



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: 25 NOVEMBER 2024**

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## FORENSIC CHEMISTRY LABORATORY ADVERTS

**BUSINESS UNIT:** FORENSIC CHEMISTRY LABORATORY  
**DISCIPLINE:** FCL PRETORIA  
**LOCATION:** FCL - PRETORIA  
**POSITION:** CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)  
**PAY GRADE:** A1  
**REFERENCE NUMBER:** FCLCPT0924/001-02 (92002-006-2112)

### Key Job Responsibility

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

### Minimum requirements & key competency

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

Enquiries may be directed Paballo Thokoana @ (071) 680 6522, e-mail application to [paballo.thokoana@nhls.ac.za](mailto:paballo.thokoana@nhls.ac.za)

**BUSINESS UNIT:** FORENSIC CHEMISTRY LABORATORY  
**DISCIPLINE:** FCL CAPE TOWN  
**LOCATION:** FCL- CAPE TOWN  
**POSITION:** CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)  
**PAY GRADE:** A1  
**REFERENCE NUMBER:** FCLCPT0924/001-03 (92004-001-2112)

**Key Job Responsibility**

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

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**BUSINESS UNIT:** FORENSIC CHEMISTRY LABORATORY  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** FCL- JOHANNESBURG  
**POSITION:** ADMINISTRATION CLERK (RE-ADVERTISEMENT)  
**PAY GRADE:** B3  
**REFERENCE NUMBER:** FCLJHB0924/001-04 (92001-001-6004)

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

**To provide an administration support to the forensic chemistry laboratory**

#### **Key Job Responsibility**

##### **General administrative duties**

■ To operate the telephone switchboard and to direct client to relevant personnel member or to assist with the query ■ To attend to enquiries and queries (telephonically, personally or per fax or e-mail) in respect of reports status, copies, prioritization, request for corrections etc. according to query procedure ■ To receipt and register subpoenas ■ Type submission and obtain the necessary documentation for staff to attend meetings, court cases, training etc. ■ Request for renewal of photocopier contracts and oversee efficient operation of and troubleshoot problems with the photocopiers ■ To type submissions and make travel and accommodation arrangements for personnel members attending meetings, court cases, training etc. ■ To keep record of the authorized usage, and maintenance of vehicle and submission of monthly kilometres travelled by the vehicle/ keep record of vehicles and petrol cards used. ■ To log calls and liaise with IT department (user change forms) ■ To prepare reports from operational areas for distribution to clients. ■ Receipt, capturing and issuing of goods and capital items on information management system ■ Preparation and capturing of request memos ■ Obtain ICN numbers ■ Handling request memos queries ■ Prepare and capture RQ Memo's and PA's ■ Handle invoices and procurement or store related queries for warehouse items.

##### **Good Laboratory Practice**

■ To follow the SOP's and quality controls of the Laboratory (e.g., obtain files according to procedure etc.) ■ To ensure adherence to the requirements of the safety manual and housekeeping policy of this Laboratory ■ To ensure the safety and keep the integrity of the work done at the Laboratory by following the security procedures ■ Management of Risk and Audit queries: ■ (i) to ensure that outstanding reports in filing room is brought to attention of section head ■ (ii) to ensure the document and sample chain of evidence and no documents or samples lost.

##### **Pre-analytical**

■ To receive and register Food/Toxicology/Blood Alcohol samples for analysis ■ To detect and issued anomaly reports ■ To store and distribute Food/Toxicology/Blood Alcohol samples for analysis and take the necessary care for safe sample handling ■ To monitor the temperature of cold rooms at reception ■ To log samples at irregular times when required.

##### **Dealing with customers**

■ Being polite to customers ■ Inquiring about customer's needs ■ Being attentive when serving customers ■ Coping with threats or rudeness from customers.

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

■ Grade 12 (NQF 4) ■ A certificate in office administration (NQF 5) ■ 1-2 years' experience in a laboratory environment ■ A basic Understanding of Windows, Microsoft Office and LIMS ■ Office Administration ■ Good Communication Skills ■ Good Customer Relations Skills ■ Time Management ■ Ability to plan, organize and control work effort ■ Understand and follow oral and written instruction ■ Working knowledge of transport circulars, treasury instructions and procurement.

**Enquiries may be directed Paballo Thokoana @ (071) 680 6522, e-mail application to [paballo.thokoana@nhls.ac.za](mailto:paballo.thokoana@nhls.ac.za)**

## FREE STATE AND NORTH WEST REGION

**BUSINESS UNIT:** UNIVERSITAS  
**DISCIPLINE:** LABORATORY SUPPORT SERVICE  
**LOCATION:** ANATOMICAL PATHOLOGY LABORATORY  
**POSITION:** CLERK LABORATORY (RE-ADVERTISEMENT)  
**PAY GRADE:** B2  
**REFERENCE NUMBER:** UNIFS0624/001-02 (31002-001-7009)

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

Enquiries may be directed to 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:** CLINICAL PATHOLOGY  
**LOCATION:** TSHEPONG LABORATORY  
**POSITION:** LABORATORY MANAGER (RE-ADVERTISEMENT)  
**PAY GRADE:** D1  
**REFERENCE NUMBER:** FSNW1024/001-07 (51510-001-1312)

#### **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 ■ Oversee and monitor 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 fulfillment of SANAS accreditation requirements ■ Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the lab ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources ■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Ensures training and development of staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ Oversee the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams ■ Oversees and implements safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation ■ Performs the role of a medical technologist as required in accordance with operational needs.

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

■ 3 years Relevant Degree/ Diploma ■ Registration with HPCSA in Appropriate Category ■ Eight (8) years post qualification and experience a diagnostic laboratory ■ Ability to work unsupervised ■ Advanced computer skills (Excel, Word) ■ Good understanding of finance and management ■ Excellent communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good leadership skills ■ Good organizing and time management skills ■ Assertiveness ■ Knowledge of relevant laboratory procedures and processes ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of stock control ■ Knowledge of TQMS ■ Willingness to work unsociable hours, weekends, public holidays and call outs.

**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)**



## LIMPOPO AND MPUMALANGA REGION

**BUSINESS UNIT:** CAPRICORN  
**DISCIPLINE:** HAEMATOLOGY  
**LOCATION:** POLOKWANE LABORATORY  
**POSITION:** MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
**PAY GRADE:** MT1  
**REFERENCE NUMBER:** LIMP04-CAP0924/001-02 (61004-001-8014)

### Main Purpose of the Job

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

### Key Job Responsibility

#### Operational efficiency of laboratory

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

#### QMS

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

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

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

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

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

### Minimum requirements & key competency

National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science ■ HPCSA registration as a Medical Technologist in **Haematology** ■ 0-3 years' experience including internship ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of specialized instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organizational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

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