



JULY 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: 25 JULY 2023

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: TOXICOLOGY SECTION
LOCATION: FCL- JOHANNESBURG
POSITION: FCL – FORENSIC ANALYST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLJHB0523/001-01 (92001-013-1546) (92001-027-1546)

Main Purpose of the Job

Provide a forensic analytical chemistry service to the judicial system and health authorities on behalf of the NHLS.

Key Job Responsibility

Analyse samples:

■ Produce analytical results [Toxicology/Food/Blood Alcohol] according to the national norm. ■ To complete a sample which entails the extraction, analysis, data interpretation and processing and final result recorded. ■ Produce analytical results for prioritised Toxicology/Food/Blood Alcohol cases.

Work according to Quality Control Procedures:

■ Follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.) ■ Work according to SOP's of section (complete logbooks, registers etc.) ■ Present accurate court testimony. ■ To ensure correctness of typed/ LIMS generated report (and statement of compliance for the food section).

Follow Good Laboratory Practice (GLP) – health and safety:

■ Adhere to the requirements of the safety manual, waste disposal procedures and housekeeping requirements of this Laboratory.

Follow Good Laboratory Practice (GLP) – security:

■ Maintain integrity of the work done at the Laboratory by following the security procedures.

Perform Case Related Administrative related duties:

■ Preserve chain of evidence of samples and accompanying documentation. ■ Process raw data using various pre-installed software packages. ■ Compile a case file and submit to the supervisor/mentor for checking the correctness of results. ■ Ensure correctness of reports.

Minimum requirements & key competency

■ BSc degree with Chemistry as a major subject or Diploma in Analytical Chemistry (NQF 6). ■ 2 (two) year working experience. ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer. ■ Rudimentary computer literacy (spreadsheets, databases, word processors). ■ Sound and in-depth knowledge of analyses of biological fluids in terms of the Criminal Procedures Act 51 of 1977, as well as foodstuffs and cosmetics in terms of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. ■ Health and Safety Act. ■ Good Communication and Interpersonal skills. ■ Facilitation and Presentation skills. ■ Research and Report writing skills. ■ Liaison skills. ■ Analytical skills.

Enquiries may be directed Paballo Thokoana @ (071) 680 6522, e-mail application to Fclapplications@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY AND SARA BAARTMAN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: PE MAIN BRANCH
POSITION: PATHOLOGIST (AMENDMENT)
PAY GRADE: PHP
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

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MT AYLIFF HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-AN&JG0323/001-04(26020-004-8014)

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: MICROBIOLOGY/CLINICAL PATHOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL0323/001-02 (23006-015-8014)

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 **Microbiology / 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 AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ALL SAINTS HOSPITAL
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EC-AN&JG0123/001-03 (26080-001-1113)

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: EC-NMAL0623/001-01

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12/Matric/NQF level 4/N2 ■ HPCSA registration as a Laboratory Assistant in Histology ■ One year experience in a laboratory environment(desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety ■ Computer literate ■ Attention to detail ■ Team orientated ■ Good communication skills.

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

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

■ NQF Level 6 Diploma in Engineering (Built Environment) ■ Certificate Project Management ■ Drivers Licence ■ 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.

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

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY (HISTOLOGY)
LOCATION: ANATOMICAL PATHOLOGY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: UNIFS0822/001-01 (31002-008-8014)

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 Responsibilities

Operational Efficiency of Laboratory

- Perform equipment maintenance and root cause analysis, completing action reports according to SOP's
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Verify and authorise test results
- Collate data and statistics and basic interpretation over period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, reports and documents non-conformances
- Monitor stock for operational needs
- Perform lot-to-lot verification.

QMS

- Interpret all Quality Controls
- Implement Corrective Action and Close Non-Conformance
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

Assessments of Results/Special Stains. Interpreting of Results.

- Reviewing the work of others and amending the results where necessary.

Teaching, Training and Development of Laboratory Staff

- 1X CPD Presentation per annum/training presentation
- Ensuring that continuous training takes place and ensure the implementation of training programs

Minimum requirements & key competency

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Anatomical Pathology (Histology)**
- 4 years' experience post qualification within an appropriate Laboratory setting
- Perform sampling for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail, strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (verbal, written and presentation)
- Computer Literacy
- Time management and evaluations.

