



NOVEMBER 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: 12 NOVEMBER 2024**

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## CORPORATE REGION

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** PROJECT MANAGEMENT OFFICE  
**LOCATION:** SANDRINGHAM  
**POSITION:** PROJECT MANAGER  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORPIT0924/001-03 (07935-002-1406)

### 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

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

### Minimum requirements & key competency

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

**Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)**

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CLIENT SERVICES  
**LOCATION:** SANDRINGHAM  
**POSITION:** MANAGER: IT CLIENT SERVICES (AMENDMENT)  
**PAY GRADE:** D3  
**REFERENCE NUMBER:** CORPIT0924/001-04 (07921-001-1422)

#### Key Job Responsibility

■ To manage the day-to-day functions of the IT Client Services Unit to ensure effective IT service delivery and support ■ To contribute as a member of the IT management team with regards to strategic planning of IT to ensure the collaborative meeting of the business objectives of the NHLS ■ To prepare and manage the IT Client Service Unit budget (capital and operational expenditure) to ensure the most effective utilization of financial resources and maintenance of costs within budgets ■ To develop and implement Service Level Management strategy, policies, procedures and specific SLA with the internal business units and external vendors to ensure effective service delivery ■ To compile, validate and present monthly, quarterly and annual IT Management reports relating to the performance of IT service levels achieved by the various IT units and external IT vendors ■ To manage client relations with line of business stakeholders in order to ensure effective IT service delivery in line with business needs ■ To manage and develop staff in order to ensure that IT staff are skilled and equipped to perform their tasks efficiently ■ To stay abreast of the best practice technology and recommend implementation of new technology in line with specific business needs ■ To ensure availability of the service desk during office and after hours to ensure effective service delivery ■ To ensure the effective implementation and review of incidents and request management ■ To be a point of escalation for all IT related queries ■ To ensure the effective review and implementation of continual service improvement initiative.

#### Minimum requirements & key competency

■ Bachelors degree in Information Technology (NQF 7) or Related ■ ITIL Certifications ■ Nine (9) years IT Generalist experience spanning IT operations, applications and service level management of which includes Five (5) years supervisory/management experience ■ Knowledge of service level management ■ Knowledge of strategic planning ■ Knowledge of financial management ■ Knowledge of incident, problem, change and release management ■ Knowledge of software and hardware asset management ■ Knowledge of control objectives of IT ■ Knowledge of business relationship management ■ Service catalogue management ■ People management skills and leadership ■ Communication skills (verbal and written) ■ Interpersonal skills ■ Negotiation skills ■ Ability to work independently ■ Report writing skills ■ Presentation skills ■ Budgeting Skills ■ Time Management skills ■ Ability to adjust to change ■ Ability to cope with pressure ■ Customer service skills.

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**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT ORACLE  
**LOCATION:** SANDRINGHAM  
**POSITION:** FUNCTIONAL ANALYST (PAYROLL & HR) (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** CORPIT0924/001-01 (07923-004-1115)

**Key Job Responsibility**

■ To gather business requirement, analyse and document functional specifications to ensure that system related incidents/issues are recorded for future use ■ To identify, recommend and initiate application enhancement requests to ensure that changing business needs are addressed ■ To configure functionality to ensure optimal performance, capacity management and availability of the system ■ To identify and provide training to relevant stakeholders to ensure they understand and can achieve optimal system utilization ■ To research and evaluate new software functionality to ensure that these meet the specific needs of IT and the business and that the organization is kept abreast technology ■ To coach, mentor and provide of Trainee Functional Analyst, users with system related problems to minimize down times ■ To design test cases and perform testing on changes to ensure that the required standards and objectives are met.

**Minimum requirements & key competency**

■ National Diploma in Information Technology or Relevant Business qualification (NQF 6) ■ Valid Driver's Licence ■ Certificate in Business Analysis (Desirable) ■ Five (5) Functional Analyst/ support experience within Oracle modules ■ Basic SQL experience (Desirable) ■ Understanding of business and system processes ■ Knowledge of relevant Oracle Modules (HRMS, Payroll) ■ Knowledge of application implementation methodology (AIM) ■ Knowledge of relevant legislation e.g Income Tax Act (Desirable) ■ Basic Knowledge of SQL (Desirable) ■ Verbal and Written Communication Skill ■ Analytical Thinking ■ Computer Literacy ■ Software Testing ■ Numerical Reasoning ■ Attention to detail ■ Basic SQL application (desirable).

