



OCTOBER 2023

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title.
2. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications. e.g qualifications, Identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and 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.
4. Candidates credentials will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the published scale associated with the post grade. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**

CLOSING DATE: 2 NOVEMBER 2023

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CORPORATE REGION

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: COMPANY SECRETARY
LOCATION: SANDRINGHAM
POSITION: EXECUTIVE LEGAL SECRETARY (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPCEO1023/001-06 (01998.001.9001)

Key Job Responsibility

■ To provide administrative and secretarial support and /or service to the executive company secretary's office to ensure that the office is running smoothly and efficiently ■ To arrange and facilitate all internal meetings involving the Executive Company Secretary's office, including Board and Committee meetings to ensure that all stakeholders and participants are familiar with the agenda- and all related matters ■ To take minutes of the relevant meetings in order to accurately record the proceedings of such meetings ■ To manage the diary of the Executive Company Secretary and other relevant staff members within the Company Secretariat and Legal department to ensure optimal usage of time and resources to achieve set objectives ■ To receive, screen and action communication and correspondence addressed to the Executive Company Secretary as well as other relevant staff members within the Company Secretariat and Legal department to ensure that only relevant communication reaches the Executive Company Secretary's office ■ To make cost effective travel and meeting arrangements for the Executive Company Secretary's office to visit business sites, meet clients and other stakeholders according to the NHLS business requirements ■ To maintain files to ensure effective communication and good record keeping and ensure that files are regularly updated ■ To perform any other related secretarial and administrative duties as may be assigned by the Executive Company Secretary ■ To liaise and correspond with clients and stakeholders in order to provide sound advice for resolutions or queries and portray the office in a positive light.

Minimum requirements & key competency

■ National Diploma in Legal/Administration or related field (NQF level 6) ■ 5 (Five) years in Secretarial role- Must have worked in a legal or secretarial environment ■ Experience in Corporate Environment (Desirable) ■ Project management methodology (Desirable) ■ Research methods ■ General knowledge on South Africa's current affairs ■ Understanding of the Laboratory environment, NHLS practices and principles ■ Knowledge of the financial and supply chain management regulatory framework ■ Knowledge of the HR management regulatory framework ■ Knowledge of the IT systems management regulatory framework ■ Knowledge of business planning ■ Organisational Awareness.

Enquiries may be directed Ntsane Seleso @ (011) 386 6145, e-mail application to Corporate2@nhls.ac.za

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: HUMAN RESOURCES
DISCIPLINE: HUMAN RESOURCES
LOCATION: SANDRINGHAM
POSITION: PRACTITIONER: HUMAN RESOURCES (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPHR0623/001-03 (06900-004-1217)

Key Job Responsibility

■ Responsible, oversee, administer and assist with NHLS HR policies and procedures to ensure effective resolution of queries/ problems and effective implementation of human resources services within the region and respective business units. ■ Responsible for recruitment, selection and appointment procedures in line with relevant SOP's and policy to ensure that vacancies are filled timeously with the most suitable qualified candidate in terms of the job requirements and in compliance with organisational policy. ■ Participate, guide and support selection process to ensure compliance with policy and procedures. ■ Responsible, oversee and administer disciplinary and grievance hearings to ensure correct and legal application of procedures in term of legislation and NHLS policy and procedures. ■ Responsible for orientation and induction programmes of new employees in accordance with relevant SOP's and policy to ensure that new employees are fully integrated into the organisation and aware of organisational policies and procedures. ■ Responsible for all payroll loading and new engagement documentation to ensure timeous capturing of all new data required in terms of Payroll procedures. ■ Conduct exit interviews, and ensure the proper application of policy, controls and procedures in this regard. ■ Responsible and administer terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities etc) to ensure accurate and timely application of policy, controls and 3rd party procedures. ■ Co-ordinate HR information sessions within units to ensure effective application of all HR policies and procedures ■ Trains and supervises own staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competency

■ Degree/Diploma in Human Resources Management (NQF Level 6) ■ Valid Driver's Licence ■ 5 years demonstrated HR generalist experience ■ 3 years demonstrated IR experience ■ 3 years HR Systems administration experience (Oracle System Advantageous) ■ Knowledge of labour legislation ■ Knowledge of HR Policies and procedures ■ 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.

