



GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. 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.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. 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.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**

CLOSING DATE: 02 DECEMBER 2022

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT:	FORENSIC CHEMISTRY LABORATORY
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	FCL- PRETORIA
POSITION:	PRINCIPAL FORENSIC ANALYST
GRADE:	D3
REFERENCE NUMBER:	FCLPTA1122/001-01 (92002-001-1549)

Key Job Responsibility

Provide analytical service to the client, ■ Ensure that all methods, procedures and actions to ensure efficient and effective management system for the sections, are documented. ■ Reduce the number of blood alcohol samples backlog where applicable and maintain 90-day turn-around time of incoming samples. ■ Reduce the number of toxicology samples backlog where applicable and maintain turn-around time of new incoming samples. ■ Reduce the number of food samples backlog/maintain 30-day turn-around time for perishables and 60-day turn-around time for non-perishables as legislated. ■ Monitor staff court attendance. ■ Ensure all analysis queries are dealt with satisfactorily. ■ Prevent incurrence of any unauthorized, irregular or fruitless expenditure. ■ Ensure that invoices are attended to as soon as possible after the service/goods delivery. ■ Ensure that all inventories updated as per official procedure. ■ Accredite laboratory activities and/or maintain accreditation ■ Establish a Quality team and monitor their activities. ■ Ensure adherence to the Quality Manual. ■ Ensure that blood alcohol methods in use remain validated or verified. ■ Ensure that an internal audit of the blood alcohol and Administration sections is undertaken annually. ■ Ensure that all existing documents are reviewed according to Laboratory manual. ■ Prepare for SANAS assessment towards blood alcohol accreditation where applicable. ■ To maintain the accreditation status of the blood alcohol section where applicable. ■ Work towards obtaining accreditation for the other sections. ■ Ensure that quality controls are in place to ensure accurate reports in toxicology, food and blood alcohol sections. ■ Ensure that all staff have and follow Workplace Skills Plans (WSP). ■ Ensure participation in Proficiency schemes. ■ Request feedback from clients about the efficiency of the Laboratory by means of for example ■ client survey forms, handling of queries and to investigate complaints. ■ Ensure that consumables and chemicals, as well as functional equipment are procured according to procurement plan ■ Management of Health and Safety in Laboratories ■ Ensure the appointment of safety Reps, First Aiders and Fire Fighters for the Sections and the subsequent training of them. ■ Ensure adherence to the requirements of the NHLS Health and Safety Manual ■ Ensure availability of and monitor provision of PPE's. ■ Ensure that all staff members are tested for Hep B antibodies, their vaccination status and medical surveillance are done. ■ Ensure that quarterly safety inspections are carried out and recommendations implemented. ■ Management of Security, Assets, and sample integrity at the Laboratory ■ Ensure that security vetting of all staff remains current. ■ Ensure compliance to access control policies. ■ Ensure that all assets and consumables are protected and dealt with according to official procedures. ■ Adhere to NHLS Strategic and FCL Operational Plans ■ Provide input to and implement NHLS Strategic and FCL Operational plans. ■ Provide monthly statistical reports in terms of analysis turn-around times and report output in toxicology, food and blood alcohol sections. ■ Provide quarterly feedback in terms of progress with regards to Annual Performance Plan targets – within the due dates. ■ Ensure that all internal and external audit queries relevant to the FCL are cleared.

Minimum requirements & key competency:

- National Diploma (NQF 6)/Degree in Analytical Chemistry (NQF 7) Bachelor's degree Honours/ Higher Diploma with Chemistry (NQF 8) will be an advantage
- 8 (eight) years' experience in an analytical laboratory environment.
- 5 (five) years' experience in supervisory/ management level
- Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer
- Knowledge of analyses of foodstuffs and cosmetics as per Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972, as well as alcohol and toxicology analysis in terms of the Criminal Procedures Act, Act 51 of 1977 and the Inquest Act, Act 58 of 1959
- Rudimentary computer literacy (spreadsheet, databases and word processors)
- Good communication (written and verbal) & interpersonal skills
- Facilitation & presentation skills
- Various computer and software packages
- Research and report writing skills
- Liaison skills
- Analytical skills
- Working well under pressure
- Handle confidential information.