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

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: RUSTENBURG LABORATORY
POSITION: LABORATORY TECHNICIAN
PAY GRADE: LT1
REFERENCE NUMBER: FSNW0622/001-05 (52300-019-7014)

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 lab SOP and reports results according to SOP ■ Prepares stains and slides for specialised 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 temp, 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 Level 4 ■ SMLTSA Certificate ■ Registration with the HPCSA as a Medical Technician in **Clinical Pathology** ■ Health and Safety regulations ■ Knowledge of Technical Appliances ■ Knowledge for quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Communication skills ■ Interpersonal skills.

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

BUSINESS UNIT: NORTH WEST
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: MAFIKENG
POSITION: SECRETARY (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: FSNW0623/001-01 (51990-001-7018)

Key Job Responsibility

■ Maintains a diary for the manager and ensures that all meetings and commitments are properly recorded while also optimizing available time in consultation with the manager ■ Receive, screen and action general communication and correspondence addressed to the manager to ensure that only relevant communication reaches the relevant manager and that general communication is directed appropriately within the department ■ Types and /or collates documents/reports and prepares presentations timeously as per requirements ■ Faxes documents and maintains an accurate record of all documents transmitted ■ Photocopies documents according to specific requirements and instructions ■ Maintains a filing system and ensures that all documents are filed timeously according to procedures ■ Distributes documentation according to standard distribution instructions and ensures that, where necessary, documentation and reports are returned on time, by liaising with the respective managers/departments ■ Takes minutes of meetings, ensuring that an accurate and concise summary of proceedings is recorded, typed and distributed on time ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements ■ Handles bookings and monitors use and maintenance of pool vehicle where applicable ■ Liaises with travel agents and service providers regarding travel bookings as per requirements ■ Assists with clients queries to ensure that they are speedily resolved ■ Perform any ad-hoc responsibilities as when required.

Minimum requirements & key competency

■ Grade 12/NQF Level 4 ■ Relevant 3 Year Diploma/NQF Level 6 ■ Three (3) years Administrative /Secretarial Experience ■ Knowledge of General Office Administration ■ Advanced computer skills ■ Good Typing Skills ■ Excellent communication skills ■ Good interpersonal skills ■ Attention to detail.

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

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: HAEMATOLOGY
LOCATION: HAEMATOLOGY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0622/001-01 (31004-004-8014)

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

- A National Diploma in Medical Technology or Biomedical Technology or Bachelor in Health Science NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in Haematology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation in Flowcytometry
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy.
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills
- Willing to work unsociable hours, weekends, public holidays and call outs.

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

GAUTENG REGION

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: GAUTAD0323/001-01 (45002-015-7014)

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 **Histopathological Technique** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: HAEMATOLOGY
LOCATION: HELLEN JOSEPH HOSPITAL
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: GAUJHBSW0323/001-06 (44004-001-1133)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: SECRETARY - ACADEMIC DEPARTMENT (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUTAD0323/001-01 (45001.001.8041)

Main Purpose of the Job

Performs secretarial and general office duties for Head of Academic Department to facilitate the smooth operation of the designated area.

Key Job Responsibility

■ Maintains a diary for the HOD and ensures that all meetings and commitments are properly recorded while also optimising available time in consultation with the Head of Academic Department ("HOD") ■ Receive, screen and action general communication and correspondence addressed to the to HOD to ensure that only relevant communication reaches the relevant HOD and that general communication is directed appropriately within the department ■ Types and/or collates documents/reports and prepares presentations timeously as per requirements ■ Faxes documents and maintains an accurate record of all documents transmitted ■ Photocopies documents according to specific requirements and instructions ■ Maintains a filing system and ensures that all documents are filed timeously according to procedures ■ Distributes documentation according to standard distribution instructions and ensures that, where necessary, documentation and reports are returned on time, by liaising with the respective HOD/ departments ■ Takes minutes of meetings, ensuring that an accurate and concise summary of proceedings is recorded, typed and distributed on time ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements ■ Handles bookings and monitors use and maintenance of pool vehicle where applicable ■ Liaises with travel agents and service providers regarding travel bookings as per requirements ■ Assists with clients/students queries to ensure that they are speedily resolved ■ Perform any a-hoc responsibilities as when required.

Minimum requirements & key competency

■ Grade 12/NQF Level 4 ■ Relevant 3-year diploma/degree desirable ■ Minimum of 1 year administrative/ secretarial experience is essential ■ General office administration essential ■ Computer Skills ■ Good typing skills ■ General office administration skills ■ Communication skills ■ Attention to detail ■ Interpersonal skills.