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

BUSINESS UNIT: FINANCE
DISCIPLINE: BUSINESS ANALYSIS
LOCATION: SANDRINGHAM
POSITION: MANAGER: BUSINESS ANALYSIS (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORFIN0922/001-01 (02905-001-1404)

Key Job Responsibility

■ Identify, innovate, develop and implement new business analysis and reporting tools to enhance NHLS business performance ■ Provide in-depth analysis of business data to interrogate and monitor business performance in order to ensure alignment with business strategy, and if necessary to advise on corrective action required ■ Design and implement reports and presentations for provincial and parliamentary authorities as and when required by the CEO and CFO to ensure compliance with all NHLS, Dept of Health, National Treasury and PFMA reporting requirements ■ Provide technical and financial support to the business to ensure that the necessary skills transfer takes place ■ Ensure that relevant policies and standard operating procedures are in line with NHLS standards ■ Direct and manage the management accounting function of the organization to ensure that the information provided to the Accounting Authority and Executive Authority is timeous and accurate ■ Manage the annual budgeting cycle to ensure that NHLS operational timelines are adhered to ■ Direct and manage the costing and pricing function of the organization to ensure that the NHLS achieves its business strategy ■ Direct and manage the reporting of all relevant business indicators to senior management to ensure that the actual performance is tracked relative to the business strategy ■ Monitor and report on variances in the budget ■ Manage the capital expenditure for NHLS ■ Direct and manage the frontline support for financial systems to internal and external customers to facilitate efficient business management ■ Assist the procurement department in the evaluation of financial information for tenders ■ Monitor and analyse business performance against the budget and provide information to assist in management decision making and allow the organization to achieve its financial objectives ■ Manage and develop staff within the unit to ensure that they are adequately skilled and aware of all policies and procedures

Minimum requirements & key competency

■ B Comm degree Finance related qualification (NQF Level 7) ■ CIMA (desirable) ■ 8 years' experience in a finance environment (cost management and financial analysis) of which 3 years must be at manager level ■ Broad-based knowledge of IT systems ■ Change Management ■ Advanced computer Literacy including Database management ■ Knowledge of PFMA and other financial statutory legislation ■ Team leadership ■ Oracle and/or similar ERP systems (desirable) ■ Budgeting / forecasting / planning skills ■ Analytical thinking ■ Accuracy and attention to detail ■ Good interpersonal skills ■ Adherence to strict deadlines ■ Frequent requests for information within unrealistic time frame ■ Ability to deal with and provide support to managers who have limited knowledge of financial system ■ Management and Organizational Skills ■ Excellent Communication skills ■ Ability to influence people.

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

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: PROJECT MANAGEMENT OFFICE
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPIT0823/001-03 (07935-001-1406)

Key Job Responsibility

■ Manage and prioritise medium to complex project delivery and governance from beginning to end in accordance with NHLS business strategic objectives and Project Management Methodologies ■ Assist in the definition of the scope and objectives involving all relevant stakeholders and ensuring technical feasibility ■ Develop comprehensive projects plan and track project progress in line with the projects timelines ■ Manage projects scope, goals and deliverables that support business goals in collaboration with all stakeholders ■ Develop full-scale project documentation which addresses all knowledge areas in accordance with the Project Management Methodology ■ Develop, manage and execute communication, human resources, change management, procurement and quality management strategies to achieve project delivery within triple constraints which are scope, timeline and budget ■ Meet budgetary objectives and make adjustments to project constraints based on financial analysis ■ Manage project governance to drive projects delivery ■ Develop a project evaluation framework to assess the strengths of the project and identify areas of improvement ■ Plan, assign and manage project human resources internally and externally ■ Delegate tasks and responsibilities to appropriate personnel ■ Develop and manage multi-project risks, issues, dependencies and mitigation strategies.

Minimum requirements & key competency

■ Bachelor degree (NQF Level 7) in Information Technology or Related ■ Project Management Certification (Prince2 preferable) ■ 8 (Eight) year's experience in Project management environment of which 5 (Five) years should be in managing IT Projects ■ Extensive computer knowledge ■ Sound knowledge of procurement process (PFMA) ■ Knowledge of Portfolio, Program and Project management methodologies and Practices ■ Thorough understanding of project management phases ■ Knowledge of Business Analysis Practices ■ Knowledge of Business Case development, Project Prioritization and Benefit Realisation ■ Knowledge of Change Management Methodologies ■ Knowledge and Understanding of PFMA Principles and Practices, knowledge of Procurement and Contract Management Processes ■ Risk Management Skills ■ Ability to plan work effort and manage project schedule and priorities ■ Attention to detail ■ Planning and Organising ■ Excellent Communication skills ■ Administrative skills ■ Problem solving ■ Deadline driven or Time management skills ■ Analytical skills ■ Project Management skills ■ Negotiation skills ■ People Management skills ■ Ability to work in a team and under pressure ■ Budgeting skills ■ High Level Communication Skills.

