



APRIL 2026

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: 06 MAY 2026

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CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER - PROCUREMENT (OPERATIONS)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0426/001-01 (03913-001-1316)

Key Job Responsibility

■ To ensure compliance with approved budget and support NHLS business / operational / strategic plans by reviewing, assessing and identifying the risks associated with procurement and identify opportunities to mitigate, minimize and eliminate risk ■ To implement and ensure execution of policies, procedures, business plans and SOPs and monitor compliance with the legislative framework to ensure best practices, compliance and governance with PFMA, PPPFA, BBBEE, National Treasury Regulations, instructions, practice notes and other relevant regulations, e.g. to ensure improvement of preferential procurement in achieving best possible BBBEE level ■ To supply suitable reports [e.g. Budget allocated vs Planned vs Actual spend, etc.] to ensure factual and accurate data for proper management decisions ■ To ensure and monitor the BBBEE compliance on all prospective and preferred suppliers, coordinate and monitor compliance to BBBEE development programs by administering incentive programs that will ensure greater participation of historically marginalised suppliers ■ To participate in the development of preferential procurement strategies in line with the NHLS' strategic plan ■ To prepare and process requisitions and purchase orders for suppliers and equipment by overseeing the purchase order approval process, reviewing purchase orders for conformance to NHLS policy and approving valid purchase orders based on valid and approved requisition in line with delegation of authority to ensure financial accountability ■ To manage supplier relations, negotiate with vendors for the lowest costs and incentives and analyses market price and product mix checks for competitiveness as well as approving price increases and new items on Oracle ■ To manage the expediting process to ensure efficient support to operation and good accounting procedures and practices, including inventory and asset management ■ To draft and control the Acquisition Management budget and assist the Procurement Manager with the development of departmental budget to ensure that the department has adequate resources ■ To ensure all new suppliers added to the supplier database are compliant with statutory requirements (treasury regulation) as well as ensuring that all new items added to the inventory item list are approved and validated by Quality Assurance (QA) and support strategic objectives of the organisation ■ To ensure effective management of end-to-end RFQ business processes to ensure quality and statutory compliance ■ To ensure goods and services are acquired / procured at the most competitive price, delivered on time by suppliers and the relevant procurement actions were executed (including corrections of non-conformances/overdue purchase orders) as well as ensuring monthly KPI reporting ■ To interact and assist with internal and external audits to ensure compliance with auditing requirements ■ To manage the CAPEX spend of NHLS on behalf of NHLS end users to ensure optimal use of resources in line with the overall priorities of the organisation ■ To manage the Acquisition Management team to ensure that they have the skills required by the organisation and is equipped to deliver on their performance objectives ■ To ensure regular review of system access log to ensure no unauthorised access at any point ■ To comply with the relevant reports and month-end business processes [e.g. closing of old financial period for purchasing and opening the new period]

Minimum requirements & key competency

■ Degree in Supply Chain Management /Business Management/Business Administration/Commerce (NQF level 7) ■ Post Graduate Diploma/ Honours (NQF level 8) in Supply Chain Management (desirable) ■ 8 years procurement experience of which 5 years is in a supervisory/management role ■ Public sector procurement experience ■ Knowledge of Oracle ERP ■ Knowledge of Treasury Regulations i.e. PFMA, PPPFA, BBBEE ■ Knowledge of writing policy and procedures ■ Negotiation skills ■ Written and verbal communication skills ■ Interpersonal skills ■ People management skills ■ Time management skills ■ Computer literacy (MS Office) ■ Attention to detail.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCE-EXECUTIVE
LOCATION: SANDRINGHAM
POSITION: MANAGER: GROUP CONTROLLING (RE-ADVERTISEMENT)
PAY GRADE: D4
REFERENCE NUMBER: CORPFIN0725/001-02 (02900-001-1623)

