



NOVEMBER 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: 04 DECEMBER 2023

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
LOCATION: FCL- CAPE TOWN
POSITION: FORENSIC ANALYST (X4 POSITIONS) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLCPT0923/001-04 (92004-010-1546) (92004-003-1546) (92004-015-1546)
(92004-008-1546) (92004-002-1546)

Main Purpose of the Job

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

Key Job Responsibility

Analyse samples:

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

Work according to Quality Control Procedures:

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

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

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

Follow Good Laboratory Practice (GLP) – security:

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

Perform Case Related Administrative related duties:

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

Minimum requirements & key competency

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

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

CORPORATE REGION

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT GOVERNANCE AND REPORTING
LOCATION: SANDRINGHAM
POSITION: INFORMATION TECHNOLOGY SECURITY SPECIALIST (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPIT0923/001-01 (07990-001-1446)

Key Job Responsibility

■ Ensure the standards, systems and processes related to security are effectively and efficiently managed, monitored and reported ■ To provide assurance that the network security, host security, database security and application security safeguards are adequate to protect critical information confidentiality, integrity, and availability by providing technical input and developing procedures in support of business or department objectives ■ Responsible for coaching and mentoring colleagues to assist their development ■ Seek opportunities to enhance existing procedures and systems in order to drive improvements in business ■ To propose and provide advice on new security technologies that may be lacking ■ Liaising with internal project teams and external providers to ensure requirements for Security controls are defined, understood and met ■ To implement information security policies, guidelines and procedures within the organisation, reviewing their quality and efficiency, formulate recommendations for improvement in line with the best practice to ensure compliance ■ Provide support and guidance on Security policies ■ Provide specialist advice regarding problems or issues in complying with Security and facilitating the resolution of issues ■ Manage a demanding workload by prioritizing actions based on information risk, business and team objectives.

Minimum requirements & key competency

■ 3 year Diploma in Information Technology (IT) or Related (NQF Level 6) ■ Certificate on CISSP and or CISM ■ MCSE (Microsoft Certified Systems Engineer) or CCNA (Cisco Certified Network Associate) (Desirable) ■ Certifications on Cobit and ITIL Foundation (Desirable) ■ 6 years' experience in an Information Technology environment of which 3 years of experience should be in a information security ■ Sound business and financial awareness ■ Overall conceptual understanding of Information Security best practice ■ Knowledge of ITIL and COBIT (Desirable) ■ Knowledge of audit (Desirable) ■ Sound knowledge of network design (CISCO, LAN,WAN) ■ Good knowledge of the broader scope of security technologies and practices delivering solutions that supports the value chain ■ Understanding of legal security requirements within SA legislative context and have the capability to interpret it and apply it in the applicable context ■ Excellent Communication Skills ■ Advanced Computer Literacy ■ Ability to define, analyse and validate requirements ■ Interpersonal Skills ■ Presentation Skills ■ Collaboration and Influencing skills ■ Analytical Skills/ Problem Solving ■ Excellent documentation management and writing skills ■ Ability to define KPIs, metrics and reports ■ Pro-active/ Self-starter ■ Accurate and detail orientated ■ Ability to work independently ■ Project Management Skills.

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

BUSINESS UNIT: RISK MANAGEMENT AND INTERNAL AUDIT
DISCIPLINE: OFFICE OF THE CEO
LOCATION: CORPORATE
POSITION: INTERNAL AUDITOR (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPCEO1023/001-02 (01201-001-4017)

Key Job Responsibility

■ To conduct governance, financial, business and operational process audits of the NHLS ■ Assess and evaluate the adequacy and effectiveness of application and operational controls, procedures and processes and provide value-added recommendations to management ■ Lead and participate in audit reviews, delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards ■ Conducting a preliminary survey of the area and processes under review, obtaining details knowledge of the process, in order to establish the scope of the audit ■ Liaise effectively with the Senior Internal Auditors to ensure that changes in scope or reporting timetable are agreed and that quality review work is performed at appropriate times in the audit ■ Liaise effectively with clients at departmental level to ensure efficient completion of individual reviews ■ Carry out debriefs with departmental managers to communicate the results of the internal audit reviews and ensuring that the scale and scope of the deliverables resulting from audit recommendations are adequately understood ■ Populate working papers with good quality planning, fieldwork and reporting material on a timely basis ■ Participate in internal departmental work and key standing tasks such as Board and Audit and Risk Committee reporting as requested ■ Evaluating and monitoring of corrective actions taken to address control weaknesses identified.

