



SEPTEMBER 2024

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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional advert. 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 subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and 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 entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. 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**



**NATIONAL HEALTH
LABORATORY SERVICE**

CLOSING DATE: 27 SEPTEMBER 2024

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EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CYTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: EC-NMAL0124/001-02(23003-001-5003)

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 specimens for processing according to set standard operating procedure ■ Performs tasks in support of the analytical process as per discipline requirements, which includes, Specimens centrifugation and aliquoting, Protection against light, Stain preparation, Tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for party and Monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieves data, samples and media(where applicable) in accordance with procedures ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS, Quality Standards and the Occupation 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 ■ HPCSA Registration as a Lab Assistant in Cytology ■ 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.mbilini@nhls.ac.za

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HEWU/QUEENSTOWN
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-ORTCH0224/001-09(24820-004-7014)

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

■ Matric Certificate ■ SMLTSA Certificate ■ Registered with HPCSA in **Clinical Pathology** as a Medical Technician ■ Knowledge of health and safety regulations, technical appliances and quality control procedures ■ Trouble shooting skills ■ Attention to detail ■ Use of laboratory equipment ■ Analytical skills ■ Interpersonal skills.

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

GAUTENG REGION

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: HAEMATOLOGY (SOMATIC CELL GENETICS)
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM1023/001-13 (43004-020-8014)

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
- HPCSA registration as a Medical Technologist in **Genetics**
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluid
- 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 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 Jeanette Dhlamini @ (011) 489 9008, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: VIROLOGY LABORATORY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0224/001(43008-002-8014)

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
- HPCSA registration as a Medical Technologist in **Virology**
- 0-3 years' experience
- Perform sampling and analysis of blood, tissue and body fluid
- 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 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 Jeanette Dhlamini @ (011) 489 9008, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE ACADEMIC
DISCIPLINE: ANATOMICAL LABORATORY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0524-001 (43002-002-8014)

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 ■ HPCSA registration as a Medical Technologist in **Histopathological Technique** ■ 0-3 years' experience ■ Perform sampling and analysis of blood, tissue and body fluid ■ 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 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 Jeanette Dhlamini @ (011) 489 9008, e-mail application to CMAH.Recruitment@nhls.ac.za

BUSINESS UNIT: JOHANNESBURG SEDIBENG & WEST RAND
DISCIPLINE: IMMUNOLOGY LABORATORY
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MANAGER LABORTAORY (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: GAUJSW0424/001-01 (41807-001-1209)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: GENETICS
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUJSW0424/001-02 (41088-000-8014)

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 & Dev 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 **Genetics**
- Current proof of HPCSA registration
- Minimum of 4 (four) years post qualification experience within an appropriate Laboratory setting with as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- 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 programs that ensure data accuracy
- Accuracy and organizational 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 Skhumbuzo Mncwabe @ (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: THELLE MOGOERANE LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EKTS0224/001-06 (44800-002-5012)

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) ■ 1–2-year work experience ■ Knowledge of Laboratory Information System (Essential) ■ General administration knowledge (Essential) ■ Computer skills (Essential) ■ Communication skills (Verbal, written, presentation) (Essential) ■ Ability to work independently and collaboratively (Essential) ■ Attention to detail (Essential) ■ Candidates will be required to do a typing competency test.

Enquiries may be directed to Sinovuyo Nduna @ (011) 489 9203, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY DEPARTMENT
LOCATION: DR GEORGE MUKHARI HOSPITAL
POSITION: SUPERVISOR (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUDGM0224/001-20 (46006-001-1231)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7
- Registration with the HPCSA in **Chemical Pathology / Clinical Pathology**
- Minimum of 4 (four) years' experience as Medical Technologist in a diagnostic laboratory.
- Knowledge of laboratory instruments.
- Interpret numerical laboratory results.
- Quality assurance.
- In-depth knowledge of chemistry
- Communication skills
- Customer care.
- Interpersonal skills.
- Coaching.
- Analytical skills.
- Problem solving skills.
- Attention to detail.
- Supervisory skills.
- Computer literacy skills.

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

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: CLINICAL PATHOLOGY/CHEMICAL PATHOLOGY
LOCATION: TAMBO MEMORIAL LABORATORY
POSITION: SERVICE PATHOLOGIST) (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: EKTS0524/001 (44990-001-1608)

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 the relevant discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in applicable discipline.

Enquiries may be directed to Xoliswa Sinkqo @ (011) 489 9020, e-mail application to xoliswa.sinkqo@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: JUBILEE LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EKTS0224/001-03 (53200-001-7009)

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– 2-year work experience ■ Knowledge of Laboratory Information System (Essential) ■ General administration knowledge (Essential) ■ Computer skills (Essential) ■ Communication skills (Verbal, written, presentation) (Essential) ■ Ability to work independently and collaboratively (Essential) ■ Attention to detail (Essential) ■ Candidates will be required to do a typing competency test.