Enquiries may be directed Mmalefu Manoto @ (011) 555 0496, e-mail application to Fclapplications@nhls.ac.za

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: FREE STATE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KROONSTAD LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: FSNW1022/001-01 (32500-006-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: JOE MOROLONG LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: FSNW0622/001-12 (53900-004-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Palesa Nong @ 011 489 9155, e-mail application to FSNW.recruitment2@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: CHARLOTTE MAXEKE TERIARY
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM1022/001-02 (43002-011-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9008, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: VIROLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: GAUTAD0822/001-04 (45008-001-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Virology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Nomti Ralarala @ (011) 489 9932, e-mail application to TAD.Recruitment@nhls.ac.za

BUSINESS UNIT: GAUTENG REGION
DISCIPLINE: FACILITIES
LOCATION: BRAAMFONTEIN
POSITION: SUPERVISOR: FACILITIES AND GENERAL SERVICES (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: GAUFIN1022/001-01 (40941-001-1372)

Main Purpose of the Job

Responsible for ensuring that the NHLS workplace infrastructure meets required statutory compliance and needs of the Organization by managing all of the required services. To also ensure that the organization has the most suitable working environment for its employees and their activities.

Key Job Responsibility

■ To develop standards specifications for facilities aligned with organisational corporate identity ■ Develop SOP's regarding maintenance and refurbishments ■ To manage the day-to-day operations of the infrastructure and facilities of the Braamfontein complex to protect the value of investment in infrastructure/facilities and maintain a conducive work environment ■ Planning for and overseeing renovation and new construction projects, including the preparation of tender specifications and bid processes, ensuring highest building standards in line with Occupational Health and Safety Act and accreditation requirements ■ To oversee the operation of the NHLS maintenance workshop to ensure that repairs and maintenance are attended to timeously as well as to manage the resolution of maintenance requests from the various Centres; ensure availability of maintenance tools and stock is available at all times ■ Plans, organises, directs, and controls work activities of the facilities management area as prescribed by professional standards; recommends, develops, revises and maintains various facility related Standard Operating Procedures (SOP's) as per the needs of the organisation ■ To project manage (including sign off, certificates, warranties, quality and quantity) and conduct inspections to all building and renovation projects in order to deliver suitable and sufficient laboratory and office accommodation ■ To provide technical advice on proposed projects, including the calculation of budget estimates and to control project budgets to avoid unnecessary expenses ■ To maintain as-built building drawings (including, engineering and architectural drawings) ■ To liaise with and monitor the work of outsourced service providers to ensure that work done adheres to Service Level Agreements (SLA's) and SOP's; Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work ■ To oversee the operation (including planned and breakdown maintenance of) HVAC and electrical systems and installations to ensure their optimal operation to provide ideal working conditions for building occupants ■ To conduct routine inspections of facilities and infrastructure, to document and address areas of concern ■ To co-ordinate and manage the cleaning services, security staff and gardening services ■ To ensure that all facilities are friendly for the disabled ■ To establish a recycling process for metal/glass and plastic and that the proceeds of these are channelled into the facilities budget ■ Any reasonable duty/ special tasks as requested by the Manager.

Minimum requirements & key competency

■ 3-year National Diploma Building Related Engineering studies (i.e. Civil, Mechanical, Electrical, etc.) NQF Level 6(Essential) ■ Building or Engineering Trade related certification (Trade tested - Electrical, Fitter and Turner, Mechanical or similar) (Essential) ■ Certificate in Project Management(Essential) ■ 5 (five) years knowledge of Building Maintenance/Maintenance Management (plans, estimates, costing, materials etc.)(Essential) ■ 3 (three) years knowledge of Project Management(Essential) ■ 2 (two) years knowledge of equipment, machinery (generators, UPS, workshop machinery) (Essential) ■ 1 (one) Year knowledge of automated office equipment Desirable ■ 1 year knowledge of cleaning industry (types, methods, products) Desirable ■ 1 Years knowledge of budget management and compilation(Essential) ■ Project management of building/technical related projects(Essential) ■ Related building industry experience related to laboratory fitting Desirable ■ Experience within a project team for the designing of a laboratory Desirable ■ Experience with RFQ's and tender processes (including generation of BOQ's) Essential ■ All skills Essential (Computer literate (Microsoft package), Interpersonal skills, Technically orientated, Negotiating skills, Problem solving, Planning, organising and time management skills, Analytical skills, Work independently and collaboratively, Communication skills (Verbal, written and presentation) and assertiveness, Time management skills, Ability to work under pressure, People management skills and customer relations).