Minimum requirements & key competency

■ National Diploma in Internal Auditing (NQF Level 6) ■ Certified Internal Auditor Certification (Desirable) ■ 5 (Five) years' experience in Internal Auditing environment ■ Knowledge of PFMA ■ Knowledge of Oracle, ERP systems or a related system (Desirable) ■ Knowledge in Internal Audit, Risk, Governance and control functions ■ Familiarity with General Accepted Auditing Standards ■ Experience with analysing processes and implementing process improvements ■ Ability to complete financial, operational and compliance audits ■ Knowledge of Governance Control in the risk management process ■ Computer Literate (MS Office proficient) ■ Interpersonal Skills ■ Communication Skills (Listening, Written, Verbal and Presentation) ■ Research and analytical skills ■ Planning and organisational skills ■ Results driven ■ Ability to work independently and collaboratively ■ Report Writing Skills ■ Attention to detail and quality.

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

BUSINESS UNIT: CORPORATE
DISCIPLINE: FINANCE
LOCATION: SANDRINGHAM
POSITION: CLERK: ADMINISTRATION (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: CORPFIN0823/001-07 (02909-003-6004)

Key Job Responsibility

■ To process creditors invoices accurately on the Oracle system to ensure timeous payment ■ To check and verify received invoices to ensure that quantity of goods matches with order for correct payment ■ To check Contracts invoices to ensure they are authorized by relevant lab managers in order to process approved invoices on oracle system ■ To indicate incorrect information on variance queries to ensure payments and distribute to the relevant reconciliation clerks to ensure prompt payment ■ To communicate with recons clerks in respect of easing the capturing workload and requesting invoices from suppliers ■ To, if needed, liaise with suppliers on weekly basis requesting invoices to be hand delivered to ensure swift payment ■ To assist with filing when needed.

Minimum requirements & key competency

■ Grade 12 essential (NQF 4) ■ 6 months' data capturing experience ■ Knowledge of Oracle and Excel desirable ■ Computer literacy essential ■ Written and verbal communication skills essential ■ Interpersonal skills ■ Time management skills ■ Attention to detail ■ Planning and organising skills ■ Dead line driven ■ Ability to handle pressure ■ Ability to work with confidential information ■ Ability to deal with high volume of work, Telephone etiquette, Data capturing skills.

Enquiries may be directed Xolisile Radebe @ (011) 386 6187, e-mail application to corporate1@nhls.ac.za

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CYTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL1023/001-01 (23003-001-8014)

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

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-NMAL0123/001-02(23002-004-7014)

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: PORT ELIZABETH - LIVINGSTONE
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMS&B1123/001-01 (21003-001-2106)

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 **Chemical Pathology** 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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LIVINGSTONE LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: ECNMB&SB0623/001-06 (24001-010-7014)

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: PE SUPPORT LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: ECNMB&SB1023/001-03 (21022-011-8022)

Main Purpose of the Job

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

Key Job Responsibility

- Draws blood as required using safety procedures
- Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients
- Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines
- Performs and interprets point of care tests as required
- Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition
- Handles or refers queries related to the service
- Theoretical and practical training of other health care workers to render this service
- Report writing to document the service and 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 Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: SUPPORT - FINANCE
LOCATION: PE SUPPORT LABORATORY
POSITION: OFFICER SECURITY (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: ECNMB&SB0623/001-01 (21022)

Main Purpose of the Job

Responsible for the provision of security services to NHLS. Responsible for crime prevention and investigation, physical security, intelligence gathering and assessment, access control at main entrance and around the campus.

Key Job Responsibility

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

Minimum requirements & key competency

■ Minimum of a Grade 12 with a Grade D security certificate ■ Driver's Licence ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA ■ Working Knowledge of public safety and security procedures/ protocols. ■ Ability to operate detecting systems ■ Surveillance skills and experience ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Strong interpersonal skills ■ Attention to detail ■ Good Communication skills ■ Time management ■ Good driving skills ■ Surveillance skills and experience ■ Assertiveness

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: SUPPORT
LOCATION: PE SUPPORT LABORATORY
POSITION: GARDNER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: ECNMB&SB0623/001-02

Main Purpose of the Job

Under direct supervision, maintains grounds of the NHLS property by performing landscaping duties.

Key Job Responsibility

■ Conditions and prepares soils and plant seeds, seeding, or bulbs in outdoor growing area, using spades, towels, sprayers, sprinklers, cultivators, and other gardening hand tools and equipment. ■ Mows lawns to maintain grounds ■ Trims and edges around walks, flower beds and walls ■ Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches or twigs ■ Rakes and bags or burns leaves ■ Cleans ground and removes leaves ■ Plants and waters lawns, flowers, trees and shrubs ■ Repairs fences, gates, walls and pathways ■ Cleans out drainage ditches and culverts ■ Sharpens tools such as weed cutters, edging tools and shears ■ Any other general gardening service work.

