



MARCH 2023

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: 07 APRIL 2023

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CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCIAL REPORTING
LOCATION: SANDRINGHAM
POSITION: MANAGER: GROUP ACCOUNTING
PAY GRADE: D4
REFERENCE NUMBER: CORPFIN0323/001 -01 (02900-001-1711)

Key Job Responsibility

■ To review and develop financial and management policies and systems and policies to ensure sound governance and internal control systems ■ To oversee the general ledger to ensure adequate controls including reconciliations and appropriate reporting are in place ■ To ensure the production of timeous and accurate monthly and quarterly financial statements (balance sheet) ■ To ensure timeous and accurate annual financial statements in accordance with relevant accounting standards ■ To oversee credit control and cash flow management to ensure the availability of available funds to meet the needs of the business ■ To oversee accounts payable activities to ensure the administration and payment to creditors in line with credit terms and standards ■ To oversee fixed assets, projects and inventory functions to ensure it reflects the actual status ■ To oversee the treasury function to ensure the most effective investments of funds within the parameters of treasury regulations ■ To ensure that the general ledger chart of accounts is maintained on a regular basis ■ To oversee the internal and external liaison ■ To train and manage Finance staff to ensure they have the skills required by the organisation and are able to achieve their performance and strategic objectives ■ To manage, control/drive or participate in ad-hoc projects that arise from time to time

Minimum requirements & key competency

■ BCOMPT (HONS) (NQF Level 8) ■ Qualified and accredited Chartered Accountant (SA) ■ 8 (eight) years relevant finance experience ■ 5 (five) years' experience at management level ■ Solid Experience in systems implementation ■ Knowledge of PFMA, Treasury regulations, IFRS & GRAP ■ Strategic financial management ■ Budgeting and management skills ■ Conceptual skills ■ Analytical skills ■ Negotiation skills ■ Leadership skills ■ Financial and cash flow management skills ■ Communication skills ■ Ability to manage staff.

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

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
LOCATION: SANDRINGHAM
POSITION: FINANCE MANAGER: GRANTS
PAY GRADE: D2
REFERENCE NUMBER: CORPAARQA0323/001-02

Key Job Responsibility

■ Supervises, directs, and reviews the work and deliverables of the grants accountants and grant administrators to ensure compliance and effective deliverable (including, but not limited to, cash reconciliations, grants account statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.) ■ Oversee the proper reporting and communication channels are maintained with both the Grants Accountants and ■ Grants Administrators and stakeholders to ensure compliance and standardization of processes ■ Develop implements and monitor recommendations to improve accounting processes and procedures and address any deviances ■ To manage the compilation of all general ledger reconciliations and liaise with, corporate finance and relevant departments on resolution of reconciling items and reports to the AAR Manager ■ Oversee proper documentation, filling, and record maintenance of set of detailed records related to financial transactions ■ To manage the oracle projects module transactions and reconciliations to the grants management cost centre ■ To oversee all miscellaneous transactions and journals being entered in the Projects Module and General Ledger and the day-to-day accounting activities required to maintain the general ledger ■ Produces grants/grantor financial reports, and develop and oversee grants accounting SOP's, reporting procedures and deliverables and adherence to set timelines (including – weekly, monthly, quarterly and annual closing activities) ■ Manage of payments and claiming of due and outstanding funds and ensure efficient cash management (including placement/movement of funds from various trusts) and maintenance of monthly differed income and resolve any discrepancies ■ Liaise with corporate finance to ensure the correct transactions are passed between the various bank accounts ■ Plans and oversee audits processes, workflow, and reviews as per NHLS, AAR and grantor requirements and perform duties and other corrective measures to ensure unqualified audit outcome ■ Be responsible for maintaining and updating NHLS RT and other internally managed funders books, reconcile it to the NHLS accounts and prepare the relevant financial reports for the NHLS RT board or other relevant bodies ■ To maintain the grants debtors aging in accordance with NHLS KPI. Identify receipt and apply funds on an ongoing basis ■ Resolves complex accounting issues or assists other management and staff in resolving financial issues ■ Produces quarterly and annual financial statements and ad hoc financial reports ■ Performs any other duties as assigned or required

Minimum requirements & key competency

■ BComm degree in Financial Management (NQF Level 7) or National Diploma in Accounting /Auditing (NQF level 6) ■ Honours Degree in Financial Management (Desirable) ■ 7 (seven) years post qualification experience in finance environment ■ 5 (five) years supervisory/management experience ■ Experience in the health industry and grant finance environment (advantageous) ■ Knowledge of relevant acts and Treasury Regulations i.e. ■ PFMA, PPPFA, BBBEE, GRAP, etc. ■ Knowledge of writing policy and procedures ■ Knowledge of financial reporting and Management ■ Knowledge of Budgeting ■ Analytical skills ■ Time management skills ■ Attention to detail ■ Communication skills ■ Management skills ■ Computer literacy skills ■ Interpersonal skills ■ Valid driver's license.

