnostics (post internship) ■At least 1 scientific research publication (first author) ■Involvement and validation of either 1 new diagnostic methodology or significant modification to existing applications/procedures ■Preparation and presentation of lectures ■Quality control in the laboratory ■Knowledge of method validation and research methodologies ■Attention to detail ■Active participation in maintaining SANAS accreditation ■Presentation of research findings at conferences/ research days or forums ■Knowledge in specific laboratory techniques ■Communication skills ■Troubleshooting skills ■Data analysis and interpretation ■Computer literacy skills

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BUSINESS UNIT: NICD  
DISCIPLINE: NATIONAL CANCER REGISTRY  
LOCATION: SANDRINGHAM  
POSITION: SURVEILLANCE OFFICER \*3  
PAY GRADE: C2  
REFERENCE NUMBER: NICD0625/001-04

**Responsible for supporting cancer surveillance activities (case finding, cancer coding and data capturing) in the population-based cancer registries (PBCR) of the National Cancer Registry (NCR).**

#### Key Job Responsibilities

■ Identify cancer surveillance cases from existing and new data sources and meet cancer surveillance targets ■ Code cancer cases using the International Classification of Diseases for Oncology (ICD-0-3) guidelines ■ Complete cancer reporting forms by interview and / or record review and capture them on the cancer surveillance database timeously ■ Adhere to turn around times with regard to queries raised on the cancer reporting forms ■ Compile site statistics and reports as dictated by the surveillance activities or as required by line manager ■ Actively participate in and contribute to cancer surveillance-related activities, e.g. cancer advocacy, special research studies nested within the surveillance programme, programme evaluations, etc. [it may include activities such as patient enrollment into research projects, follow-up of patients, collecting specimens from patients, travel to patient homes or health facilities in the local area, obtaining information from clinics or hospital management as well as any reasonable task assigned by the line manager] ■ Work effectively with existing DoH system in the district/region and private hospitals to achieve the objectives within the project / program and facilitate communication between surveillance sites and the NCR ■ Perform tasks related to the surveillance and research project as dictated by the project activities or as assigned by the line manager ■ The surveillance officer may be required to fill in at another site if there are staff shortages

#### Minimum requirements & key competencies

■ 3 years Nursing qualification ■ Registered as a Professional/Registered nurse ■ 4 years post qualification cancer research/cancer surveillance experience ■ 2 years research or surveillance experience ■ Experience in handling patient records and keeping confidential information ■ Computer skills ■ Understanding of medical terminology and ICD-03 coding ■ Knowledge of Good Clinical Practice ■ Computer literacy ■ Strong written and verbal communication skills ■ At least one vernacular besides English – vernacular of the area ■ Crisis-intervention skills ■ Excellent interpersonal skills ■ Counselling ■ Attention to detail ■ Ability to work under pressure- ■ Ability to maintain confidentiality of data ■ Administrative skills ■ Research skills ■ Supervision of staff ■ People management skills.

Enquiries may be directed to Keitumetse Tsoeu @ 011 885 5404, email application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: LABORATORY SUPPORT SERVICES  
LOCATION: SANDRINGHAM  
POSITION: LABORATORY SUPERVISOR (AMENDMENT)(RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: NICD0325-001-01

#### Main Purpose of the Job

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

#### Key Job Responsibilities

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

#### Minimum requirements & key competency

■ 3 (three) year relevant Diploma or degree in Medical Technology. ■ Registration with the HPCSA in Clinical Pathology/Microbiology/Virology ■ **Current proof of HPCSA registration** ■ Minimum of 7 years' experience as Medical Technologist in a diagnostic laboratory (essential) ■ 2 years supervisory experience (essential) ■ Experience in support service environment (desirable) ■ Knowledge of laboratory processes and procedures ■ Assertiveness skills ■ Interpersonal skills ■ Analytical skills ■ Problem solving skills ■ Attention to detail ■ Computer Literacy skills ■ Team Leadership

Enquiries may be directed to Palesa Nong @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)