Key Job Responsibility

■ To manage and lead the budget / reporting function of NHLS to support the achievement of the NHLS strategic and performance objectives ■ To manage and monitor actual performance against budgets and forecasts; to analyse and explain variances and ensure corrective action is taken to ensure the effective, efficient, economical and transparent use of the entities resources ■ To develop and implement the operation strategic plans for the department to ensure achievement of overall organisational strategic plan ■ To ensure the establishment and implementation of sound financial management, accounting and internal control systems and processes for the NHLS in compliance with relevant legislation requirements ■ To contribute to the development of the strategic and annual performance plans, including coordination, analysis and advice ■ To oversee the budget preparation process, provide advice and support to stakeholders and review the budget prior to submission to the relevant authority ■ To oversee and manage the budget monitoring process, including the preparation of monthly, quarterly and annual financial and performance reports and provide recommendations and advice to address significant variances ■ To monitor the operation of accounting systems, controls and procedures in order to ensure integrity of financial information ■ To provide financial management support to the regions and other internal stakeholders ■ To manage engagement with assurance providers, including responding to matters raised (e.g., risk management action plans, internal and external auditors) ■ To manage the utilisation of financial systems to capture accounting transactions, control the general ledger and perform financial administration ■ To manage, control/drive or participate in ad-hoc projects that arise from time to time ■ To train and manage finance staff to ensure they have the skills required by the organisation and are able to achieve their performance and strategic objectives ■ To review cost structures and management practices of the organisation and identifies areas for change and improvement in order to ensure the finance department contributes effectively to the profitability and commercial success of the organisation ■ To manage the costing functions to ensure fair costing of tests ■ To manage the pricing function to ensure that pricing is competitive and in line with the organisation pricing strategy ■ To ensure internal and external management reporting is timeous and accurate ■ To review and develop financial and management systems and policies to ensure sound governance and internal control systems ■ To develop, monitor and oversee the management of operational and capex expenditure budgets across the organisation to ensure the most effective utilisation of financial resources and maintenance of costs within budgets in order to contribute effectively to the profitability and commercial success of the organisation ■ To oversee and manage the financial management information function to ensure the provision of timeous and accurate information.

Minimum requirements & key competency

■ Bcom Honours degree Finance related qualification (NQF Level 8) ■ Chartered Accountant (SA) OR CIMA(essential) ■ 10 years relevant management accounting experience of which 3 years should be in a senior management role ■ Experience in implementing a costing system(desirable) ■ Knowledge of PFMA, Treasury regulations, IFRS & GRAP ■ Knowledge in financial management Knowledge in strategic management ■ Budgeting and management skills ■ Conceptual skills ■ Problem Solving Skills ■ Decision Making Skills ■ Communication Skills (Written and Verbal) ■ Time Management Skills ■ Organising Skills (Prioritising) ■ Interpersonal Skills. ■ Driver's licence.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: NATIONAL PRIORITY PROGRAMME
DISCIPLINE: POINT OF CARE
LOCATION: GAUTENG
POSITION: PHLEBOTOMY TECHNICIAN (POC) (X12 POSTS) **(RE-ADVERTISEMENT)**
2X BARAGWANATH HOSPITAL, 2X CHARLOTE MXEKE HOSPITAL, 2X HELEN JOSEPH HOSPITAL (ICU+ED), 1X EDENVALE HOSPITAL, 2X HEIDENBERG (THELE) HOSPITAL, 1X DOCTOR GEORGE MUKHARI HOSPITAL, 1X JUBILEE HOSPITAL
1X STEVE BIKO AC (MAT+ED)
PAY GRADE: B5
REFERENCE NUMBER: CORPNPP/POC1/001/01

Key Job Responsibility

■ To support point of care services through sample collection, sample analysis and device maintenance ■ Collect specimen samples as required using safety procedures ■ Observe the physical condition of patients during specimen collection and applies sound phlebotomy practices to ensure the safety and comfort of patients ■ Provides pre-and post-test counselling to parents/guardians and children of various ages according to current South African legislation guidelines ■ Performs point of care tests as required (including specimen centrifugation) ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded ■ Run external quality assessment (EQA) samples and escalate unresolved issues ■ Provides Theoretical and practical training of other health care workers to render this service and participates in teaching and training activities within laboratories and point of care operational to promote best practice ■ Conduct and document IQC checks, prepare performance report, troubleshooting IQC failures, applies corrective action and escalate unresolved issues ■ Logs instrument breakdown calls with suppliers, monitors progress of service requests and ensure timely resolution ■ Reviews standard operating procedures as new information becomes available and contributes to the continuous improvement of integrated patient care service ■ Provides general nursing services as required, from time to time (e.g. emergency first aid, assisting with immunization and administration of glucose tolerance tests) ■ Monitor stock levels of all point of care consumables as well as 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) ■ Registration with HPCSA as a Phlebotomy Technician ■ 1-3 years' experience ■ Knowledge of Point of Care testing ■ Demonstrated full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrated 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 ■ Demonstrated knowledge of factors which may affect the quality of the specimen arising pre-post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests ■ Knowledge of various test regimes ■ Knowledge of specimen safety precautions ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■ Computer literate ■ Project management skills ■ Data capturing and analysis skills ■ Interpersonal and Counselling skills ■ Written and verbal communications skills ■ Time management and initiative ■ Good communication skills ■ Ability to maintain confidentiality.