Minimum requirements & key competency

■ Grade 10/ NGF level 2 ■ Matric certificate (desirable) ■ Min 1 years' experience in providing landscaping services ■ Verbal communication ■ Ability to work independently ■ Time management ■ Ability to operate light machinery ■ Physical fitness and the ability to undertake manual labour.

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

BUSINESS UNIT: EAST LONDON - REGIONAL OFFICE
DISCIPLINE: FINANCE - PROCUREMENT
LOCATION: EAST LONDON - REGIONAL OFFICE
POSITION: OFFICER - PROCUREMENT (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-NMB&SB1023-001-03

Main Purpose of the Job

To create, process and expedite all orders for internal customers as per approved requisitions on the Oracle ERP system in accordance with procurement policy.

Key Job Responsibility

■ To ensure all requisitions are being converted into purchase orders timeously according to the standard procurement procedure ■ To measure supplier performance by following up [in writing or telephonically] on overdue orders on a weekly and monthly basis and generate reports for the procurement supervisor ■ To have supplier data packs completed by new suppliers and have information captured on Oracle by Procurement [Data Management] ■ To address constraints and delays by proactively communicating the procurement requirements with the internal and external customers ■ In regions where needed, to place request for quotes (RFQs), contractors or source quotations for equipment below the cut off amount as per specification from end-users and to award such RFQ / quote to the lowest bidder/tenderer and/or to conclude a contract as per NHLS functionality evaluation and processes ■ To perform general procurement administration, e.g. ensuring that all documents are printed and filed for record and audit purposes, etc. ■ To clean up of the system by closing open orders in accordance to procedure ■ To compile monthly and quarterly reports ■ To report non-conforming suppliers to Corporate Procurement to enable them to blacklist companies as and when required in accordance with the National Treasury Regulations.

Minimum requirements & key competency

■ Grade 12 ■ Purchasing and Supply Management Certificate (NQF Level 5) ■ 3 years in purchasing / buying / contracts ■ Experience in I-procurement / RFQ purchasing ■ Knowledge of an ERP system [Oracle, SAP, etc.] ■ Knowledge of PFMA, PPPFA and BBBEE requirements (desirable) ■ I-procurement / RFQ purchasing (desirable) ■ Basic reporting writing skills ■ Communication skills ■ Computer literacy (Advanced MS Excel) ■ Prioritising skills ■ Ability to work independently within a team ■ Time management ■ Telephone etiquette ■ Assertiveness / Ability to be firm ■ Planning and Organisational skills ■ Deadline driven ■ Attention to detail ■ Numeric skills ■ People skills ■ Problem-solving skills ■ Dealing with difficult customers.

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

BUSINESS UNIT: EAST LONDON - REGIONAL OFFICE
LOCATION: EAST LONDON - REGIONAL OFFICE
POSITION: OFFICER: INFRASTRUCTURE PLANNER (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: ECNMB&SB0223/001-04 (20090-001-9018)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ NQF Level 6 Diploma in Engineering (Built Environment) ■ Certificate Project Management ■ Drivers Licence ■ 3 (three) years' experience in Building Industry ■ Knowledge of OSHA ■ Knowledge of National Building Rules and Regulations ■ Knowledge of various trade fields ■ Knowledge of NHLS finance and procurement procedures ■ Knowledge of standard building contracts ■ Knowledge of building industry and supplies ■ Knowledge of medical building industry ■ Latest Technology and products in the building industry ■ Computer literacy ■ Negotiation skills ■ Organising skills ■ Time management ■ Problem solving skills

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

BUSINESS UNIT: EAST LONDON - REGIONAL OFFICE
DISCIPLINE: HUMAN RESOURCES MANAGEMENT
LOCATION: EAST LONDON - REGIONAL OFFICE
POSITION: ADMINISTRATOR - HUMAN RESOURCES (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: ECBCA0623/001-09 (06906-003-8017)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Matric/Grade 12 (NQF level 4)
- 1-year Certificate, relevant to HR (NQF Level 5)
- Industrial Relations Certificate (desirable)
- Diploma or Degree relevant to HR (desirable)
- 3 years' experience in a HR Generalist environment
- Proven knowledge and experience of Industrial Relation and Labour Legislated matters
- Knowledge and experience of HR Systems (desirable)
- 3 years HR administration experience
- Knowledge of relevant Labour Legislation.
- Knowledge and application of Employment Equity.
- Knowledge of HR Processes and General HR Administration.
- Knowledge of Performance Management Systems, I-Recruitment and/or other Oracle related systems.
- Knowledge and experience with Payroll procedures (desirable)
- Computer Literacy Skills
- Communication Skills – (Written, Verbal & Presentation).
- Strong Administration skills
- Time Management skills and the ability to meet deadlines, plan and organize
- Ability to work independently and within a team
- Ability to be flexible and adaptable and take own initiative
- Strong attention to detail skills
- Ability to resolve conflict through effective resolution
- Valid driver's license.