Enquiries may be directed to Rendani Banda @ (011) 489 9923 / 8588, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: BERTHA GXOWA LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EKTS0224/001-06 (44780-001-7009)

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) ■ 1–2-year work experience ■ Knowledge of Laboratory Information System (Essential) ■ General administration knowledge (Essential) ■ Computer skills (Essential) ■ Communication skills (Verbal, written, presentation) (Essential) ■ Ability to work independently and collaboratively (Essential) ■ Attention to detail (Essential) ■ Candidates will be required to do a typing competency test.

Enquiries may be directed to Rendani Banda @ (011) 489 9923 / 8588, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: KALAFONG LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EKTS0224/001-03 (64150-001-5012)

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) ■ 1–2-year work experience ■ Knowledge of Laboratory Information System (Essential) ■ General administration knowledge (Essential) ■ Computer skills (Essential) ■ Communication skills (Verbal, written, presentation) (Essential) ■ Ability to work independently and collaboratively (Essential) ■ Attention to detail (Essential) ■ Candidates will be required to do a typing competency test.

Enquiries may be directed to Rendani Banda @ (011) 489 9923 / 8588, e-mail application to EKTS.recruitment@nhls.ac.za

BUSINESS UNIT: BRAAMFONTEIN
DISCIPLINE: HUMAN RESOURCE
LOCATION: BRAAMFONTEIN
POSITION: HUMAN RESOURCE ADMINISTRATOR (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUHR0424/001-01 (06901-006-9009)

Main Purpose of the Job

Administers human resource procedures in a designated regional business unit to ensure efficiency and the proper application of all relevant Human Resource 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

- Grade 12 plus Higher Certificate/NQF level 5 equivalent essential
- 1-year certificate, relevant HR essential
- Industrial Relations Certificate desirable
- Diploma or Degree relevant to HR desirable
- 2 years plus experience in a HR Generalist environment essential
- Proven knowledge and experience of Industrial Relation and Labour Legislated matters essential
- Knowledge and experience of HR Systems desirable
- 3 years HR administrative experience essential
- 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
- Computer literacy skills
- Communication skills (Written, Verbal and Presentation)
- Strong Administration skills
- Time management skills and the ability to meet deadlines, plan and organise
- Ability to work independently and within a team
- Ability to be flexible and adaptable and take own initiative
- Strong attention to details
- Ability to resolve conflict through effective resolution
- Valid driver's license

■ **Preference will be given to Male Applicants.**

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

BUSINESS UNIT: BRAAMFONTEIN
DISCIPLINE: HUMAN RESOURCE
LOCATION: PRETORIA
POSITION: HUMAN RESOURCE ADMINISTRATOR (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUHR0424/001-02 (06901-001-9009)

Main Purpose of the Job

Administers human resource procedures in a designated regional business unit to ensure efficiency and the proper application of all relevant Human Resource 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

- Grade 12 plus Higher Certificate/NQF level 5 equivalent essential
- 1-year certificate, relevant HR essential
- Industrial Relations Certificate desirable
- Diploma or Degree relevant to HR desirable
- 2 years plus experience in a HR Generalist environment essential
- Proven knowledge and experience of Industrial Relation and Labour Legislated matters essential
- Knowledge and experience of HR Systems desirable
- 3 years HR administrative experience essential
- 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
- Computer literacy skills
- Communication skills (Written, Verbal and Presentation)
- Strong Administration skills
- Time management skills and the ability to meet deadlines, plan and organise
- Ability to work independently and within a team
- Ability to be flexible and adaptable and take own initiative
- Strong attention to details
- Ability to resolve conflict through effective resolution
- Valid driver's license

■ Preference will be given to Male Applicants.

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

BUSINESS UNIT: CHRIS HANI BARAGWANATH
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCHB0524/001-12 (42002-001-8014)

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 /Medical Laboratory Scientist in the **Histopathological Technique** with valid current registration
- 0-3 years' experience
- 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 Skhumbuzo Mncwabe @ (011) 489 9203, e-mail application to bara.recruitment@nhls.ac.za

BUSINESS UNIT: CHRIS HANI BARAGWANATH
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: LABORATORY TECHNICIAN
PAY GRADE: LT1
REFERENCE NUMBER: GAUCHB0624/001-13 (42002-008-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate plus SMLTSA Certificate or Qualification as a Medical Technician
- Registration with HPCSA as a Medical Technician in **Histopathological Technique** with current valid registration
- Post qualification experience as a Medical Technician in a diagnostic laboratory
- Computer literacy
- Technically orientated
- Attention to detail
- Team orientated
- Working in a hazardous environment and being very safety conscious
- Willing to work unsociable hours, shifts and public holidays.