Enquiries may be directed to Sesethu Bhabha @ (011) 555 0309, e-mail application to Corporate2@nhls.ac.za

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: LEGAL
LOCATION: SANDRINGHAM
POSITION: LEGAL ADVISOR: COMMERCIAL AND CONTRACT LAW (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPOCEO0226/001-01

Key Job Responsibility

■ Review contracts, internal policies and other legal documents in order to ensure legislative compliance that are aligned to organisational strategy which protect the interests of NHLS. ■ Draft contracts, addendums, cessions, MOUs, SLAs and legal letters to ensure appropriate compliance as directed by the Legal Manager. ■ Identify legal, financial, and operational risks in contractual arrangements and recommend mitigation measures. ■ Monitor, comment and advise NHLS on national legislative initiatives and programmes and to assist all divisions with relevant legislation to ensure correct interpretation and application of legislation. ■ Keep record of all signed contracts and register of legal documents being attended for audit purposes. ■ Conduct research on legal related issues to ensure informed decisions are taken by the organization as directed by the Legal Manager. ■ Provide legal support to all laboratories and assist the Legal Manager with professional, written and oral legal advice to the executives and other offices ■ Draft, review, and negotiate significant, strategic commercial contracts. ■ Manage the organisation's competition law compliance framework and merger control filings. ■ Establish and maintain a database of legal opinions to ensure consistency and minimize legal spend. ■ Advise on and manage complaints to/from the Competition Commission and Public Protector ■ Provide legal advisory services on procurement processes in the public sector. ■ Update the contract register and prepare monthly and quarterly reports on the contracts. ■ Develop and maintain and update standard contract templates and clauses.

Minimum requirements & key competency

■ Bachelor of Laws (LLB) Degree (NQF Level 8) ■ Admission as an Attorney or Advocate. ■ 5 years' post admission experience in contract law or commercial advisory role in the public sector environment ■ Knowledge of Relevant legislation ■ Knowledge of Contract drafting ■ Knowledge of Legal risk assessments ■ Knowledge on Employee relations matters ■ Knowledge on Procurement related matters ■ Advisory – Public Finance Management Act (PFMA) / MFMA ■ Proven analytical and problem-solving abilities ■ Ability to conduct research into data mining issues, practices, and products as required ■ Keen attention to detail ■ Advanced communication (verbal) ■ Strong technical documentation skills ■ Highly self-motivated and directed ■ Ability to work in a team-oriented, collaborative environment ■ Advanced computer skills ■ Good interpersonal skills ■ Ability to lead workshops and to present ideas in a user-friendly language ■ Ability to effectively prioritize and execute tasks in a high-pressure environment ■ Time management ■ Ability to communicate with senior managers.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail application to Corporate1@nhls.ac.za

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: LEGAL
LOCATION: SANDRINGHAM
POSITION: LEGAL ADVISOR: LABOUR AND GENERAL LITIGATION (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: CORPOCEO0226/001-02

Key Job Responsibility

■ Handle a broad range of civil and labour dispute resolution matters, and litigation. ■ Conduct legal risk assessments on litigation matters and advise on prospects of success. ■ Manage external counsel regarding strategy, proceedings, and billings. ■ Attend High Court, Labour Court with external legal counsel to ensure seamless access to the Legal Manager in respect of urgent request for instruction during the court proceedings. ■ Provide guidance and support on collective bargaining, union engagements, and industrial action. ■ Vet pleadings, affidavits, opinions, and settlement agreements. ■ Prepare instructions for attorneys on the database of NHLS and assist in preparation of matters for litigation and arbitration. ■ Manage all litigation matters, including civil, commercial, contractual, and regulatory disputes. ■ Prepare monthly and quarterly reports on litigation matters for the review and approval by the Legal Manager. ■ Ensure compliance with applicable labour legislation, employment standards, court rules, processes and procedural compliance. ■ Monitor, comment and advise NHLS on national legislative initiatives and programmes and to assist all divisions with relevant legislation to ensure correct interpretation and application of legislation. ■ Assist the Legal Manager to provide professional legal advice to the Employee Relations and Human Resources on issues related to Employee relations. ■ Conduct research on legal related issues to ensure informed decisions are taken by the organization as directed by the Legal Manager. ■ Conduct legal risk assessments related to workplace management and litigation. ■ Provide legal support to all laboratories and assist the Legal Manager with professional, written and oral legal advice to the executives and other offices

Minimum requirements & key competency

■ Bachelor of Laws (LLB) Degree (NQF Level 8) ■ Admission as an Attorney or Advocate. ■ 5 years' post admission experience in Labour Law and Litigation in the public sector environment ■ Proven experience working with external legal counsel and regulatory bodies ■ Proven experience in handling employment disputes and civil litigation ■ Knowledge of Relevant legislation ■ Knowledge of Contract drafting ■ Knowledge of Legal risk assessments ■ Knowledge on Employee relations matters ■ Knowledge on Procurement related matters ■ Advisory – Public Finance Management Act (PFMA) / MFMA ■ Proven analytical and problem-solving abilities ■ Ability to conduct research into data mining issues, practices, and products as required ■ Keen attention to detail ■ Advanced communication (verbal) ■ Strong technical documentation skills ■ Highly self-motivated and directed ■ Ability to work in a team-oriented, collaborative environment ■ Advanced computer skills ■ Good interpersonal skills ■ Ability to lead workshops and to present ideas in a user-friendly language ■ Ability to effectively prioritize and execute tasks in a high-pressure environment ■ Time management ■ Ability to communicate with senior managers