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

BUSINESS UNIT: BRAAMFONTEIN COMPLEX
DISCIPLINE: FACILITIES & GENERAL SERVICES
LOCATION: BRAMFONTEIN GENERAL SERVICE
POSITION: HANDYMAN (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: GAUFIN1022/001-26 (04920-003-5006)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 (Essential) ■ Air condition and refrigeration certificate (Essential) ■ 3 (three) years' basic experience in air condition and refrigeration (HVAC) (Essential) ■ Knowledge of tools (Essential) ■ Equipment and relevant materials (Essential) ■ Knowledge of repair work methods (Essential) ■ Basic knowledge of quantities estimation (Essential) ■ Knowledge of OHS Act (Essential) ■ Driver's License (Essential) ■ Technical Certificate (desirable). ■ Problem solving and troubleshooting skills (Essential) ■ Creativity & Working independently (Essential) ■ Manual skills (Essential)

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

BUSINESS UNIT: BRAAMFONTEIN COMPLEX
DISCIPLINE: FACILITIES & GENERAL SERVICES
LOCATION: BRAMFONTEIN GENERAL SERVICE
POSITION: TECHNICIAN – REFRIGERATION (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUFIN1022/001-27 (04920-001-7002)

Main Purpose of the Job

Ensure that fridges in laboratories and air-conditioners are in working order.

Key Job Responsibility

■ Conduct routine (scheduled) maintenance on refrigeration and air-conditioning equipment according to maintenance plan/schedule. ■ Perform fault finding on non-functioning refrigeration and air-conditioning equipment and repair accordingly in order to ensure that they are in good working order. ■ Complete job cards after repairs and routine maintenance calls have been done and forward documents to Workshop Supervisor to ensure correct billing for the job. ■ Perform all the work in line with safe handling of gas (recover gas using the recovery system, always vacuum the system before put refrigerant). Always ensure safe handling of gas. ■ Complete requisitions to order spares and collect ordered spares needed for repairs to refrigeration and air-conditioning equipment. ■ Keep record of all repairs done on refrigeration and air-conditioning equipment for future reference. ■ Record all job done on daily job register.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ 2 (two) years post trade test experience within refrigeration and air-conditioning field (Essential) Air conditioning/Refrigeration Trade Test (Essential) ■ Saracca Safe handling license (Essential) ■ Driving license (Essential) ■ Certificate of Conformance (Desirable) ■ N6 Mechanical/Electrical Engineering Certificate (Desirable) ■ Basic Knowledge of OSHA (Essential) ■ Knowledge of specific equipment used on refrigeration and air-conditioning field (Essential) ■ Knowledge of operating power tools, testers, and hand tools (Essential) ■ Attention to detail (Essential) ■ Communication skills (Essential) ■ Ability to adapt to different working environments (Essential) ■ Meeting deadlines (Essential) ■ Interpersonal Skills (Essential) ■ Ability to work in a team (Essential).

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

BUSINESS UNIT: CHRIS HANI BARAGWANATH TERTIARY
DISCIPLINE: CLINICAL OR CHEMICAL PATHOLOGY
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: GAUCHB1022/001-29 (42022-001-5003)

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 specimens for processing according to set standard operating procedure ■ Performs tasks in support of the analytical process as per discipline requirements, which includes, Specimens centrifugation and aliquoting, Protection against light, Stain preparation, Tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for party and 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 Occupation Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad-hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ Registration with the HPCSA as a Lab Assistant in Virology / Clinical Pathology ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (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 to Lebo Mogokotleng @ (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

BUSINESS UNIT: CHRIS HANI BARAGWANATH TERTIARY
DISCIPLINE: HISTOLOGY
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: GAUBARA1022/001-31 (42002-001-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Histology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

KZN REGION

BUSINESS UNIT: KZN REGION
DISCIPLINE: HUMAN RESOURCE
LOCATION: PRINCE STREET REGIONAL OFFICE
POSITION: HUMAN RESOURCES ADMINISTRATOR (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: KZNEPST0622/001-43 (06904-001-9009) (06904-002-9009)

Main Purpose of the Job

Administers human resources procedures in a designated regional business unit to ensure efficiency and the proper application of all relevant Human Resources policy and procedures.

