



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: 24 FEBRUARY 2023

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CORPORATE REGION

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: FACILITIES
LOCATION: FCL – CAPE TOWN
POSITION: OFFICER: SECURITY (X12 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPFIN0222/001-01 (92004)

Key Job Responsibility

■ Ensures proper implementation of established security standards, policies, and procedures ■ Coordinates security activities to safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets and security personnel ■ Prepares work schedules; assigns or delegates responsibilities for subordinates ■ Communicate security status, updates, and actual or potential problems, using established protocols ■ Conduct, support, or assist in internal corporate evaluations, or assessments of the overall effectiveness of the facilities security processes ■ Develops preventative security programs, including the supervision of security personnel ■ Identify, investigate, or resolve security breaches ■ Assists in preparation of emergency management and contingency planning ■ Prepares reports and records for management team ■ Writes security-related documents, such as incident reports, proposals, and tactical or strategic initiatives ■ Conduct physical examinations of property to ensure compliance with security policies and regulations ■ Plan security for special and high-risk events ■ Assist in the procurement of uniforms and materials including ordering of security-related supplies and equipment as needed ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures. ■ Participates in the performance management including recruitment, selections, transfers, promotions and discipline or dismissal measures of security personnel ■ Ensure training of subordinate security professionals or other organization members in security rules and procedures.

Minimum requirements & key competency

■ Grade 12 ■ Certificate in Security Management (desirable) ■ Registered with PSIRA as Grade A Security ■ Availability for 24 hour stand-by, weekends, shifts and public holidays ■ 5 (five) years in experience Security Services/protection services ■ Safety Regulations ■ Maintaining an established work schedule, including occasional evenings and/or weekends. ■ Knowledge of security products e.g.CCTV, alarms, fire detection, access and asset monitoring. ■ Effectively using organizational and planning skills with attention to detail and follow through. ■ Effectively supervising, leading, and delegating tasks and authority. ■ Attention to detail ■ Communication skills ■ Interpersonal skills ■ Time management ■ Planning and Organising ■ Coordinating skills ■ Leading and Supervising ■ Investigative skills ■ Assertiveness ■ Driver's license (Code B or C1).

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: FACILITIES
LOCATION: FCL – DURBAN
POSITION: OFFICER: SECURITY (X8 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPFIN0222/001 -01 (92003)

Key Job Responsibility

■ Ensures proper implementation of established security standards, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures. ■ Writes security-related documents, such as incident reports, recording observations, information, occurrences. ■ Interviewing witnesses and obtaining signatures ■ Conduct physical examinations of property, i.e. monitoring and surveillance of equipment, buildings, access points and permitting entry to ensure compliance with security policies and regulations ■ Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer instructions, troubleshooting malfunctions; calling for repairs. ■ Communicate security status, updates, and actual or potential problems, using established protocols.

Minimum requirements & key competency

■ Minimum Grade 12/ equivalent (NQF level 4) with a Grade D security certificate ■ Driver's License (desirable) ■ 1 (one) year experience as a security guard. ■ Thorough training and registered with PSIRA ■ Ability to operate detecting systems ■ Working Knowledge of public safety and security procedures/ protocols. ■ Surveillance skills and experience ■ Knowledge of logistics of campus / hospital/ laboratory departments ■ Strong interpersonal skills ■ Time management Skills ■ Integrity, professionalism and character beyond reproach. ■ Good communication skills ■ Good driving skills (desirable) ■ Assertiveness ■ Attention to detail ■ Willingness to work shifts and weekends.

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BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER: TENDERS AND CONTRACTS COMPLIANCE
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0222/002-02 (03913)