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BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT OPERATIONS
LOCATION: SANDRINGHAM
POSITION: MANAGER: IT NETWORKS
PAY GRADE: D2
REFERENCE NUMBER: CORPIT0426/001-02 (07923-001-1429)

Key Job Responsibility

■ Network Architecture, Design & Standards: Design and maintain NHLS LAN/WAN architecture, including campus, branch, and data centre connectivity. Define network standards: IP addressing, VLAN segmentation, routing design, wireless standards, naming conventions, configuration baselines, and documentation requirements. Develop and maintain a network roadmap aligned to NHLS operational priorities, resilience needs, and approved IT strategy. Perform technology evaluations and provide recommendations supported by business cases, risk assessments, and lifecycle considerations. ■ LAN Operations & Data Centre Switching: Manage LAN switching infrastructure (access, distribution, core) across NHLS facilities to ensure stable and scalable service delivery. Ensure high availability at critical sites through resilient design (e.g., redundancy, link aggregation, spanning-tree design, and failover planning). Oversee implementation and support of wired access services, including QoS for latency-sensitive systems and traffic prioritisation where required. Manage network refresh cycles, firmware upgrades, and configuration standardisation with change control compliance. ■ WAN & Site Connectivity Management: Manage WAN connectivity services, including primary and secondary links where applicable, ensuring service continuity and performance. Oversee integration with national research/health networks and service providers (where applicable) and ensure stable routing and traffic engineering. Implement and manage SD WAN (where applicable) to improve branch resiliency, application performance, and operational visibility. Maintain uptime, latency, and throughput targets for critical NHLS sites and services. ■ Network Security & Firewall Management (Primary Accountability): Own and administer NHLS network security controls including firewalls, perimeter security, segmentation, and controlled ingress/egress policies. Manage firewall rule lifecycle: requests, risk assessment, approvals, implementation, recertification/review, and documentation. Implement secure remote access mechanisms (VPN/zero trust components where applicable), including strong authentication and least privilege principles. Coordinate response to network security incidents (e.g., suspicious traffic, DDoS indicators, rule misconfigurations, malware propagation), ensuring containment and evidence collection aligned with NHLS processes. ■ Monitoring, Incident Management & Problem Management: Ensure comprehensive network monitoring and alerting (availability, performance, capacity, security events) using approved tools. Lead incident resolution for network outages or degradation, provide escalation support, and coordinate cross-functional restoration efforts. Drive problem management to eliminate recurring network incidents through root cause analysis and corrective action implementation. Establish and maintain operational runbooks, troubleshooting guides, and service restoration procedures. ■ Network Access Control & Segmentation Controls: Implement and maintain network access controls (e.g., NAC capabilities where applicable) to control endpoint access and reduce risk. Enforce segmentation and zoning for clinical/lab systems, server networks, user networks, guest networks, and management networks. Maintain security posture through continuous improvement of access policies and device compliance enforcement mechanisms. ■ Change, Configuration & Asset Management: Ensure all network changes follow NHLS change management processes (planning, approvals, implementation, rollback, post-implementation review). Maintain an accurate inventory of network assets and critical configuration items (CMDB or equivalent). Manage configuration backups, standard templates, and secure storage of device configurations. ■ Vendor, Contract & Financial Management: Manage network vendor relationships and service providers, including SLA governance and service performance reviews. Support procurement processes: drafting specifications, evaluating bids/quotes, and supporting contract renewals. ■ Contribute to budgeting for network refresh projects, maintenance contracts, licensing, and connectivity costs. ■ People Leadership & Capability Development: Lead and mentor network support engineers: task allocation, prioritisation, performance management, and coaching. Identify skills gaps and drive training/certification plans in networking and network security disciplines. Build an operational culture of documentation, proactive maintenance, high-quality change management, and customer-focused service delivery. ■ Governance, Compliance, Documentation & Reporting: Provide monthly reporting on network availability, incident trends, security posture, firewall changes, and operational risks. Support audit activities and ensure audit-ready evidence for network controls (firewall rule reviews, change records, monitoring evidence, access control evidence). Maintain updated network diagrams (logical and physical), IP/VLAN plans, and site connectivity documentation.

