



17 APRIL 2025

## 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**

**CLOSING DATE: 09 MAY 2025**

**TABLE OF CONTENT**

| <b>TABLE OF CONTENT</b> | <b>PAGE</b> |
|-------------------------|-------------|
| AARQA                   | 3 – 4       |

## ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE UNIT



**Position: Head of Department (HOD)**

**Department (Immunology)**

**Grade: PHX / MSX**

**UNIVERSITY OF PRETORIA / TSHWANE ACADEMIC HOSPITAL  
(REF: TAH – 0425 - 001-01 -IMMUNOLOGY)**

### PERMANENT CONTRACT

#### Main Purpose of the Job

**To create a vision and provide leadership to the department to foster excellence and harmonious delivery of teaching, research and service expectations including the assimilation, evaluation and translation of knowledge into minimum quality standards for the discipline to ensure that the investigation and diagnosis of disease within the discipline is conducted in accordance with current “best practice” throughout the organisation.**

#### Key Job Responsibility

- Design, compile, review and lead delivery of undergraduate curricula and evaluate for 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 is appropriate for the qualifications against which students are registered
- Contribute to the design, review and evaluation of themes and modules in the integrated undergraduate MBChB curriculum, lead the delivery of teaching in these themes and modules in accordance to the University's requirements
- Select, guide, equip and empower young scientists to attain appropriate skills in relevant areas of research in order to address important research questions and to enhance the body of medical knowledge that may subsequently impact on national policy and improved healthcare provision
- Establish and promote research and development into potential new or enhanced technologies in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources
- Design, evaluate, review, revise and approve research and / or clinical trial protocols to ensure that the methodology is sound and departmental participation is appropriate to ensure that the research question is addressed in an adequate and efficient manner
- Solicit, administer and control funding to facilitate research in order to add value to the body of medical knowledge through publication in medical and scientific literature, and to ensure delivery in accordance with procedures as prescribed by funding bodies in an ethical manner to ensure that the good-standing of the department is maintained
- Champion capacity building and dissemination of knowledge through the development and promotion of Continuing Professional Development (CPD) activities within the department and throughout the organisation, and by actively guiding policy development based on up-to-date knowledge and current accepted “Best Practice”, including active participation in Expert Committee activities and deliberations
- Responsible for committing to final opinion on challenging diagnostic patient investigations, for directed referrals as well as in the capacity of registrar / junior pathologist supervision as required, to ensure that comment is comprehensive by giving due consideration to the complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report is compatible with the clinical presentation
- Accountable for the overall financial, human resources and total quality management of the department in accordance with the rules, policies and procedures of both the NHLS and the University, in order to ensure that all departmental obligations are fulfilled on time and meet the prescribed quality standards
- Accountable for the design, development 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.
- Adjudicate standards of competence of trainees within the discipline, or related fields, as requested by various examining bodies nationally in order to ensure standardization and maintenance of minimum quality standards for qualification throughout the country.

**Minimum requirements & key competency**

■ Immunology: PhD Medical Scientist or FCPATH / MMed with experience in immunology ■ A doctoral degree in the relevant field and/or peer-reviewed full publications on original research will be strongly (advantageous) ■ Registration with HPCSA as health professional in the applicable discipline ■ Minimum seven (7) years postgraduate experience of which at least four (4) years at senior level with demonstrable experience of managing a diagnostic laboratory. ■ Prior formal involvement in undergraduate and postgraduate teaching at a tertiary academic institution ■ Research experience as demonstrated by authorship of peer-reviewed publications ■ Prior supervision of postgraduate research at the level of Master's Degree or higher ■ Strong leadership, Time management, interpersonal, organisational and presentation skills ■ Computer literate and good report writing ability.

**Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA registration and qualification to Ms. Keitumetse Boikanyo @ (011) 386 6096 or via e-mail: [keitumetse.boikanyo@nhls.ac.za](mailto:keitumetse.boikanyo@nhls.ac.za). Please indicate the reference number of the post, name of the post and the specific discipline.**