Key Job Responsibility

■ Drive processes to ensure quality, cost-efficient and timely procurement while minimizing contractual and other business risks to the organisation. ■ Manage and control tenders nationally to ensure continuous, cost effective and efficient delivery of goods and services in line with business needs ■ Manage the drafting, evaluation, negotiation and execution of all contracts to deliver outcomes that effectively meet company objectives and requirements ■ Train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Compile, submit and monitor the irregular, deviations and contracts management registers. ■ Development of Supply Chain Management and Contract Management Framework processes, policies, templates and systems. ■ Enforce compliance with Procurement policies and procedures (sourcing/bidding process, contracts negotiation, contracts review and approval, ethics and etc.) Advice on disseminate new Procurement and Supply Chain policies, procedures, framework and tools throughout the business and provide relevant training. ■ Conduct periodic audit and reviews of the Procurement and Supply Chain Management function ■ Enforce continued compliance with the relevant Legislation/Acts ■ Act as an advisory hub on Procurement and Supply Chain, Legal and Risk Departments of the NHLS. ■ Provide redlined recommendations on all standard and non-standard contracts and, when needed, negotiate directly with customer attorneys or purchasing staff until consensus has been reached ■ Oversee that all contractual records and documentation for all projects are maintained and filed in accordance with procedures ■ Provide guidance on contract matters to managers or operational staff, including training to new managers and other employees in contracting practices and procedures ■ Develop and implement procedures for contract management and administration in compliance with the relevant acts, treasury regulations and company policy ■ Develop tender management and specifications drafting training material, in conjunction with the Learning Academy ■ Oversee company-wide compliance by company employees with established policies and procedures, identify areas of recurrent pressure and implement action plans to correct deviations from policies and procedures ■ Work with Risk Management Department / Finance to coordinate contractual requirements ■ Oversee competitive terms and customer satisfaction with terms and conditions and contracting practices as well as recommending changes where needed ■ Oversee that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation ■ Responsible for ensuring that tenders are evaluated consistently within the applicable timelines. ■ Provide technical and commercial guidance on all specifications, in line with the business needs. ■ Evaluate, monitor, measure and make recommendation on the performance of the Tender and Contracts Office by putting in place KPI's to ensure that the department provides the highest level of service and delivery. ■ Provide a sound, professional and reliable support service offering insight, advice and recommendations on various aspects of the NHLS's operation.

Minimum requirements & key competency

■ 3 year Diploma / degree in Supply Chain Management or (Public Administration, Law, Auditing, Business Administration commerce, Operations, Logistics), NQF LEVEL 6 ■ 8 (eight) years relevant contract and tender management experience of which 5 (five) years should be at management/supervisory level ■ Public sector contracts ■ Risk and compliance in the public sector ■ Knowledge of an ERP system ■ Knowledge of Treasury Regulations i.e. PFMA, PPPFA, BBBEE ■ Knowledge of how to compile tenders and contracts ■ Knowledge of writing policy and procedures ■ Knowledge of supply chain management ■ Risk and compliance in the public sector ■ Management of staff.

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BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER: DEMAND PLANNING
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0222/002-03 (03913)

Key Job Responsibility

■ Forecast the demand for particular products and/ or services in terms of rands and product mix to drive supply chain activities for a particular future period of time. ■ Timely communicate information to all stakeholders using the appropriate communication method. ■ Consult with functional teams, such as supply planners, supply chain management, operations, finance, quality assurance and product development to obtain relevant data and insights on demand. ■ Drives cross-functional collaboration to influence the demand on the supply chain and prioritize demand for order fulfilment based on business objectives and customer segmentation. ■ Participate as the demand owner/representative in all NHLS sales and operations planning process, to enable demand -supply balancing analysis. ■ Prepare reports and statistics related to the demand planning and forecasting function. ■ Manage forecast models, analyse trends, manage forecast tools, and maintain accurate data. ■ Develop and measure key performance indicators to track and evaluate forecasts made, to assist in assessing the effectiveness of the demand planning and forecasting function, and to work towards continuous improvement. ■ Support business, marketing, inventory, finance or production strategies and organizational /supply chain improvement opportunities to meet market needs. ■ Review and assess risk to supply and demand variability and identify opportunities to manage and mitigate risks. ■ Develop, implement and use tools and technology for managing and analysing the supplier portfolio. ■ Develop and maintain constructive and co-operative working relationships with all stakeholders. ■ Coach and mentor staff as required. ■ Direct day to day administrative tasks

Minimum requirements & key competency

■ Degree/Diploma in Supply Chain Management/Public management/Logistics/ Commerce, NQF LEVEL 6 ■ 8 (eight) years Demand Planning experience of which 5 (five) years should be in a Managerial or supervisory role ■ Knowledge of Supply Chain Management ■ Knowledge of PFMA and treasury regulations ■ Knowledge of applicable policies and procedures ■ Knowledge of Economics and Accounting ■ Relevant tools and technology ■ Knowledge of customer service principles ■ Knowledge of Forecasting and Demand Principles ■ Analytical and critical thinking ■ Verbal and Written communication Skills ■ Problem solving Skills ■ Numerical Skills ■ Attention to detail ■ Advanced Computer Literacy ■ Presentation Skills ■ Customer Service Relations.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: HUMAN RESOURCES
DISCIPLINE: EMPLOYEE RELATIONS
LOCATION: SANDRINGHAM
POSITION: SPECIALIST: EMPLOYEE RELATIONS (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPHR0922/001-02 (06900-002-1324)