Minimum requirements & key competency

■ Bachelor's Degree / Advanced Diploma (NQF 7) in Information Technology or Related ■ Cisco Certified Network Professional (CCNP)
■ IT service management certification (ITIL Foundation) advantageous ■ 8 years in enterprise networking roles supporting LAN/WAN environments ■ 3–5 years leading a network team ■ Demonstrated experience managing enterprise firewall platforms and implementing security network controls ■ Proven ability to deliver network refresh projects and multi-site connectivity improvements ■ Valid Driver's License ■ Strong leadership and team development capability ■ Analytical problem solving and structured troubleshooting ■ High attention to detail and risk awareness ■ Stakeholder management and communication (technical/non-technical) ■ Planning, prioritisation, and delivery under pressure ■ Governance orientation and audit readiness

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

BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT OPERATIONS
LOCATION: SANDRINGHAM
POSITION: MANAGER: IT INFRASTRUCTURE
PAY GRADE: D2
REFERENCE NUMBER: CORPIT0426/001-03 (07923-001-1441)

Key Job Responsibility

■ Infrastructure Architecture, Design & Technology Roadmap: Design and maintain NHLS compute and storage architecture, including on-premises and hosted/private cloud environments. Develop and execute an infrastructure roadmap aligned to NHLS IT strategy, operational requirements, and governance. Define infrastructure standards (build specifications, configuration baselines, hardening guidelines, naming conventions, and documentation standards). Evaluate new technologies and provide recommendations supported by business cases, risk assessments, and total cost of ownership (TCO) considerations. ■ Compute Platform Management (Physical & Virtual): Manage enterprise compute platforms (e.g., virtualisation clusters, hypervisor environments, physical server estate). Ensure high availability, performance, and stability of production infrastructure through proactive monitoring and capacity management. Oversee build, patching, firmware management, and lifecycle replacement of compute components in line with security and vendor guidance. Ensure standardised provisioning processes for new workloads (including templates, automation, and change controls). ■ Storage Platform Management: Manage enterprise storage platforms (SAN/NAS/object storage where applicable), ensuring performance, resilience, and data integrity. Implement storage tiering, capacity forecasting, and performance tuning to support critical workloads and laboratory systems. Maintain storage replication and resilience mechanisms and ensure alignment with recovery requirements for Tier 1 applications. ■ Backup, Restore & Data Protection (Primary Accountability): Own NHLS backup strategy and operations to ensure reliable, verifiable backups of NHLS data and application systems. Ensure backup policies are defined, implemented, and enforced (retention, encryption, immutability where available, offsite copies, and access controls). Establish routine restore testing, including application-level recovery validation and periodic disaster recovery (DR) exercises. Maintain evidence for audits: backup success reports, restore test results, DR runbooks, and incident records. ■ Disaster Recovery & Business Continuity Enablement: Implement and maintain DR capabilities for critical systems, aligned with business-defined RTO/RPO and NHLS tiering classifications. Maintain DR documentation and runbooks; coordinate and participate in DR simulations and post-exercise improvement plans. Support operational continuity plans related to infrastructure dependencies. ■ Operational Support & Service Delivery: Lead the infrastructure support function to ensure timely resolution of incidents and service requests (aligned to agreed SLAs/OLAs). Provide escalation support for complex infrastructure issues and coordinate problem management to eliminate recurring incidents. Ensure monitoring, alerting, and operational dashboards are effective and continuously improved. Ensure accurate asset and configuration information is maintained (CMDB or equivalent). ■ Security, Risk & Compliance: Implement infrastructure security controls: least privilege, secure configuration baselines, segmentation dependencies, vulnerability remediation, and audit logging. Participate in risk assessments and implement mitigation plans for infrastructure-related risks (e.g., ransomware resilience, backup security, privileged access). Ensure compliance with NHLS governance requirements and applicable regulatory obligations (e.g., POPIA principles as they relate to data protection). ■ Vendor, Contract & Financial Management: Manage vendor relationships for compute, storage, backup and associated support contracts. Support procurement processes: specification drafting, technical evaluations, contract performance reviews, and renewal planning. Contribute to budgeting for infrastructure refresh, licensing, and support services, track expenditure against plan. ■ People Leadership & Capability Development: Lead and mentor infrastructure support engineers; allocate work, set priorities, and conduct performance management. Identify skills gaps and implement training/certification plans, support succession planning and talent retention. Establish a culture of operational excellence: documentation discipline, proactive maintenance, and continuous improvement. ■ Governance, Documentation & Reporting: Produce management reports (availability, capacity, backup compliance, DR readiness, incident trends, risks). Ensure change management compliance for infrastructure changes (CAB submissions, implementation plans, rollback procedures, PIRs). Maintain up-to-date documentation: architecture diagrams, standards, runbooks, build guides, and SOPs.