Enquiries may be directed Ntsane Seleso @ (011) 386 6145, e-mail application to Corporate2@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: HISTOLOGY
LOCATION: PE MAIN BRANCH HISTOLOGY LABORATORY
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: ECNMB&SB0623/001-05 (21002-005-5003)

Main Purpose of the Job

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

Key Job Responsibility

■ Receives, sort and refer (where applicable) specimens for testing ■ Spin and label specimens appropriately for testing ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Grade 12 / Matric / NQF level 4 / N2 / NQF Level 4 equivalent ■ Lab Assistant Certificate ■ Registration with the HPCSA as a Lab Assistant in **Histology** ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: HISTOLOGY
LOCATION: PE MAIN BRANCH –HISTOLOGY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMB&SB0123/001-02 (21002-005-7014)

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 **Histopathology** 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 Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: EL REGIONAL OFFICE
DISCIPLINE: HUMAN RESOURCES
LOCATION: EL REGIONAL OFFICE
POSITION: OFFICER: HUMAN RESOURCES (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: FSNW0923/001-05 ECBKA0623/001-09 (06906-003-8017)

Main Purpose of the Job

Assist with all human resources procedures in a regional business unit to ensure efficiency and the proper application of all relevant HR policy and procedures

Key Job Responsibility

■ Advise on NHLS human resources policies and procedures to ensure uniformity in application within the regional business unit. ■ Assist with recruitment, selection and appointment procedures in line with relevant SOP's and policy to ensure that vacancies are filled timeously with the most suitable qualified candidate in terms of the job requirements and in compliance with organisational policy. ■ Support and participate in selection interviews for salary bands A to C to ensure that recruitment and selection policies are adhered to. ■ Assist with orientation and induction programmes of new employees in accordance with relevant SOP's and policy to ensure that new employees are fully integrated into the organisation and aware of organisational policies and procedures. Assist with employee terminations in terms of resignations, retirements, deaths, disabilities, including exit interviews, and ensure the proper application of policy, controls and procedures in this regard. ■ Assist with employee terminations in terms of resignations, retirements, deaths, disabilities, including exit interviews, and ensure the proper application of policy, controls and procedures in this regard. ■ Assist with Employee relations to ensure proper application of policy and procedures and legislations. ■ Assist with leave administration and ensure proper application of policy and procedures in this regard ■ Assist with the facilitation of arrangements for national HR initiatives and projects by coordinating attendance for road shows, information and training sessions as directed by ■ Administer and maintains an accurate record system of all HR documents transmitted ■ Photocopies documents according to specific requirements and instructions. ■ Maintains a filing system and ensures that all documents are filled timeously according to procedures. ■ Assist with the gathering of data, and assist with the compiling of reports on HR activities, in the prescribed format, on a monthly basis for submission to the Regional HR Manager.

Minimum requirements & key competency

■ Grade 12 plus at least 3 years HR generalist experience ■ HR Diploma – advantageous ■ 3 (three) years as generalist in HR environment Computer literacy – Excel ■ Oracle HRMS – advantageous ■ Knowledge of labour legislation ■ Good administration skills with strong organizational skills ■ Attention to detail, as accuracy is very important ■ Time management with ability to prioritize work ■ Ability to take responsibility for your own work ■ Prioritise tasks as required to meet deadlines ■ Careful, conscious throughout approach ■ Attention to detail to ensure standards are met ■ Ability to maintain composure during stressful situations occurring as a result of workloads and / or deadlines ■ A Strong sense of teamwork as well as the ability to work independently.

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

BUSINESS UNIT: BUFFALO CITY & AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BUTTERWOTH LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: ECBCA0623/001-22 (2800-002-7009)

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

BUSINESS UNIT: BUFFALO CITY & AMATOLE
DISCIPLINE: HISTOLOGY
LOCATION: EL LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: ECBCM0323/001-10 (22002-004-8014)

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

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

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
 DISCIPLINE: CLINICAL PATHOLOGY
 LOCATION: HOLY CROSS HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: EC-AN&JG0523/001-01(26040-001-8014)

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

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADZIKANE KAZULU MEMORIAL HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-AN&JG0623/001-12 (26080-004-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: OR TAMBO & CHRIS HANI
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CALA HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-ORTCH0623/001-20 (25200-002-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
 DISCIPLINE: MICROBIOLOGY/CLINICAL PATHOLOGY
 LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: EC-NMAL0623/001-16 (23014-004-8014)-TB

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: BUFFALO CITY AND AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EAST LONDON CHEMISTRY
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: EC-BCA1023/001-01 (22004-001-1414)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ FCPATH or MMED qualification in Clinical pathology/Haematology discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in application discipline.