Key Job Responsibility

■ Advise management, staff and trade union representatives on company policy and legislation. ■ Investigate and analyse cases lodged in order to establish facts that will determine actions that need to be taken and to collect relevant evidence pertaining to the case. ■ Conduct research and examine trends based on relevant case law to ensure NHLS employee relations (ER) processes are aligned. ■ develop, coordinate and implement ER plans in the NHLS nationally to ensure that the ER activities support ER specific needs and requirements. ■ Review and recommend changes to ER policies and procedures, collective agreements to ensure compliance to legislation and compatibility with the NHLS ER philosophy. ■ Identify ER training needs at operational level and oversee the implementation of ER training within the NHLS ■ Liaise with external institutions e.g. the labour dept. and attorneys to prevent unnecessary litigation and provide information for current litigation. ■ Represent the NHLS in all dispute resolution forums i.e. internal hearings, CCMA, briefing of lawyers in preparation for labour court hearings, in order to protect the interests of the NHLS. ■ Collate monthly reports and co-ordinate record keeping of all supporting documents to comply with legal requirements and to ensure availability of evidence when required. ■ Train the ER junior team on the day to day operations to ensure the smooth running of the section

Minimum requirements & key competency

■ Degree in Human Resource/Industrial Relations/Law/Industrial Psychology (NQF 7) ■ 6 (six) years' Experience in Labour/Industrial Relations ■ Experience in representing the employer at CCMA ■ Experience in representing the employer at Labour Court (desirable) ■ Knowledge of relevant legislation ■ Knowledge of NHLS policy ■ Knowledge of policy formulation ■ Knowledge of CCMA rules and regulations ■ Knowledge of HPCSA rules and regulations (desirable) ■ Strong verbal and written communication skills ■ Interpersonal skills ■ Administrative skills ■ Analytical skills ■ Attention to detail ■ Computer literacy (MS Office) ■ Investigative skills ■ Negotiation skills ■ Presentation skills ■ Mediation/conciliation skills.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: BUFFALO CITY & AMATOLE DISTRICT
DISCIPLINE: CYTOLOGY
LOCATION: EAST LONDON
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: ECNBCM0223/001-1022 (22003-004-8014)

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 **Cytology**
- 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 Mpumzi Mpambani @ (043)700 8706, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY & AMATOLE DISTRICT
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: EAST LONDON LABORATORY
POSITION: SUPERVISOR – NURSING SERVICE (AMENDMENT)
PAY GRADE: C3
REFERENCE NUMBER: EC-BCM1022/001-01 (22022-001-1123)

Main Purpose of the Job

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

Key Job Responsibility

■ To oversee the performance of venesection on patients in order to ensure that correct procedures are followed ■ To supervise the phlebotomy service to ensure equal distribution of workload amongst staff that meets customer expectations ■ To, where required, supervise specialist nurses, e.g. FNA, PI, etc. in off-site/remote clinics in order to ensure that correct procedures are followed that meets customer expectations ■ To assist customers with queries, information required, etc. within the required turnaround time to maintain good customer relations ■ To oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning ■ To oversee that sufficient staffing levels are maintained for the department's smooth functioning ■ To oversee the implementation of and compliance to NHLS policies to ensure a standardized workplace ■ To liaise with stakeholders in the continuity of existing and introduction of new services to maintain good customer relations ■ To assess the phlebotomy services needs in order to make input into the annual budget ■ To provide a healthcare function through a relevant phlebotomy service to ensure that patients have access to the service ■ To provide a specialized testing function as needed per the laboratory requirement ■ To generate management reports as required to monitor work and performance status of the services and take corrective action when required ■ To train, develop and manage staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ To, where required, assist with the training of phlebotomy technician students on annual learnership.

Minimum requirements & key competency

■ 3 Three year degree/diploma in Nursing ■ Registration with the SANC ■ Valid driver's licence, code EB (own vehicle is preferred) ■ 5 (five) years as professional nurse or nursing manager ■ Nursing principles ■ Health policies and health & safety rules ■ Professional ethics ■ Specialist function as required per the specific laboratory ■ Management of staff ■ Performing venipuncture and dermalpuncture ■ Computer literacy ■ Communication skills (verbal & written) ■ Ability to work under pressure ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Planning and organizing skills ■ People management skills ■ Leadership skills ■ Crisis and conflict management ■ Assertiveness ■ Training of staff ■ Understanding of budget and general management ■ Specialised knowledge as required by specific laboratory.

Enquiries may be directed Mpumzi Mpambani @ (043)700 8706, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BISHO HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-BCM0622/001/02 (24680-000-7014)

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 Mpumzi Mpambani @ (043)700 8706, e-mail application to EC.recruitment@nhls.ac.za

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: NORTH WEST
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: POTCHEFSTROOM
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: FSNW0922/001-07 (51800-007-8022)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

KZN REGION

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: MICROBIOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNMICRO0822/001-44 (81109-014-7014)

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 Stacey Wilkins @ (031) 327 6768, e-mail application to stacey.wilkins@nhls.ac.za