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

**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** IT CDW  
**LOCATION:** SANDRINGHAM  
**POSITION:** SENIOR ETL DEVELOPER (RE-ADVERTISEMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** CORPIT0924/001-02 (07923-004-1115)

#### Key Job Responsibility

■ To develop and maintain new and existing data marts and ETL processes which enable the acquisition of source system into Central Data Warehouse (CDW) ■ To ensure integrity of data from the source systems into the respective marts in the CDW to ensure accuracy of the reporting from CDW ■ To develop new functionality in order to support the broader stakeholder business intelligence ■ To assist in the development and maintenance of business intelligence back end processes in order to provide the foundation for data transformation and data cleansing ■ To assist with data aggregation in order to optimize performance and improve end user experience ■ To support the collection, integration and transformation of large volumes of data with data structures ranging from simple to highly complex in order to process the laboratory information ■ To utilize methods in the data integration environment that maximise speed flexibility and effectiveness when building, deploying and updating data warehouse objects ■ To liaise with users, analysts and support staff in order to maximise the efficiencies of the CDW team ■ To collaborate or actively test new development to ensure accuracy of information ■ To mentor junior members of the team

#### Minimum requirements & key competency

■ National Diploma in Information Technology or Related (NQF 6) ■ Six (6) years data warehousing/ ETL experience ■ Practical Data Warehouse Development Life Cycle ■ SQL programming ■ Troubleshooting with Informatica ETL design tool ■ Oracle database/other mainstream relational database / data warehouse appliance ■ Knowledge of Informatica ■ Knowledge of Dimensional Data Modelling and Design understanding ■ Knowledge of ETL development ■ Knowledge of methodologies underlying data warehouse development ■ Knowledge of data warehouse appliances (desirable) ■ Understanding of BI reporting tools (desirable). Well-developed communication skill ■ Ability to work under pressure ■ Teamwork ■ Assessment and information interpretation skill ■ Research/Information collection skill ■ Report writing ■ Supervisory and mentoring skill ■ Deadlines Oriented ■ Customer Oriented ■ Planning and organising Skills.

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**BUSINESS UNIT:** INFORMATION TECHNOLOGY  
**DISCIPLINE:** GOVERNANCE AND REPORTING  
**LOCATION:** SANDRINGHAM  
**POSITION:** INFORMATION SECURITY MANAGER  
**PAY GRADE:** D3  
**REFERENCE NUMBER:** CORPIT1024/001-05 (07990-001-1521)

#### Key Job Responsibility

■ To be responsible for the overall planning, implementation and management of information security strategies, roadmaps and high level design guidance ■ Run information security committees in collaboration with governance and risk ■ Attend to all information security management system requirements such as information risk (including an information risk assessment methodology) ■ Define the information security strategy in support of defined business strategies of the organisation ■ Provide input to the technology roadmap ensuring realisation of the information security strategy ■ Set the priority of security initiatives and motivate importance relative to other organisational initiatives ■ Ensure that the security roles are defined correctly to achieve appropriate information security for the organisation ■ In collaboration with other security roles construct the security budget ■ Identify and facilitate development of applicable security standards and processes in support of the overall IT security policy defined by organisation risk and governance ■ Oversee implementation of applicable security policies, standards and processes through appropriate measurement and reporting of the enterprise ■ Assist in definition and ratification of the organisation security principles ■ Participate in Architecture and design review sessions ensuring that the applicable principles and standards are applied ■ Participate in the decision making forums regarding security compliance ■ Define operation reporting requirements from SOC ■ Participate in the incident management and loss prevention approaches within IT ■ Support organisational security awareness campaigns ■ Drive IT security awareness, training and certification within the IT organisation ■ Report on and facilitate actions regarding IT security as part of risk management ■ Perform chairperson function for operational information security steering committee ■ To participate in the strategic information security steering committee ■ Provide periodic security trend analysis with specific reference to capital and financial markets ■ Ensure all information security matters are communicated to business stakeholders in business terms and language ■ The ISM is actively involved in guiding solutions through reviews and strategic interpretation ■ The ISMS will review the business needs documentation, guide the reference architecture development and foster sound working relationships with architects or other disciplines and the IT department in order to ensure appropriate integrated solutions are developed ■ The ISMS is also responsible to ensure that an information security governance framework is developed and implemented.

#### Minimum requirements & key competency

■ Bachelor Degree in Information Systems, Computer Science or Related (NQF 7) ■ Information Security Certifications, e.g CISSP or CISM or CISA ■ CGEIT, ITIL or other IT certifications ( Desirable) ■ Eight (8) years experience in information security environment ■ Five (5) years supervisory/management experience ■ Proven experience in consulting on information security within a medium to large business or at an enterprise level ■ Demonstrated experience in the pragmatic application of best practices such as ISO27001 ■ Have experience leading a multi-disciplinary team, fostering collaboration and teamwork (Desirable) ■ Very good knowledge of IT security issues at a technical, procedural and organisational level ■ Knowledge of oracle, linux, MS SQL etc ■ 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 ■ Sound business and financial awareness (desirable) ■ Knowledge of ITIL & COBIT (desirable) ■ Knowledge of Audit (desirable) ■ Communication skills ■ Advanced computer literacy ■ Team player with the ability to work independently ■ Interpersonal skills ■ Technical skills ■ Ability to cope with change ■ Analytical skills/ Problem Solving ■ Proficient with MS Office ■ Negotiation skills/ Conflict Management ■ Business minded ■ Project management skills.