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate2@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY AND SARA BAARTMAN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: PE MAIN BRANCH
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMB&SB0123/001-02 (21002-001-1414)

Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field.

Key Job Responsibility

■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework. ■ To perform, interpret report on and authorise a full range of laboratory tests / autopsies with the specified turnaround times ■ To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service. ■ To provide informal training to undergraduate and post-graduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence. ■ Conduct routine diagnostic services.

Minimum requirements & key competency

■ FCPATH and/or MMED qualification in Anatomical Pathology or Clinical Pathology discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in the relevant discipline.

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: UITENHAGE
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMB&SB0223/001-01 (24100-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

■ National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / 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 Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: PORT ALFRED
POSITION: CLEANER: HOUSEKEEPER / MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: ECNMB&SB1122/001-02 (24250-002-2113)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 10 (Essential) ■ Driver's License (Desirable) ■ 1 (one) month on-the-job training ■ Previous experience in a Laboratory environment (Desirable) ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Good driving skills (Desirable) ■ Interpersonal skills in dealing with clients.

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: SUPPORT FUNCTION
LOCATION: EL-REGIONAL OFFICE
POSITION: OFFICER: INFRASTRUCTURE PLANNER (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: ECNMB&SB0223/001-04 (20090-001-9018)

Main Purpose of the Job

To provide an infrastructure service to the business to ensure suitable and sufficient laboratory accommodation.

Key Job Responsibility

■ To conduct site visits in Gauteng to design laboratory layouts, compile specifications, bill of quantities and drawings to facilitate the RFQ process ■ Draft a proper scope of work (bill of quantities) outlining full details of the job/project to be undertaken to ensure complete specification ■ To project manage (including sign off and receipting, certificates, warranties, quality and quantity) all building and renovation projects in order to deliver suitable and sufficient laboratory accommodation ■ To provide technical advice on proposed projects to avoid wasting resources ■ To assist in calculating estimates and budgets for business to ensure sufficient budgets are catered for ■ Liaise with Procurement for advertising of quotation based jobs in line with Policies ■ Follow up on tender results from Procurement to ensure fast turn-around time ■ Follow up on requisitions, issuing of orders, progress payments and receipting to ensure minimum delays in projects ■ Monitor progress of jobs to ensure that deadlines are met ■ Maintain proper filing system for all tender and RFQs.

Minimum requirements & key competency

■ 3 years Project Management Diploma ■ Valid Driver's license ■ Artisan Diploma (desirable) ■ 3 (three) years' experience in Building Industry ■ Knowledge of OSHA ■ Knowledge of National Building Rules and Regulations ■ Knowledge of various trade fields ■ Knowledge of NHLS finance and procurement procedures ■ Knowledge of standard building contracts ■ Knowledge of building industry and supplies ■ Knowledge of medical building industry ■ Latest Technology and products in the building industry ■ Computer literacy ■ Negotiation skills ■ Organising skills ■ Time management ■ Problem solving skills ■ Attention to detail ■ Communication skills ■ Interpersonal skills.

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC
DISCIPLINE: CYTOLOGY
LOCATION: NELSON MANDELA ACADEMIC LABORATORY
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: EC-NMAL0822/001-04 (23003-001-1209)

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

- Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory
- Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required
- Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements
- Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance.
- Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
- Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competency

- 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7
- Registration with the HPCSA in the **Clinical Pathology**
- 6 (six) years post qualification and experience in the diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- In-depth knowledge of Histopathology / Cytology
- Knowledge of Laboratory Procedures and Processes
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management & computer skills
- Ability to work under pressure
- Communication skills
- Planning, organizing and process management
- Analytical skills.

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

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: FRONTIER HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-ORT&CH0123/001-01(24600-005-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: OR TAMBO & CHRIS HANI
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: HEWU
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: ECORTCH1022/001-05 (24820-001-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: BUFFALO CITY & AMATOLE
DISCIPLINE: MICROBIOLOGY
LOCATION: EAST LONDON LABORATORY
POSITION: LABORATORY TECHNICIAN (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: ECBCA0323/001-01 (22004-009-8014) (22006-019-8014)

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 **Microbiology / 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 Oyama Mbalo @ (041) 395 6127, e-mail application to EC.recruitment@nhls.ac.za

GAUTENG REGION

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-build 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 channeled 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 (one) year knowledge of cleaning industry (types, methods, products) Desirable ■ 1 (one) year 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 Skhumbuzo Mncwabe @ (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CATHERINE BOOTH LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCAT0123/001-01 (81680-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 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: EMPANGENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEMP0123/001-03 (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: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MONTEBELLO LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNM0123/001-04 (86400-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / 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: NGWELEZANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNGW0123/001-06 (81640-024-8014)

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: STANGER LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNSTA1122/001-02 (82105-006-8014)

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-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHURCH OF SCOTLAND LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCOSH0223/001-12 (87700-004-8014)

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: MNGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EMMAUS LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEMM0123/001-21 (87200-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / 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: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CEZA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCEZA0223/001-14 (83300-006-7014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / 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: ETHEKWINI
 DISCIPLINE: MICROBIOLOGY
 LOCATION: PUBLIC HEALTH
 POSITION: BIOTECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: C1
 REFERENCE NUMBER: KZNPUBL1022/001-29 (81406-004-8006)

Main Purpose of the Job

To conduct analysis on food, environmental samples, monitor and strive to continuously improve the effectiveness of the quality management system of the laboratory in accordance with the principles of Good Laboratory Practice (GLP) and ISO requirements for testing laboratories.