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: MANAGEMENT AND ADMINISTRATION
DISCIPLINE: HUMAN RESOURCES
LOCATION: MAFIKENG OFFICES
POSITION: PRACTITIONER: HUMAN RESOURCES (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: FSNW0923/001-05 (06903-002-1217)

Key Job Responsibility

■ Responsible, oversee, administer and assist with NHLS HR policies and procedures to ensure effective resolution of queries/ problems and effective implementation of human resources services within the region and respective business units. ■ Responsible for recruitment, selection and appointment procedures in line with relevant SOP's and policy to ensure that vacancies are filled timeously with the most suitable qualified candidate in terms of the job requirements and in compliance with organisational policy. ■ Participate, guide and support selection process to ensure compliance with policy and procedures. ■ Responsible, oversee and administer disciplinary and grievance hearings to ensure correct and legal application of procedures in term of legislation and NHLS policy and procedures. ■ Responsible for orientation and induction programmes of new employees in accordance with relevant SOP's and policy to ensure that new employees are fully integrated into the organisation and aware of organisational policies and procedures. ■ Responsible for all payroll loading and new engagement documentation to ensure timeous capturing of all new data required in terms of Payroll procedures. ■ Conduct exit interviews, and ensure the proper application of policy, controls and procedures in this regard. ■ Responsible and administer terminations of employment (i.e. resignations/ retirements/ deaths/ dismissals/ disabilities etc) to ensure accurate and timely application of policy, controls and 3rd party procedures. ■ Co-ordinate HR information sessions within units to ensure effective application of all HR policies and procedures ■ Trains and supervises own staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.

Minimum requirements & key competency

■ Degree/Diploma in Human Resources Management (NQF Level 6) ■ Valid Driver's Licence ■ 5 years demonstrated HR generalist experience ■ 3 years demonstrated IR experience ■ 3 years HR Systems administration experience (Oracle System Advantageous) ■ Knowledge of labour legislation ■ Knowledge of HR Policies and procedures ■ 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.

Enquiries may be directed to Palesa Nong @ (011) 555 0581, e-mail application to FSNW.recruitment2@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: EHLANZENI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TINTSWALO LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP01-EHL1023/001-01 (73100-001-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: JANE FURSE LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP01-SW1023/001-01 (63200-000-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DILOKONG LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP02-SW1023/001-01 (66700-003-7014)

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 Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: POLOKWANE LABORATORY(HAEMATOLOGY)
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP01-CAP1023-001-03 (61004-001-8014)

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 **Haematology**
- 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 Helen Matetoane @ 072 346 8157 and Jeaneth Masibigiri @ 015 296 3910, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PHILADELPHIA LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP04-SW1023-001-06 (61025-001-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE – MANAGEMENT & ADMINISTRATION
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: GREEN POINT COMPLEX
POSITION: OFFICER (PROCUREMENT) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0623/001-01 (10090-004-8018)

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

- Receive requisitions electronically on procurement system and check details in order to determine the required supplier and delivery requirements
- Generate the order form on the procurement system and capture other data as required in terms of standard operating procedures and signing authority
- Communicate orders to suppliers and follow up to ensure timeous delivery
- Follow up on orders by checking weekly report forms for overdue deliveries to ensure deliveries are expedited timeously
- Assist with determining alternative suppliers to replace obsolete products
- Maintain accurate records of orders generated.

Minimum requirements & key competency

- Grade 12 and certificate/diploma in buying
- 1 year in procurement environment
- Basic computer literacy
- Knowledge of ERP system
- Basic product knowledge
- Time management
- Communication skills
- Interpersonal skills

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

BUSINESS UNIT: WESTERN CAPE – MANAGEMENT & ADMINISTRATION
DISCIPLINE: ADMINISTRATION
LOCATION: GREEN POINT COMPLEX
POSITION: PHLEBOTOMY OFFICER (X3 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0623/001-01 (10090-006-7015) (10090-007-7015) (10090-008-7015)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0623/001-01 (11001-015-8014)

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 **Chemical or 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 Fulufhelo Ramolumisi @ (021) 938 4169, e-mail application to fulufhelo.ramolumisi@nhls.ac.za

BUSINESS UNIT: TYGERBERG ACADEMIC
 DISCIPLINE: HISTOLOGY LABORATORY
 LOCATION: TYGERBERG HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: WCNC0623/001-01 (11002-002-8014)

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 **Histology**
- 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 Fulufhelo Ramolumisi @ (021) 938 4169, e-mail application to fulufhelo.ramolumisi@nhls.ac.za

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: VIROLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0423/001-01 (11008-001-5003)

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 requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing skills.