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**BUSINESS UNIT:** RISK MANAGEMENT AND INTERNAL AUDIT  
**DISCIPLINE:** OFFICE OF THE CEO  
**LOCATION:** SANDRINGHAM  
**POSITION:** INTERNAL AUDITOR (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** CORPCEO1024/001-01 (01201-004-4017)

#### 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.

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**BUSINESS UNIT:** SOUTH AFRICAN VACCINE PRODUCERS  
**DISCIPLINE:** SMALL ANIMAL UNIT  
**LOCATION:** SANDRINGHAM  
**POSITION:** ANIMAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** CORPSAVP082024-01

#### Key Job Responsibility

■ To perform all aspect of animal husbandry as per National Code for Animal Use in order to facilitate the smooth running of the unit ■ To supervise routine animal breeding ,care handling and clean carried out by the Animal Caretakers to ensure a regular supply of animals in line with the National Code for Animal Use ■ To liaise with internal/external clients in order to facilitate the selection and dispatch of animals as per client requirements ■ To perform scientific procedures(Testing) as approved by the NHLS Animal Ethics Committee and to co-ordinate daily work with the SAVP QC department to ensure the safety and efficacy of the anti-venom products ■ To maintain record-keeping of all breeding and test animals, the recording of data using customized data programs and processing all other relevant documentation to ensure good laboratory practices ■ To monitor environment parameters to ensure the efficacy of the barrier and maintain the health status of the animals ■ To participate in animal research activities in line with scope of practice as approved by SAVC ■ To prepare and maintain SOPs to comply with good laboratory practice ■ To deputize for the Supervisor (Small Animal Unit) in the event of absence to ensure the smooth running of the unit ■ To perform any reasonable ad hoc tasks which fall within the general function of the animal unit. ■ To ensure that the small unit operate in line with the requirement of the SAVC.

#### Minimum requirements & key competency

■ National Diploma in Animal Health or Related (NQF Level 6) ■ SA Veterinary Council registration as Laboratory Animal Technologist ■ Affiliation to Institute of Animal Technology ■ Two (2) years' experience as Laboratory Animal Technologist ■ Knowledge of Scientific procedures ■ Knowledge of laboratory animal breeding systems ■ Knowledge of GLP (Good Laboratory Practice) ■ Knowledge of SPF barrier units ■ Computer Literacy Skills ■ Written and verbal communication skills ■ Knowledge of how to administer and withdraw fluids on laboratory animals ■ Administrative skills ■ Supervisory skills.

Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)

**BUSINESS UNIT:** ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
**DISCIPLINE:** ACADEMIC AFFAIRS AND RESEARCH  
**LOCATION:** SANDRINGHAM  
**POSITION:** EPIDEMIOLOGIST/BIOSTATISTICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** D2  
**REFERENCE NUMBER:** CORPAARQA6424/001-01 (09924-001-1360)

#### Key Job Responsibility

■ To provide epidemiological support and interventions to AAR and NHLS researchers. ■ To keep track record of all research activities within the NHLS and maintain a useful research and researcher's database. ■ To facilitate and be involved in the training, mentoring, supervision as well as any other capacity building activities. ■ Advise and facilitate preparation of scientific reports and articles. ■ Review and advice on statistical analysis for grant applications. ■ To review applications and protocols to ensure consistency, sound research approach and advice on adequacy on projected sample sizes and data collection processes to meet objectives and statistical analysis that will lead to sound inferences. ■ Implement of statistical and epidemiological research tools or resources relevant to supporting NHLS researchers. ■ To provide advice on statistical and /or epidemiological methods and applications for planned research studies, design of research protocols and data analysis. ■ To advice and/or review statistical analysis plans ensuring that appropriate regulatory requirements and study objectives defined in the study protocols are met. ■ To give advice on best public health intervention strategies and practices and ensure best adherence to scientific methodology. ■ To provide advice on designs and implementation of epidemiological studies and surveillance systems. ■ To facilitate active participation in public health policymaking and research translation. ■ To provide additional support and contribute to the development of standard operating procedures for research activities within AARQA as well as other needs. ■ To assist with publication reviews and enhance process for translation of research to policy and /or service. ■ To comply with the AARQA data integrity, research and business ethics requirements. ■ To represent AARQA at regulatory meetings, sponsor meetings, and any other multifunctional meetings as needed. ■ Be actively involved in the writing and submission of scientific papers. Participate in relevant internal, Provincial, National and International meetings if required. ■ Collaborate and strengthen the relationship between NHLS, the National Department of Health (NDoH), partner universities and other key stakeholders by being the liaison for all partnerships. ■ Strengthen systems for accessing NHLS and private laboratory data for epidemiological applications with specific reference to surveillance and outbreak responses. ■ Manage and supervise other projects which will support the administrative work of the project funders.