Key Job Responsibility

■ To prepare samples and analyse manually and on instruments using the SOP to ensure successful execution of laboratory functions ■ To manage samples and date as per operating procedures ■ To ensure quality in analysis and results in accordance with the principles of GLP thereby improving the quality and safety regarding the consumption of products ■ To maintain and calibrate instruments, machines and equipment, monitor temperatures ■ To assist new method developments and validate test procedures in on-going research to ensure personal growth and development ■ To write and review SOP's in order to ensure methods used are documented and kept up to date ■ To train personnel to ensure skills development and competency ■ To comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ To monitor laboratory stock and follow the prescribed procurement process to ensure availability of stock at all times ■ To assist with general accreditation requirements in order to meet accreditation criteria and maintain on-going accreditation ■ To perform all general duties as required in the laboratories.

Minimum requirements & key competency

■ 3 Year Diploma in Biotechnology or related field (essential). ■ 1 (one) year experience in a testing or production laboratory (Essential) Experience in handling instruments (Essential) ■ Experience in a laboratory environment (Essential) ■ Knowledge of a laboratory information system (Desirable) Knowledge of laboratory processes and procedures (essential) ■ Knowledge of good laboratory principles (Essential) ■ Computer literacy (Essential) Attention to details ■ Communication, analytical and interpersonal skills ■ Team orientated ■ Working under pressure ■ Working under minimum supervision ■ Working under minimum supervision ■ Technically orientated ■ Highly developed sense of integrity ■ Professional demeanour and focus on quality ■ Ability to work in a consultative manner within and across teams in a highly demanding technical environment.

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: KING DINUZULU HOSPITAL
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: KZ NKDL0123/001-36 (81600-001-1113)

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

■ Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory ■ Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times ■ Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory ■ Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements ■ Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance. ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources ■ Ensures Training and development of staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Oversees the training of students to ensure comprehensive prepare ■ Performs the role of a medical technologist as required as per operational needs.

Minimum requirements & key competency

■ 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 ■ Registration with the HPCSA in the **Clinical Pathology** ■ 5 (five) years post qualification and experience in the diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and Processes ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, organizing and process management ■ Analytical 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: VHEMBE MOPANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TSHILIDZINI LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP01-VM0123/001-04 (61280-007-7014)

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: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: RED CROSS CHILDREN'S HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0123/001-01 (13001-013-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: WESTERN & NORTHERN CAPE REGION
DISCIPLINE: HUMAN RESOURCES
LOCATION: KIMBERLEY
POSITION: ADMINISTRATOR: HUMAN RESOURCES (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0123/001-01 (06902-006-9009)

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 employee terminations in terms of resignations, retirements, deaths, disabilities, including exit interviews, and ensure the proper application of policy, controls and procedures in this regard. ■ 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 Manager to satisfy reporting requirements and provision of management information. ■ Administer disciplinary and grievance hearings to ensure correct and legal application of procedures in terms of legislation and NHLS policy and procedures. ■ 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

■ Matric (NQF Level 4) ■ Certificate in Human Resources (NQF level 5) ■ Industrial Relations Certificate (desirable) ■ 3 (three) years HR administration experience ■ Proven knowledge and experience of Industrial Relations and Labour Legislated matters ■ Knowledge and experience of HR Systems (desirable) ■ Knowledge of relevant Labour Legislation ■ Knowledge and application of Employment Equity ■ Knowledge of Performance Management Systems, IRecruitment and/or other Oracle related systems ■ Knowledge and experience with Payroll procedures (desirable) ■ Computer Literacy Skills ■ Communication Skills – (Written, Verbal & Presentation) ■ Strong Administration skills ■ Time Management skills and the ability to meet deadlines, plan and organise ■ Ability to work independently and within a team ■ Ability to be flexible and adaptable and take own initiative ■ Strong attention to detail skills ■ Ability to resolve conflict through effective resolution ■ Valid driver's licence.

Enquiries may be directed to James Abraham @ (021) 417 9316, e-mail application to james.abraham@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: MOSSEL BAY LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC1122/001-01 (15900-001-7014)

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 **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 Chris Mxhosana @ (021) 417 9314, e-mail application to chris.mxhosana@nhls.ac.za