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: NORTHWEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GELUKSPAN
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: FSNW0923/001-09 (51100-006-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed to Mpho Tau @ 051 411 9951, e-mail application to FSNW.recruitment2@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: KALAFONG LABORATORY
POSITION: CLERK LABORATORY (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EKTS1022/001-02 (64150-002-7009) (64150-005-7009)

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 Vivian Sithoga @ (011) 489 8588, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: SOMATIC CELL GENETICS
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: LABORATORY MANAGER (AMENDMENT)
PAY GRADE: C4
REFERENCE NUMBER: GAUCM0923/001(43004-002-1209)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7 / MSc or equivalent in Medical Science in relevant field/ PHD
- **Registration with the HPCSA in genetics for the Medical Technologist**
- **Medical Scientist registration in genetics/ molecular/ haematology**
- 6 (six) years post qualification and experience in the diagnostic laboratory
- A minimum of 3 years' experience in a senior/supervisory position
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and Processes
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management & computer skills
- Ability to work under pressure
- Communication skills
- Planning, organizing and process management
- Analytical skills.

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

WESTERN AND NORTHERN CAPE REGION

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, or e-mail application to fulufhelo.ramolumisi@nhls.ac.za

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: IMMUNOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC1023/001-01 (11007-007-8014)

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 SOP's. ■ Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures ■ Adhere to analytical times and basic TAT for capturing / resulting. Adhere to analytical times and basic TAT when embedding, cutting, staining, cover slipping, quality control checks and dispatching of H/E, Special stains, special procedures and advanced procedures ■ Verify and authorise 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:

- 2x CPD presentation per annum ■ Ensuring that continuous training takes place and ensure the implementation of training programmes

Minimum requirements & key competency

- National Diploma / BHSc in Biomedical Technology (NQF 6 / 7) ■ Registration with the HPCSA as a Medical Technologist in **Immunology** ■ 4-6 years' experience post-qualification experience in a diagnostic laboratory 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 ■ Willing to work unsociable hours, weekends, public holidays and call outs. ■ 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, or e-mail application to fulufhelo.ramolumisi@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0623/001-01 (12001-002-8014)

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 **Chemical Pathology 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 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: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC1023/001-04 (12022-016-7015)

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: WESTERN CAPE REGIONAL LABORATORIES (WCRL)
POSITION: BUSINESS MANAGER (RE-ADVERTISEMENT)
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 relations 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 / BSc in Biomedical Technology (NQF 6 / 7) ■ HPCSA registration in the relevant category of Clinical Pathology, Chemical Pathology or Haematology ■ 8 (Eight) years relevant laboratory experience of which 5 years must be in a management role ■ Knowledge of OHSA ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of region, company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Planning and Organizing skills ■ Analytical skills ■ Financial and General management ■ Demonstrated Initiative and evidence of improvement projects and/or cost-containment projects ■ 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: HISTOLOGY
LOCATION: GREEN POINT LABORATORY COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: WCNC1023/001-01 (14002-004-8014)

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:

- Perform equipment maintenance and root cause analysis, completing action reports according to SOP's. ■ Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures ■ Adhere to analytical times and basic TAT for capturing / resulting. Adhere to analytical times and basic TAT when embedding, cutting, staining, cover slipping, quality control checks and dispatching of H/E, Special stains, special procedures and advanced procedures ■ Verify and authorise 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:

- 2x CPD presentation per annum ■ Ensuring that continuous training takes place and ensure the implementation of training programmes

Minimum requirements & key competency

- National Diploma / BHSc in Biomedical Technology (NQF 6 / 7) ■ Registration with the HPCSA as a Medical Technologist in **Histology**
- 4-6 years' experience post-qualification experience in a diagnostic laboratory 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 ■ Willing to work unsociable hours, weekends, public holidays and call outs. ■ 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: HISTOLOGY
LOCATION: GREENPOINT LABORATORY COMPLEX
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC1023/001-01 (14002-002-5003)

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

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

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

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