#### Minimum requirements & key competency

■ MSc Degree in Epidemiology or Biostatistics (in Public Health or any other medically related field) (NQF Level 9) ■ PhD in Epidemiology/Public Health or equivalent (Desirable) ■ Registration with HPCSA (Desirable) ■ Minimum Seven (7) years post qualification experience in epidemiology within a public setting ■ Minimum of 4 publications as a first author ■ Knowledge of statistical packages preferably SAS or STATA:SQL or advanced Excel ■ Knowledge of record database management and data analysis ■ Good scientific writing skills ■ Excellent analytical skills, with the ability to process scientific and medical data. ■ Able to work independently ■ Expertise in manipulating and analysing data. ■ Ability to identify data issues, present problems, and implement solutions. ■ Capability of communicating technical concepts clearly, concisely and understandably. ■ Good Leadership, organisational and time management skills, with the ability to multitask. ■ Strong interpersonal communication and presentation skills. ■ Ability to effectively collaborative across functional teams.

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## EASTERN CAPE REGION

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** NURSING SERVICES  
**LOCATION:** PE SUPPORT LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** EC-NMB&SB0924/001-10 (21022-005-8022)

### 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 License (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 [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** NURSING SERVICES  
**LOCATION:** UITENHAGE LABORATORY  
**POSITION:** PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)  
**PAY GRADE:** B5  
**REFERENCE NUMBER:** EC-NMB&SB0924/001-09 (24200-002-8022)

#### 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 License (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 [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** LABORATORY SUPPORT  
**LOCATION:** PE LABORATORY  
**POSITION:** CLEANER: HOUSEKEEPING / MESSENGER (X2 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** A1  
**REFERENCE NUMBER:** EC-NMB&SB1024/001-01 (21022-006-2113) (21022-004-2113)

#### **Main Purpose of the Job**

**To clean the different venues/offices/rooms/kitchens/hallways and stairs on a daily basis to ensure a clean and hygienic condition.**

#### **Key Job Responsibility**

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways/laboratory areas and stairs daily 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 supervisor ■ Do ad-hoc as and when required.

#### **Minimum requirements & key competency**

■ Grade 10 /NQF 2 ■ 1 (one) month on-the-job training. ■ Knowledge of health and safety. ■ Basic understanding of health and safety. ■ Knowledge of cleaning machinery/ cleaning materials and chemicals. ■ Cleaning of high windows Application of various cleaning procedures (e.g., wax). ■ Strong interpersonal skills. ■ Attention to detail. Communication skills. ■ Time Management.

**Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA ACADEMIC LABORATORY  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** NELSON MANDELA ACADEMIC HOSPITAL  
**POSITION:** DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** EC-NMAL0824/001 (23002-001-6011)

**Key Job Responsibility**

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way so as to facilitate well-presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries. ■ Responding to queries by referring the doctors to the relevant pathologists. ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

**Minimum requirements & key competency**

■ Grade 12 with typing as a subject ■ 1-2 years Dictaphone typing ■ Post-qualification experience in a diagnostic laboratory ■ Knowledge of medical terminology ■ Interpersonal skills ■ Good listening skills ■ Computer literacy – Laboratory system ■ Speed and accuracy in typing ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ Candidates will be required to do a typing competency test.

**Enquiries may be directed Phumzile Mbilini @ (047) 502 4192, e-mail application to [phumzile.mbilini@nhls.ac.za](mailto:phumzile.mbilini@nhls.ac.za)**

**BUSINESS UNIT:** BUFFALO CITY AND AMATOLE DISTRICTS  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** CECILIA MAKIWANE HOSPITAL  
**POSITION:** MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** EC-BC&A1023/001-07 (24850-002-1209)

#### **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 ■ Registration with the HPCSA in the Appropriate Category ■ 6 (Six) years post qualification and experience in the diagnostic laboratory ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ 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 Lindokuhle Mbele @ (043) 700 8700, e-mail application to [lindokuhle.mbele@nhls.ac.za](mailto:lindokuhle.mbele@nhls.ac.za)**



BUSINESS UNIT: BUFALLO CITY AND AMATOLE  
DISCIPLINE: CLINICAL PATHOLOGY/SEROLOGY  
LOCATION: EAST LONDON SEROLOGY LABORATORY  
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)  
PAY GRADE: MT1  
REFERENCE NUMBER: EC-BCA0624/001-07 (22007-001-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8700, e-mail application to [lindokuhle.mbele@nhls.ac.za](mailto:lindokuhle.mbele@nhls.ac.za)

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** CLINICAL PATHOLOGY / MICROBIOLOGY  
**LOCATION:** PE BACTERIOLOGY LABORATORY  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) **(RE-ADVERTISEMENT)**  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** EC-NMMB&SB0924/001-01 (21006-001-5003)

#### 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 **Clinical pathology / Microbiology** ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

**Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** VIROLOGY / CLINICAL PATHOLOGY  
**LOCATION:** VIROLOGY LABORATORY  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** EC-NMMB&SB0924/001-01 (21003-003-5003)

#### 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 **Virology / Clinical Pathology** ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

**Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** LIVINGSTONE LABORATORY  
**POSITION:** LABORATORY ASSISTANT (REGISTERED) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** EC-NMMB&SB0924/001-01 (24001-003-5003)

#### **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 **Clinical pathology** ■ 1 (one) year plus Prior experience in a laboratory environment is advantageous (Desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer Literate ■ Technically Orientated ■ Attention to detail ■ Team Oriented ■ Good Communication Skills.

**Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

**BUSINESS UNIT:** NELSON MANDELA BAY AND SARAH BAARTMAN  
**DISCIPLINE:** CLINICAL PATHOLOGY/MICROBIOLOGY  
**LOCATION:** DIAGNOSTIC MEDIA PRODUCTION DEPARTMENT  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** EC-NMB&SB0524/001-02 (21011-002-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

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

#### **Minimum requirements & key competency**

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

**Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to [asamkele.gonose@nhls.ac.za](mailto:asamkele.gonose@nhls.ac.za)**

LOCATION: EL-REGIONAL OFFICE  
POSITION: OFFICER: INFRASTRUCTURE PLANNER (RE-ADVERTISEMENT)  
PAY GRADE: C2  
REFERENCE NUMBER: ECNMB&SB0824/001-04 (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 Eastern Cape 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 Rebecca Jempi @ (043) 700 8708, e-mail application to [rebecca.jempi@nhls.ac.za](mailto:rebecca.jempi@nhls.ac.za)**

## FREE STATE AND NORTH WEST REGION

**BUSINESS UNIT:** UNIVERSITAS ACADEMIC  
**DISCIPLINE:** ANATOMICAL PATHOLOGY  
**LOCATION:** ANATOMICAL PATHOLOGY LABORATORY  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** UNIFS1024/001-04 (31002-007-7014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Laboratory Safety Compliance:

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

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

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

#### Maintained and Operated Equipment:

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

#### Quality Assurance:

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

#### Teaching, Training, Research and Development of Laboratory staff:

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

### Minimum requirements & key competency

- Grade 12/NQF Level 4
- SMLTSA Certificate
- Registration with the HPCSA as a Medical Technician in **Anatomical Pathology (Histology)**
- Health and Safety regulations
- Knowledge of Technical Appliances
- Knowledge for quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.

Enquiries may be directed to Nomusa Sithole @ (051) 411 9946, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za)

**BUSINESS UNIT:** UNIVERSITAS ACADEMIC  
**DISCIPLINE:** ANATOMICAL PATHOLOGY  
**LOCATION:** ANATOMICAL PATHOLOGY LABORATORY  
**POSITION:** DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** UNIFS1024/001-05 (31002-002-6011)

**Main Purpose of the Job**

**To type all pathology results received from pathologists, ensuring all information received is accurate and correctly transcribed so as to facilitate that no misunderstandings occur in the interpretation of the results sent to doctors.**

**Key Job Responsibility**

■ Type all Pathologist's reports from a dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way so as to facilitate well-presented reports ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries ■ Responding to queries by referring the doctors to the relevant pathologists ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care ■ Data capturing

**Minimum requirements & key competency**

■ Grade 12 / NQF level 4 ■ 1 year plus Dictaphone typing ■ Knowledge of medical terminology ■ Laboratory system knowledge ■ Interpersonal skills ■ Good listening skills ■ Computer literacy ■ Speed and accuracy in typing ■ Candidates will be required to do a typing competency test.

**Enquiries may be directed to Nomusa Sithole @ (051) 411 9946, e-mail application to [FSNW.recruitment1@nhls.ac.za](mailto:FSNW.recruitment1@nhls.ac.za)**



**BUSINESS UNIT:** NORTH WEST  
**DISCIPLINE:** CHEMICAL PATHOLOGY  
**LOCATION:** TSHEPONG LABORATORY  
**POSITION:** SUPERVISOR LABORATORY (WITHDRAWN)  
**PAY GRADE:** C4  
**REFERENCE NUMBER:** FSNW0624/001-17 (51510- 003-1231)

#### Key Job Responsibility

■ Provides expert technical assistance in specialized area of work to other laboratories for the purpose of troubleshooting and the setup of new methods ■ Oversee 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 TrackCare (LIS) work-life enquires to monitor outstanding work within the unit and to take corrective action as required ■ Responsible for the training and development of medical technologist 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 technologist 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 Operation Procedures, in order to ensure compliance with SANAS accreditation requirements ■ Responsible for the optimization of each batch of reagents(antibodies) for immunohistochemistry, guided by manufacture's instruction and personal experience, to ensure the cost effective use of reagents and quality results ■ Responsible for optimization of stock levels and assessment of Capex needs within the unit to ensure the cost effective use of NHLS resources and the availability reagent and suitable 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 (CPD) 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 image of the laboratory ■ Perform the duties of a medical technologist as required to ensure that all the work is processed in a timely manner and efficient manner ■ Manages and develops staff to ensure that they are able to meet their performance objectives ■ Assist lab manager in drawing up job description for sub-ordinates to ensure that staff is aware of their performance expectations.