Enquiries may be directed to Fulufhelo Ramolumisi @ (021) 938 4169, e-mail application to fulufhelo.ramolumisi@nhls.ac.za

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TYGERBERG HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0623/001-01 (11022-011-5003)

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 requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing skills.

Enquiries may be directed to Fulufhelo Ramolumisi @ (021) 938 4169, e-mail application to fulufhelo.ramolumisi@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0623/001-01 (12001-003-5003)

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 requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing skills.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0823/001-01 (12002-003-7014)

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

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CYTOLOGY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0623/001-01 (12003-001-5003)

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 requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing skills.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: CLEANER (HOUSEKEEPING) (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: WCNC0623/001-01 (12022-001-2112)

Key Job Responsibility

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition. ■ Interpersonal skills in dealing with clients Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ Removes laboratory waste/biohazardous waste, cleans bins and relines bins with plastic bags ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-ordinator.

Minimum requirements & key competency

■ Grade 10 ■ 1-2 months on-the-job training ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Interpersonal skills in dealing with clients.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
 DISCIPLINE: CYTOGENETICS LABORATORY
 LOCATION: GROOTE SCHUUR HOSPITAL
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: WCNC0823/001-01 (12088-004-8014)

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

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: RED CROSS CHILDREN'S HOSPITAL LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0823/001-01 (13002-003-7014)

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

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: RED CROSS CHILDREN'S HOSPITAL LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0823/001-01 (13022-003-7015)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed to Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGION
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: GREEN POINT LABORATORY COMPLEX
POSITION: BUSINESS MANAGER
PAY GRADE: D5
REFERENCE NUMBER: WCNC1023/001-01 (16390-002-1405)

Key Job Responsibility

■ Contributes as a member of the regional management team to the operational planning for the Region and implement operational plan of the Business Unit to ensure achievement of set performance ■ Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets ■ Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Conduct client liaison with external bodies e.g Hospital administration, health district management and or local tertiary education institutions to foster harmonious relations ■ Responsible for the development and management of operational budget to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the business unit ■ Responsible for overseeing and monitoring of the LIS and other IT systems to ensure smooth operation of the business unit ■ Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework ■ Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Ensure the implementation of agreement relating to equipment, logistics, security, cleaning, utilities, building maintenance etc of the business unit to ensure the delivery of cost effective services in line with the needs of the business ■ Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives.

Minimum requirements & key competency

■ National Diploma / BHSc in Biomedical Technology (NQF 6 / 7) ■ HPCSA registration in Clinical Pathology ■ 8 (Eight) years relevant laboratory experience of which 5 years should be management role ■ Knowledge of OHSA ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Planning and Organizing skills ■ Analytical skills ■ Financial and General management ■ Initiative ■ Strategic management ■ Negotiation and conflict resolution skills ■ Interpersonal skills ■ Chairing meetings ■ Computer skills ■ Leadership and Management skills ■ Communication and Presentation skills ■ Computer 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: HAEMATOLOGY
LOCATION: GREEN POINT LABORATORY COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC0623/001-01 (14004-011-8014)

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:

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E special stains, frozen section biopsies and IMF
- Verify and authorize test results
- Verify QC of test results
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to lot verification.

QMS:

- Interpret all Quality Controls ("QC")
- Implement corrective action and close non-conformance ("NC")
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

Assessments of results/Special stains/Interpretation of results:

- Reviewing the work of others and amending results where necessary

Teaching, Training & Development of Laboratory staff:

- 1 x CPD presentation per annum / Training Presentation
- Ensuring that continuous training takes place and ensure the implementation of training programmes

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7
- HPCSA registration as a Medical Technologist in **Haematology / Clinical Pathology**
- Minimum of 4 (four) years post qualification experience within an appropriate Laboratory setting with in depth knowledge in Microbiology as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples 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 & 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: LABORATORY SUPPORT SERVICE
LOCATION: GREENPOINT COMPLEX
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0623/001-01 (14022-001-5003)

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 requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing 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: PAARL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0323/001-01 (15100-001-8104) (15100-013-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TSHWARAGANO LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0323/001-01 (35540-003-7014)

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