Minimum requirements & key competency

■ Bachelor's Degree / Advanced Diploma ((NQF 7) in Information Technology or Related ■ Red Hat Certified Administrator (RHCA) or (RHCE) ■ Storage Area Network Certification ■ VMware Professional Certification ■ Eight (8) years relevant experience with Five (5) years in a management / supervisory / project management or team lead capacity ■ ITIL Certification (Desirable) ■ Oracle Linux Certification (Desirable) ■ Veeam Certified Engineer (Desirable) ■ Valid Driver's License ■ Experience with fibre channel based storage ■ KVM or Xen-based hypervisors ■ Hands on Cluster Server Administrator, preferable with Veritas Infoscale or any Linux based cluster ■ Project management ■ Scripting skills ,most important being KORN,BASH and PERL ■ Experience of working with VMware based virtualization and systems and related tools ■ Experience with RAID configurations ■ Experience of HPE Blade server systems ■ Knowledge of networks, configure IPv4 and IPv6 addresses ■ Experience with Zabbix ■ Experience with backup techniques including Snapshots ■ Troubleshoot skills and Server hardening techniques ■ Knowledge of databases (Oracle/MySQL/DB2 or similar) (Desirable) ■ Understanding DR processes ■ Analytical and problem solving skills ■ Time Management ■ Communication Skills ■ Interpersonal Skills.

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

EASTERN CAPE REGION

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: LABORATORY SUPPORT
LOCATION: ST ELIZABETH LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-AN&JG0126/001-03 (27400-005-7009)

Main Purpose of the Job

Responsible for receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

Key Job Responsibility

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times ■ Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes ■ Handle administrative queries, phone out results, initiate printing and faxing of reports ■ Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

■ Grade 12 / NQF Level 4 ■ Secretarial Certificate (Desirable) ■ 1 (One) year clerical experience ■ 1 (One) year laboratory experience (Desirable) ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ Attention to detail ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: LABORATORY SUPPORT
LOCATION: CALA LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-ORT&CH0126/001-01 (25200-002-7009)

Main Purpose of the Job

Responsible for receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

Key Job Responsibility

- Verifies the suitability of specimens for processing
- Receives, labels and sorts specimens for testing according to the SOP's
- Captures patient's information into the system
- Creates shipping lists of samples for distributions to laboratories
- Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times
- Responsible for appropriate packaging, recording, and monitoring of all out-going referral specimens
- Keeps specimens request forms for audit purposes
- Handle administrative queries, phone out results, initiate printing and faxing of reports
- Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

- Grade 12 / NQF Level 4
- Secretarial Certificate (Desirable)
- 1 (One) year clerical experience
- 1 (One) year laboratory experience (Desirable)
- Knowledge of Laboratory Information System
- General administration knowledge
- Computer skills
- Communication skills (Verbal, written, presentation)
- Ability to work independently and collaboratively
- Attention to detail
- **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: BUSINESS MANAGER (AMENDMENT)
PAY GRADE: D5
REFERENCE NUMBER: EC-NMAL0524/001-05 (23090-001-1405)

Main Purpose of the Job

Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research.

Key Job Responsibility

■ Contribute as a member of the regional/academic management team to the operational planning for the region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance. Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets ■ Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Conduct client liaison with external bodies e.g. hospital administration, health district management and/or local tertiary education institutions to foster harmonious relations ■ Responsible for the development and management of both operational and academic budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives ■ Oversee the implementation and correct applications of all NHLS policies and procedures to ensure compliance ■ Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the tertiary complex/business unit ■ Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the tertiary complex/business unit ■ Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework ■ Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of cost effective services in line with the needs of the business. ■ Provide an enabling environment to support research and development within an academic setting ■ Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives..

Minimum requirements & key competency

■ National Diploma: Biomedical Technology or other relevant degree in Health Sciences ■ HPCSA registration as a Medical Technologist/Laboratory Medical Scientist. ■ Current proof of HPCSA registration ■ Business management related qualifications ■ 8 years relevant laboratory experience ■ 5 years management experience ■ Knowledge of OHSA ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Specialist pathology knowledge ■ Planning and organising skills ■ Analytical skills ■ Financial and general management ■ Computer skills ■ Leadership and management skills ■ Negotiation and conflict resolution skills ■ Interpersonal skills ■ Effective communication skills ■ Presentation skills ■ Chairing meetings ■ Valid driver's licence
Enquiries may be directed Siyanda Sigwinta @ (082) 940 4769, e-mail application to Siyanda.Sigwinta@nhls.ac.za

APPLICANTS WHO APPLIED ON THE PREVIOUS BULLETINS ARE ENCOURAGED TO RE-APPLY

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: QUEENSTOWN HOSPITAL
POSITION: LABORATORY MANAGER (AMENDMENT)
PAY GRADE: C4
REFERENCE NUMBER: EC-ORT&CH0126/001-02 (24600-002-1209)

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 maximize the profitability of the lab
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
- Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources
- Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of Medical Technologist as required as per operational needs.