#### Minimum requirements & key competency

■ 3 (Three) year relevant Diploma or Degree/NQF Level 6 or 7 in Biomedical Technology/Bachelor of Health Sciences ■ Registration with HPCSA in the Chemical/Clinical Pathology ■ Minimum of 7 (Seven) years' experience as Medical Technologist in a diagnostic laboratory ■ Knowledge of Laboratory instruments ■ Interpret numerical laboratory results ■ Quality Assurance ■ In-depth knowledge in Chemical Pathology ■ 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 Tshenolo Ntho @ 018 381 0158 / 060 728 6724, e-mail application to [FSNW.recruitment2@nhls.ac.za](mailto:FSNW.recruitment2@nhls.ac.za)

## GAUTENG REGION

**BUSINESS UNIT:** GAUTENG REGION  
**DISCIPLINE:** ANATOMICAL PATHOLOGY  
**LOCATION:** BRAAMFONTEIN MANAGEMENT AND ADMIN  
**POSITION:** SERVICE PATHOLOGIST  
**PAY GRADE:** PHI  
**REFERENCE NUMBER:** GAUPATH0111/001-01 (64150-001-1414)

### Main Purpose of the Job

**To manage an academic laboratory or major sub-component, thereof, within the framework of an accredited quality system to ensure that the diagnostic output is delivered in accordance with the principles of good laboratory practice to provide a professional consultative service to clinicians to promote appropriate and cost effective utilisation of laboratory services so as to facilitate optimization of patient management as well as to foster an environment conducive to training and research.**

### Key Job Responsibility

- Responsible to committing to final diagnostic patient investigation to ensure that the report presented in the final laboratory is compatible with the clinical presentation.
- Provide an after hours service.
- Interacts with clinicians and at clinico-pathology meetings to ensure that investigations requested and diagnosis proposed are appropriate and compatible with clinical presentation to ensure optimization of patient management (including ward rounds).
- Guide the selection of appropriate specialised investigations in the work-up of difficult and challenging cases in order to arrive at a definite diagnosis in the most cost effective manner.
- Responsible for the appropriate allocation specimen referred for second opinion to ensure that cases are reviewed by the person with appropriate knowledge and experience for the pathology in question in order to provide the best possible expert opinion.
- Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations.
- Directly responsible for the design, development and maintenance of quality system that governs the laboratory to ensure compliance with the principles of good laboratory practice and fulfilment of SANAS accreditation requirements and relevant legislation.
- Contributes towards the development of comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that the required level of competence is attained, as well as undertaking regular assessments to determine readiness for examination to ensure qualification and specialist HPCSA registration within the prescribed time period.
- Contributes to overall design of undergraduate curricula and or major sub-components thereof responsible for compilation, delivery and evaluation of quality and appropriateness of content and effectiveness of teaching in accordance with University requirements in order to ensure that the level of knowledge and skills transfer takes place.
- Coordinates departmental continuing professional development programmes to ensure that all medical and technical staff are informed of new developments within the practice of pathology and clinical medicine as appropriate to enhance understanding of the principles of diagnostic techniques and to create an awareness if the relevance to patient care in order to provide a deeper meaning to routine laboratory work as well as to ensure compliance with HPCSA statutory requirements.
- To participate in trials and self-initiated research in order to fulfil the strategic objectives of the organization.

### Minimum requirements & key competency

- MBChB and M Med and/or FCPATH in Anatomical Pathology
- 4 years as a Pathologist in Anatomical Pathology
- Gross Pathology
- Histopathology
- Cytology
- Autopsy Pathology
- Electron microscopy
- Immunohistochemistry
- Consultative histopathology
- Laboratory Quality assurance processes
- Laboratory safety procedures
- Principles of applied research methodology
- Laboratory management
- Scientific writing
- Molecular Diagnostics
- Interpretation of histopathology slides
- Interpretation of cytology slides
- Interpretation of macroscopic pathology
- Interpretation of other diagnostic tests
- Teaching and training
- Computer literacy
- Communication skills
- Presentation skills
- Analytical and diagnosing
- Planning and Problem Solving
- Conducting research
- Management and Financial skills.

**Enquiries may be directed to Xoliswa Sinkqo (011) 489 9020, e-mail applications to [xoliswa.sinkqo@nhls.ac.za](mailto:xoliswa.sinkqo@nhls.ac.za)**

**BUSINESS UNIT:** CHARLOTTE MAXEKE BUSINESS  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** CHARLOTTE MAXEKE  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** GAUCMT0624/001-01 (43022-066-9009)