Key Job Responsibility

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

Minimum requirements & key competency

- Grade 12 plus Higher certificate/NQF level 5/NQF level 5 equivalent (Essential)
- 1 Year Certificate, relevant to HR (Essential)
- Industrial Relations Certificate (Desirable)
- Diploma or Degree relevant to HR (Desirable)
- 3 (three) years plus experience in a HR Generalist environment (essential)
- **Proven knowledge and experience of Industrial Relation and Labour Legislated matters (essential)**
- Knowledge and experience of HR Systems (Desirable)
- 3 (three) years HR administration experience (essential)
- Knowledge of relevant Labour Legislation(Essential)
- Knowledge and application of Employment Equity
- Knowledge of HR Processes and General HR Administration
- Knowledge of Performance Management Systems, I-Recruitment and/or other Oracle related system (Essential)
- Knowledge and experience with Payroll procedures (Desirable)
- Computer Literacy Skills
- Communication Skills
- (Written, Verbal Presentation)
- Strong Administration skills(Essential)
- Time Management skills and the ability to meet deadlines, plan and organise (Essential)
- Strong attention to detail skills (Essential)
- Ability to work independently and within a team (Essential)
- Ability to be flexible and adaptable and take own initiative (Essential)
- Strong attention to detail (Essential)
- Ability to resolve conflict through effective resolution (Essential)
- Valid drivers (Essential)
- **Successful candidate will be expected to travel**

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DR. PRIXLEY KA ISAKA SEME
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNKDLO0622/001-49 (81600-009-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology / Microbiology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EKHOMBE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEKH1022/001-03 (81680-003-8014)

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

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

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESHOWE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNESH1022/001-04 (82200-004-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: MAJU-MZINTHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNMAD1022/001-11 (87301-011-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI MEMORIAL HOSPITAL
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: KZNPMMH0822/001-38 (81440-006-5003)

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 specimens for processing according to set standard operating procedure ■ Performs tasks in support of the analytical process as per discipline requirements, which includes, Specimens centrifugation and aliquoting, Protection against light, Stain preparation, Tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for party and 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 Occupation Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad-hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ Registration with the HPCSA as a Lab Assistant ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (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 to Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NYLSTROOM
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP01-SW1022-001-01 (65400-004-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Selby Silinda @ 060 978 3103/ Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: MICROBIOLOGY LABORATORY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: LS3
REFERENCE NUMBER: WCNC0122/001-01 (35204-001-1231)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year relevant Diploma or degree in in Medical Technology.
- Registration with the HPCSA in **Microbiology / Clinical Pathology**
- 7 (seven) years' experience as Medical Technologist in a diagnostic laboratory of which 2 (two) years should be at a supervisory level
- Knowledge of laboratory instruments.
- Interpret numerical laboratory results.
- Quality assurance.
- Communication skills
- Customer care.
- Interpersonal skills.
- Coaching.
- Analytical skills.
- Problem solving skills.
- Attention to detail.
- Supervisory skills.
- Computer Literacy skills.

Enquiries may be directed to Paballo Thokoana (053) 831 3969, e-mail application to paballo.thokoana@nhls.ac.za

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC1022/001-01 (35204-004-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

- Ensure compliance with health and safety measures at all times-each day / month / year
- Adherence to decontamination procedures upheld 100% of the time (e.g. daily bench decontamination, bio-hazardous spills, and instrument decontamination spills post service)
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- Daily filing and storage of specimen
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- Prepares stains and slides for specialized testing
- Daily documents data in own area of work.

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Paballo Thokoana (053) 831 3969, e-mail application to paballo.thokoana@nhls.ac.za