Minimum requirements & key competency

- 3 year relevant Degree / Diploma
- HPCSA registration in the Clinical Pathology discipline
- Seven (7) years post qualification and experience in a diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and process
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management and computer skills
- Ability to work under pressure
- Communication skills
- Planning, Organising and Process Management
- Analytical skills.

Enquiries may be directed Siyanda Sigwinta @ (082) 940 4769, e-mail application to Siyanda.Sigwinta@nhls.ac.za

APPLICANTS WHO APPLIED ON THE PREVIOUS BULLETINS ARE ENCOURAGED TO RE-APPLY

BUSINESS UNIT: NELSON MANDELA BAY AND SARA BAARTMAN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: PE MAIN BRANCH –HISTOLOGY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-NMB&SB0123/001-02 (21002-001-1414)

Main Purpose of the Job

To provide service delivery, undergraduate and post graduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge with the field

Key Job Responsibility

■ Responsible for management of a unit / laboratory / facility in collaboration with a laboratory manager. ■ Active involvement within the NHLS/ University /Professional bodies promoting discipline and/or organisational strategic objectives at a regional or national level. ■ Participation in the development of teaching program/modules and/or participation in regional / national discipline specific teaching programs. ■ Manages several pathologists and/or a large laboratory. ■ Implements improvements to local / regional laboratory practices or clinical programmes ■ Contribute to the development of pathology diagnostic policies and/or responsible for supporting several laboratories and/or providing a referral consultative and/or clinical diagnostic service at a regional level ■ Lead the QA team of the Unit/Laboratory to comply with SANAS requirements and ensure continuous quality improvement. ■ Introducing or improving diagnostic and interpretation techniques and procedures ■ Validation of new instruments / tests for national programmes (e.g. via HTA) ■ Collaboration of research with other departments at a national level.

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline ■ Minimum 5 years' experience as pathologist ■ At least 1-year laboratory management experience ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD. ■ Additional research degree desirable. ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level). ■ Academic curriculum development at local level. ■ Acting as examiner for CMSA. ■ Evidence of consultation on complex clinical queries locally / regionally. ■ Nationally: Invited for participation in committees, symposia, congresses, working groups. ■ National conference presentations ■ PI in research projects at local level. ■ PI on national grant ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

Enquiries may be directed Funda Nobatyi @ (041) 395 6162, e-mail application to funda.nobatyi@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE BUSINESS UNIT
DISCIPLINE: EL HISTOLOGY LABORATORY
LOCATION: FRERE HOSPITAL LABORATORY
POSITION: PRINCIPAL PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHP
REFERENCE NUMBER: EC-BCA0125-01 (22002-001-1608)

Key Job Responsibility

■ Responsible for management of a unit / laboratory / facility in collaboration with a laboratory manager. ■ Active involvement within the NHLS/ University /Professional bodies promoting discipline and/or organisational strategic objectives at a regional or national level. ■ Participation in the development of teaching program/modules and/or participation in regional / national discipline specific teaching programs. ■ Manages several pathologists and/or a large laboratory. ■ Implements improvements to local / regional laboratory practices or clinical programmes ■ Contribute to the development of pathology diagnostic policies and/or responsible for supporting several laboratories and/or providing a referral consultative and/or clinical diagnostic service at a regional level ■ Lead the QA team of the Unit/Laboratory to comply with SANAS requirements and ensure continuous quality improvement. ■ Introducing or improving diagnostic and interpretation techniques and procedures ■ Validation of new instruments / tests for national programmes (e.g. via HTA) ■ Collaboration of research with other departments at a national level.

Minimum requirements & key competency

■ FCPATH/MChD or MMED qualification in the relevant discipline ■ Minimum 5 years' experience as pathologist ■ At least 1-year laboratory management experience ■ HPCSA registered for independent practice as pathologist in applicable discipline ■ Multiple Peer Reviewed Publications as first/senior author ■ Successfully supervised/co-supervised BSc Hons, MSc, MMED, PhD. ■ Additional research degree desirable. ■ Evidence of external/ community interaction (schools, engaging with outside clinicians / clinical groups, training academic community outside pathology) ■ Undergraduate and/or postgraduate external examiner (national level). ■ Academic curriculum development at local level. ■ Acting as examiner for CMSA. ■ Evidence of consultation on complex clinical queries locally / regionally. ■ Nationally: Invited for participation in committees, symposia, congresses, working groups. ■ National conference presentations ■ PI in research projects at local level. ■ PI on national grant ■ Evidence of peer recognition such as reviewing manuscripts, review research proposals, editorials, conference abstract reviewing, editorial board, NRF rating, etc.