#### **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 list of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channelling 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 turn-around times ■ Responsible for appropriate packaging, recording, monitoring and of all out-going referral specimens ■ Keeps specimens requests 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 Sibusiso Nkosi @ (011) 489 9009, e-mail applications to [CMAH.recruitment@nhls.ac.za](mailto:CMAH.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** BRAAMFONTEIN  
**DISCIPLINE:** HUMAN RESOURCE  
**LOCATION:** PRETORIA (TSHWANE ACADEMIC DIVISION)  
**POSITION:** HUMAN RESOURCE ADMINISTRATOR (AMENDMENT)  
**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 essential ■ 1-year certificate, relevant to HR essential ■ Industrial Relations Certificate desirable ■ Diploma or Degree relevant to HR desirable ■ 2 years experience in a HR Administration role essential ■ Proven knowledge and experience of Industrial Relation and Labour Legislated matters essential ■ Knowledge and experience of HR Systems desirable ■ Knowledge of relevant Labour Legislation essential ■ Knowledge and application of Employment Equity essential ■ Knowledge of HR Processes and General HR Administration essential ■ Knowledge of Performance Management Systems, I-Recruitment and /or other Oracle related systems essential ■ 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](mailto:TAD.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** DR GEORGE MUKHARI ACADEMIC DIVISION  
**DISCIPLINE:** MICROBIOLOGY (IMMUNOLOGY)  
**LOCATION:** DR GEORGE MUKHARI HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** GAUDGM0924/002-10 (46006-010-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

- 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

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7
- Registration with the HPCSA in the **Immunology** as Medical Technologist / Medical Laboratory Scientist
- Current proof of HPCSA registration.
- 4 years' experience post qualification within an appropriate Laboratory setting
- Perform sampling 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 and presentation)
- Computer Literacy
- Time management and evaluations.

**Enquiries may be directed to Nomti Ralarala @ (011) 489 9932, e-mail application to [DGM.recruitment@nhls.ac.za](mailto:DGM.recruitment@nhls.ac.za)**

**BUSINESS UNIT:** DR GEORGE MUKHARI ACADEMIC DIVISION  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** DR GEORGE MUKHARI ACADEMIC DIVISION  
**POSITION:** CLEANER - HOUSEKEEPING (RE-ADVERTISEMENT)  
**PAY GRADE:** A1  
**REFERENCE NUMBER:** GAUDGM0924/001-11 (46022-002-2112)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

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

#### **Minimum requirements & key competency**

■ Grade 10 ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows ■ Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management.

**Enquiries may be directed to Vivian Sithoga @ (011) 489 8588, e-mail application to [DGM.recruitment@nhls.ac.za](mailto:DGM.recruitment@nhls.ac.za)**

## KZN REGION

**BUSINESS UNIT:** HARRY GWALA-UGU  
**DISCIPLINE:** VIROLOGY  
**LOCATION:** PORT SHEPSTONE LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNPORT0924/001-06 (81480-013-8014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Operational efficiency of laboratory

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

#### QMS

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

#### Assessments of results/Special stains/Interpretation of results

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

#### Teaching, Training & Dev of Laboratory staff

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

### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in Virology
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that 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.

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

**BUSINESS UNIT:** HARRY GWALA-UGU  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** PORT SHEPSTONE LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (AMENDMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** KZNPORT0924/001-06 (81480-014-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that 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.

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



**BUSINESS UNIT:** ETHEKWINI  
**DISCIPLINE:** LABORATORY SUPPORT SERVICES  
**LOCATION:** PUBLIC HEALTH  
**POSITION:** ASSISTANT LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** KZNPUB0624/001-26 (81406-002-5003)

**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 requirement; which include: ■ Specimen configuration and liquating ■ Protection against light ■ Stain preparation ■ Tracking missing samples ■ Focal point equipment competence ■ Ziehl Neelsen staining of slides for Mycobacterium, ■ Labelling and sorting of slides and forms for parity ■ Monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieves data, samples and media (where applicable), in accordance with procedures ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS, Quality Standards and the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and 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 ■ HPCSA registration as a Laboratory Assistant ■ 1 (One) year experience in a laboratory environment (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 to Promise Mncube @ (031) 327 6768, e-mail application to [promise.mncube@nhls.ac.za](mailto:promise.mncube@nhls.ac.za)**

**BUSINESS UNIT:** ACADEMIC COMPLEX  
**DISCIPLINE:** HAEMATOLOGY (IMMUNOLOGY SPECIAL)  
**LOCATION:** INKOSI ALBERT LUTHULI HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT2  
**REFERENCE NUMBER:** KZNHAEM0624/001-19 (81108-010-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

- 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 **Immunology** ■ Minimum of 4 (four) years post qualification experience within an appropriate Laboratory setting with in depth knowledge in Microbiology as a Medical Technologist ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

**Enquiries may be directed to Stacey Wilkins @ (031) 327 6727, e-mail application to [stacey.wilkins@nhls.ac.za](mailto:stacey.wilkins@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:** WCNC0824/001-01 (11002-005-8014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Operational efficiency of laboratory

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

#### QMS

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

#### Assessments of results/Special stains/Interpretation of results

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

#### Teaching, Training & Dev of Laboratory staff

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

### Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **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 James Abraham @ (021) 417 9316, e-mail application to [james.abraham@nhls.ac.za](mailto:james.abraham@nhls.ac.za)**

**BUSINESS UNIT:** TYGERBERG ACADEMIC  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** TYGERBERG HOSPITAL  
**POSITION:** CLERK LABORATORY (X3 POSTS) (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0324/001-01 (11022-028-7009) (11022-029-7009) (11022-030-7009)

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC  
DISCIPLINE: HISTOLOGY LABORATORY  
LOCATION: GROOTE SCHUUR HOSPITAL  
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)  
PAY GRADE: B3  
REFERENCE NUMBER: WCNC0624/001-04 (12002-001-6011)

**Key Job Responsibility**

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way so as to facilitate well presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries. ■ Responding to queries by referring the doctors to the relevant pathologists. ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care.