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

KZN REGION

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESHOWE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNESH0323/001-02 (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: 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: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHARLES JOHNSON MEMORIAL LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCJM0323/001-12 (81760-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNMAD1022/001-10 (86101-012-8014)

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 **Clinical Pathology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: MNGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREYS LABORATORY
POSITION: MESSENGER (X3 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: KZNGREYS1022/001-10

Main Purpose of the Job

Provide a messenger service to the relevant laboratory and Provincial Hospital

Key Job Responsibility

■ Collect specimens and deliver reports to the hospital wards according to set procedures to facilitate work flow and report delivery. ■ Sort and deliver collected specimen to different laboratory departments. ■ To collect and deliver mail to and from the correct staff members to ensure that mail is not lost or damaged. ■ Sorts and distributes internal/courier mail in the receiving office to ensure correct delivery of mail to departments. ■ To collect posts from the post office and distribute to relevant departments. ■ To ensure that shipping lists are filed according to the SOP. ■ Take telephonic messages in the transport office to ensure operational standards and company image are maintained.

Minimum requirements & key competency

■ Grade 10 essential ■ Driver's License essential ■ 1 (one) month on-the-job training essential ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Strong ■ Interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Good driving skills ■ Interpersonal skills in dealing with clients.

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: EDENDALE
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNEDEN0423/001-06 (86001-019-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: 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: MNGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESTCOURT LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEST0323/001-17 (86101-005-8014)

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

BUSINESS UNIT: MNGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LADYSMITH LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNLAD0323/001-21 (87001-005-8014)

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BETHESDA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNBETH0423/001-09 (87911-004-8014)

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: MKHANYA-ZULU
 DISCIPLINE: CLINICAL PATHOLOGY
 LOCATION: ITSHELEJUBA LABORATORY
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: KZNITSH0423/001-10 (83500-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ITSHELEJUBA
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNITSH0423/002-11 (83500-009-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HLABISA LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNHLA0423/001-13 (87820-009-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: ACADEMIC COMPLEX
 DISCIPLINE: ANATOMICAL PATHOLOGY
 LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
 POSITION: MEDICAL OFFICER (RE-ADVERTISEMENT)
 PAY GRADE: D1
 REFERENCE NUMBER: KZNIALCHANAT0523/001- 32 (81213.002.1318)

Main Purpose of the Job

To contribute towards diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed.

Key Job Responsibility

■ Conducts supervised research, clinical trials and/or diagnostic testing and surveillance ■ Presents at national or international conferences or academic research days/forums ■ Develop and prepare training material for training programmes for Surveillance Officers, peers and immediate teams ■ Publish international review articles in the respective field ■ Prepare and submit Grant applications for Research ■ Develop and implement proposals/protocols/publications/new technologies or new approaches ■ Contribute significantly to operational management - staff, budgets and projects ■ To compile reports and perform administrative tasks in order to ensure accurate record management as prescribed in policies and procedures ■ To do quality assurance to ensure that the required standards are met in order to protect the patient ■ To troubleshoot when required to determine and remedy the cause of machine malfunction or problems ■ To contribute to medical technologist / technician, undergraduate teaching and the departmental CPD program to ensure that the departmental objectives and obligations in this regard are met ■ To assist with the training of registrars / experiential and intern students on annual learnership in order to transfer skills as well as to ensure that patient care is not compromised ■ To train and develop health care professionals to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competency

■ MBCH ■ Registration with the HPCSA as a Medical Doctor ■ Relevant Post Graduate Academic Qualification / PhD (Desirable) ■ 0-3 years related experience as Medical Officer after community service ■ 4-6 years' experience as Medical Officer after Community Service (Desirable) ■ Knowledge: Conducting Research or Surveillance in collaboration ■ Conducting independent post qualification research ■ Initiate and/or conduct research/surveillance (PI) and/or supervise post qualification research ■ Skills: Project Management Skills ■ Programme and Human Resources Skills ■ Skills to conduct routine diagnostic services or analysis ■ Leadership and policy development skills ■ Strategic Skills ■ Stakeholder Relations ■ Mentoring and Coaching ■ Ability to multi-task ■ Innovation Skills ■ Troubleshooting Skills, Analytical Skills, Attention to Detail.