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

LIMPOPO AND MPUMALANGA REGIONS

BUSINESS UNIT: CAPRICORN
DISCIPLINE: MICROBIOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: LIMP04-CAP0924/001-05 (61006-009-8014)

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 & Dev 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 **Microbiology** ■ Minimum of 4 (four) years 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 specialized instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organizational 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 Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 E-mail applications to LIMPRegion@nhls.ac.za

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BELA BELA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP02-SW0523-001-1 (65300-00-8014)

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 / BSc in Biomedical Technology NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Current proof of HPCSA registration
- 0-3 years' experience
- 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 organizational 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 Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 E-mail applications to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP04-CAP0823-001-02 (61001-007-8014)

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

- 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 / BHSc in Biomedical Technology NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in Chemical Pathology
- Current proof of HPCSA registration
- 0-3 years' experience
- 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 organizational 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 Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 E-mail applications to LIMPRegion@nhls.ac.za

BUSINESS UNIT: SEKHUKHUNE WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WITPOORT LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP02-SW0924/001-02 (62800-001-8014)

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
- HPCSA registration as a Medical Technologist in respective discipline
- 0-3 years' experience including internship
- Perform sampling and analysis of blood, tissue and body fluid
- 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 organizational 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 Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 E-mail applications to LIMPRegion@nhls.ac.za

BUSINESS UNIT: GERT SIBANDE & NKANGALA
DISCIPLINE: CLINICAL PATHOLOGY/MICROBIOLOGY
LOCATION: EVANDER LABORATORY
POSITION: CLEANER: HOUSEKEEPING / MESSENGER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: LIMP01-EHL0024/001-00 (71920-001-2113)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 4647 E-mail applications to LIMPRegion@nhls.ac.za

BUSINESS UNIT: LIMPOPO MPUMALANGA
DISCIPLINE: LOGISTICS
LOCATION: PRETORIA- LYNNWOOD REGIONAL OFFICE
POSITION: REGIONAL LOGISTICS MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: LIMP 0620-03 (60090-001-1333)

Main Purpose of the Job

To ensure all logistics and in –lab inventory operations within the region are performed optimally through driving productivity, efficiency, and quality to enable cost effective management and development of logistics and in – lab inventory operations.

Key Job Responsibility

■ In delivering on the main purpose of the role the objectives of the regional logistics manager are to ■ Continuously improve productivity through implementing appropriate measurements, targets as applicable to the logistics and in-lab inventory operations within the NHLS ■ Continuously drive improved efficiencies through application of best practice principles to create an environment in which efficiencies are monitored, reported and targeted within reporting lines ■ Be conscious of the cost effectiveness of the logistics and in – lab inventory operation while balancing the interest of quality in all operations and decisions ■ In achieving these objectives the regional logistics managers will ■ Create and execute operational plans for the optimal execution of specimen transportation and in – lab inventory, aligned to national policies and procedures ■ Perform and present regional annual strategic forecast on resources, infrastructure, systems and advancements, required to achieve the optimal execution of logistics and in-lab inventory ■ Oversight and management of regional logistics service providers , drivers and stores staff ■ Ensure regular gap analysis are performed , communicated and implemented within appointed region ■ Ensure that all operational plans are supported by policies and procedures ■ Procedure tactical plans to support the implementation of best practice operating models and layouts ■ Ensure that all tactical plans relate to all elements of the logistics and in – lab inventory operations within the NHLS's assigned region, including transportation, laboratory inventory, supplier management, ordering and materials handling are effectively managed ■ Ensure service level agreements are met effectively and that internal operational targets are achieved at all times ■ Ensure that all tactical plans to operational implementation plans within agreed timelines and cost parameters for implementation and monitoring ■ Manage in-lab inventory to improve inbound processes ensure order accuracy and verification and improve storage and replenishment processes ■ Together with operations ensure that the results of stock counts at lab level are appropriated and corrective action taken where necessary ■ Report monthly on financial outcome and prevailing trends of stock counts for appointed region and by laboratory ■ The management role of the regional logistics managers includes responsibility for adherence to health & safety regulations as well as the management of human resources according to all legal and NHLS regulations, policies and procedures to ensure compliance.

Minimum requirements & key competency

■ 3 year Degree / Diploma in Logistics/Transportation/Supply Chain Management (NQF Level 6) (essential) ■ 6 years experience in Logistics / Warehousing of which 3 years should be in Supervisory role (essential) ■ Warehousing or inventory (essential) ■ Vendor and 3rd Party Management (essential) ■ PFMA, PPPFA & BBBEE or similar requirements (essential) ■ Knowledge about Transportation Management (essential) ■ Accounting / Budgeting (essential) ■ Knowledge of employment legal systems (Desirable) ■ Transportation or Courier knowledge (essential) ■ Management / Supervising skills (essential) ■ Numerical skills (essential) ■ Decision making (essential) ■ Effective Business Communication skills (essential) ■ Problem solving (essential) ■ Conflict Management (essential) ■ Interpersonal skills (essential) ■ Computer Literacy: Advanced MS Office level (essential) ■ Attention to detail strive for an error free standard (essential) ■ Ability to identify problems and troubleshoot (essential) ■ Ability to work independently and collaboratively (essential) ■ Communication Skills (Verbal, written & presentation) (essential) ■ Computer Literacy ■ Time management and evaluation Skills (essential).

Enquiries may be directed Ms. Mabatho Moshidi @ 082 0886 8579 E-mail applications to Mabatho.Moshidi@nhls.ac.za