**Minimum requirements & key competency**

■ Grade 12 with typing as a subject ■ 1-2 years Dictaphone typing ■ Post-qualification experience in a diagnostic laboratory ■ Knowledge of medical terminology ■ Interpersonal skills ■ Good listening skills ■ Computer literacy – Laboratory system ■ Speed and accuracy in typing ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ **Candidates will be required to do a typing competency test.**

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

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC  
**DISCIPLINE:** HISTOLOGY LABORATORY  
**LOCATION:** GROOTE SCHUUR HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0824/001-01 (12002-008-8014)

#### Main Purpose of the Job

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

#### Key Job 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to [Neliswa.ngculu@nhls.ac.za](mailto:Neliswa.ngculu@nhls.ac.za)**

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** RED CROSS CHILDREN's HOSPITAL  
**POSITION:** CLERK (STORES) (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** WCNC0624/001-01 (13022-001-6009)

**Key Job Responsibility**

■ Extracts internal stores order information from procurement system to ensure processing of orders and to determine items requiring to be placed on back-order ■ Receives and verifies goods received from suppliers in order to ensure accuracy of delivery and capture on procurement system ■ Responsible for monitoring stock levels and initiate re-ordering as required to ensure continuity of supply ■ Oversee despatch of goods to ensure accurate and timeous delivery ■ Receipting of goods on the procurement system for those NHLS laboratories without access to the system to allow payment of such goods ■ Oversee stock taking process in accordance with company policies ■ Handle internal and external queries related to stock to ensure resolution ■ Stock rotation to ensure that goods used prior to expiry date.

**Minimum requirements & key competency**

■ Grade 12 ■ 1 year in an appropriate Procurement / Stores environment. ■ Knowledge of the procurement system ■ Basic computer literacy ■ Physically able to move and/or carry boxes and stock items ■ Attention to detail ■ Team orientated ■ Communication skills

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

**BUSINESS UNIT:** GROOTE SCHUUR ACADEMIC  
**DISCIPLINE:** CLINICAL PATHOLOGY LABORATORY  
**LOCATION:** RED CROSS CHILDREN'S HOSPITAL  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0624/001-01 (13001-013-8014)

#### Main Purpose of the Job

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

#### Key Job Responsibility

##### Operational efficiency of laboratory

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

##### QMS

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

##### Assessments of results/Special stains/Interpretation of results

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

##### Teaching, Training & Dev of Laboratory staff

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

#### Minimum requirements & key competency

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

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



**BUSINESS UNIT:** GREEN POINT & WEST COAST LABORATORIES  
**DISCIPLINE:** HISTOLOGY  
**LOCATION:** GREEN POINT LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** WCNC0324/001-01 (14002-003-8014)

#### **Main Purpose of the Job**

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

#### **Key Job Responsibility**

##### **Operational efficiency of laboratory**

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

##### **QMS**

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

##### **Assessments of results/Special stains/Interpretation of results**

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

##### **Teaching, Training & Dev of Laboratory staff**

- Attend actively CPD activities
- 1x CPD presentation per annum in the 2<sup>nd</sup> and 3<sup>rd</sup> 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.

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**BUSINESS UNIT:** WESTERN CAPE REGIONAL LABORATORIES  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** WORCESTER HOSPITAL  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0924/001-01 (15600-003-7009)

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

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

**BUSINESS UNIT:** GREEN POINT & WEST COAST LABORATORIES  
**DISCIPLINE:** HAEMATOLOGY  
**LOCATION:** GREEN POINT COMPLEX  
**POSITION:** LABORATORY TECHNICIAN (RE-ADVERTISEMENT)  
**PAY GRADE:** LT1  
**REFERENCE NUMBER:** WCNC0624/001-01 (14004-002-7014)

### 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

- Qualified as a Medical Technician.
- Registration with HPCSA as a Medical Technician in Clinical Pathology or Haematology.
- Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician.
- Experience in a laboratory environment
- Knowledge of laboratory system (TRAK)
- Attention to detail.
- Technically orientated.
- Communication, analytical and interpersonal skills.

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**BUSINESS UNIT:** NORTHERN CAPE  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** UPINGTON HOSPITAL  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** WCNC0624/001-01 (35400-003-7009)

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

Enquiries may be directed to Oyama Mbalo @ (053) 831 3969, or e-mail application to [oyama.mbalo@nhls.ac.za](mailto:oyama.mbalo@nhls.ac.za)