Enquiries may be directed to Calvin Naidoo @ (031) 327 6728, e-mail application to calvin.naidoo@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DR. PIXLEY KASEMELABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNDRPK0323/001-38 (81911-010-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- 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 Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: OSINDISWENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNOSI0523/001-23(81620-001-8014)

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: MOLECULAR
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNIALCHHEAM0323/001-30 (81109-008-7014)

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 / Haematology** as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: MOLECULAR
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNIALCHHEAMO323/001-49 (81108-011-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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 Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: LIMPOPO MPUMALANGA
DISCIPLINE: DEPARTMENT HUMAN RESOURCE
LOCATION: MPUMALANGA – NELSPRUIT
POSITION: PRACTITIONER: HUMAN RESOURCE (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: LiMp-HR0523/001-04 (60943-001-1217)

Main Purpose of the Job

Provide human resource services within a designated area / business unit to ensure the proper application of all HR policies and procedures, compliance with all relevant systems and legislation to ensure that all HR objectives and strategic targets are achieved in line with operational needs of the NHLS.

Key Job Responsibility

■ **1. Policy implementation and compliance to all HR processes in a Business Unit** ■ Responsible for overseeing the administration of all HR policies and procedures to ensure effective implementation of all human resources services within the respective business units
 ■ Regularly arrange and co-ordinate HR information sessions within the respective Business unit to ensure effective communication, refresher training for Managers and correct application of all HR policies and procedures. **2. Participate and support the co-ordination and implementation of the performance and talent management system at Business Unit level** ■ Responsible for performance and talent management systems and procedures in line with relevant SOP's and policy to ensure integration, compliance to NHLS systems and procedures, providing relevant management information ■ Provide monthly reports to the HR Manager on the progress and compliance levels for designated area. **3. Facilitate the orientation and exit management programmes at designated Business Units** ■ Responsible for employees orientation and exit process, co-ordinating and facilitating the transition process in accordance with National guidelines to ensure conformance to the overall NHLS attraction and retention strategy ■ Responsible for and administration of terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities, conducting exit interviews etc.) to ensure accurate and timely application of NHLS policies, controls and 3rd party procedures. **4. Facilitate and co-ordinate Employee Relations matters to promote a harmonious working environment** ■ Responsible for overseeing Employee Relations, facilitation, alternative dispute resolution and conflict management as well as disciplinary, grievance procedures and hearings to ensure consistent and fair application in terms of legislation and NHLS policies and procedures **5. Manage HR Administration matters and provide advice** ■ Responsible for all payroll loading and new engagement and benefits documentation to ensure timeous capturing of all new data required in terms of Payroll procedures ■ Conduct sick leave and leave management analysis, reporting Business Units trends ■ Managing and maintaining EE Records and reporting on targets **6. Co-ordinate and facilitate the Recruitment and Selection process** ■ Responsible for recruitment and selection practices to ensure vacancies are filled with highly qualified candidates in terms of job requirements for each position, ensuring applied techniques comply with NHLS policies and procedures as well as National regulations.

Minimum requirements & key competency

■ Degree/Diploma in Human Resources Management (NQF 6) or Bcom Degree in HR / Industrial Psychology Degree ■ Valid Driver's License ■ 5 years demonstrated HR generalist experience essential ■ 3 years demonstrated IR experience ■ 3 years HR Systems administration experience desirable (Oracle System Advantageous) ■ Computer literacy (MS Office, Powerpoint, Advance excel and Oracle) ■ Very good communication skills, verbal and written ■ Ability to communicate at all levels ■ Good administration skills ■ Attention to detail ■ Time management ■ Good conflict management skills ■ Ability to adapt to change ■ Planning and Organising skills ■ Ability to work under pressure, Ability to work independently and within a team, maintain confidentiality, Supervisory skills, Conflict resolutions, Analytical skills, Presentation skills. **Successful candidate will be expected to travel.**

Enquiries may be directed to Mabatho Moshidi @ 082 886 8579 , e-mail application to mabatho.moshidi@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: IMMUNOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: WCNC0822/001-01 (11007-001-1209)

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 **Immunology** ■ 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 to James Abraham @ (021) 417 9316, e-mail application to james.abraham@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGION
 DISCIPLINE: CLINICAL PATHOLOGY
 LOCATION: PAARL HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: WCNC0323/001-01 (15100-001-8014)

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

BUSINESS UNIT: WESTERN CAPE REGION
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MITCHELL'S PLAIN LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0323/001-01 (15500-005-8014)

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

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KIMBERLEY LABORATORY COMPLEX
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0323/001-01 (35204-003-7014)

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 Oyama Mbalo @ (053) 831 3969, or e-mail application to oyama.mbalo@nhls.ac.za