Enquiries may be directed Lindokuhle Mbele @ (043) 762 2461, e-mail application to lindokuhle.mbele@nhls.ac.za

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: NORTH WEST
DISCIPLINE: MICROBIOLOGY
LOCATION: TSHEPONG LABORATORY
POSITION: SERVICE PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: FSNW0126/001-01 (51510-003-1414)

Key Job Responsibility

■ Preparation and delivering of academic lectures/seminars within an existing curriculum framework. ■ For Microbiology Pathology, to perform, interpret, report on and authorise a full range of laboratory tests / autopsies within the specified turnaround times ■ To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service. ■ To provide informal training to undergraduate and post-graduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence. ■ Conduct routine diagnostic services

Minimum requirements & key competency

■ FCPATH or MMED qualification in the relevant discipline ■ Takes accountability for own personal development (attending CPD etc.) ■ HPCSA registered for independent practice as pathologist in applicable discipline / **Microbiology Pathology / Clinical Pathology**

Enquiries may be directed to Tshenolo Ntho @ 018 381 0158 / 060 728 6724, e-mail application to FSNW.recruitment2@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: CHRIS HANI BARAGWANATH ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CHRIS HANI BARAGWANATH HOSPITAL
POSITION: GARDENER (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: GAUCHB0326/001-02 (42022-000-2111)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 10 /NQF 2 ■ Matric Certificate (Desirable) ■ Min of 1-year experience in providing landscaping services (Essential) ■ Knowledge about plants and the environment (Essential) ■ Verbal communication skills ■ Time management skills ■ Ability to work independently ■ Ability to operate light machinery ■ Physical fitness and the ability to undertake manual labour.

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

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: DR GEORGE MUKHARI
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUDGM0226/001-01 (46002-001-1133)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 year Relevant Diploma or degree in Medical Technology
- Registration with the HPCSA in **Histopathology**
- Minimum of 4 years' experience as Medical Technologist in a diagnostic laboratory
- **Current proof of HPCSA registration**
- Knowledge of laboratory instruments
- Interpret numerical laboratory results
- Quality assurance
- In-depth knowledge of Clinical 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 Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: DR GEORGE MUKHARI ACADEMIC
DISCIPLINE: HAEMATOLOGY
LOCATION: DR GEORGE MUKHARI
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUDGM0725/001-01 (46004-006-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- 3 (three) year relevant Diploma or degree in Medical Technology.
- Registration with the HPCSA in the **Haematology / Clinical Pathology as Medical Technologist / Medical Laboratory Scientist**
- **Current proof of HPCSA registration**
- 0-3 years’ work experience essential.
- 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 Lutendo Daswa @ (010) 061 2542, e-mail application to DGM.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: GAUTAD0326/001 (45001-001-1312)

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 ■ Initial Registration with the HPCSA in the **Chemical Pathology or Clinical Pathology** ■ **Current Proof of HPCSA Registration** ■ 7(Seven) years post qualification and experience in the diagnostic laboratory with **extensive experience in Chemical Pathology** ■ Knowledge of usage of Laboratory Equipment ■ Knowledge of Health and Safety issues in a Laboratory Environment ■ Knowledge of Laboratory Procedures and Processes ■ Knowledge of TQMS ■ Knowledge of stock control ■ Assertiveness ■ Interpersonal skills ■ Staff management ■ Basic understanding of finance and general management & computer skills ■ Ability to work under pressure ■ Communication skills ■ Planning, organizing and process management ■ Analytical skills

Enquiries may be directed to Nomti Ralarala @ (011) 489 9074, e-mail application to TAD.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KALAFONG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EKTS0126/001-03 (64150-012-8014)

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**
- 0-3 years’ experience
- 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 Vivian Sithoga (011) 489 9076/9065, e-mail application to EKTS.recruitment@nhls.ac.za or gaucov3.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EMMAUS LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNEMM0126/001-04 (87200-003-7009)

Main Purpose of the Job

Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

Key Job Responsibility

- Verifies the suitability of specimens for processing and rejects unsuitable sample
- Receives, labels and sorts specimens for testing according to the SOP's
- Captures patient's information into the system
- Create shipping lists 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 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 samples.

Minimum requirements & key competency

- Grade 12
- 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 Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BENEDICTINE LABORATORY
POSITION: LABORATORY MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: KZNBENE0725/001-11 (873001-002-1113)

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 fulfillment of SANAS accreditation requirements
- in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the lab
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
- Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources
- Ensures Training and development of staff to ensure they have skills required by the organization and are able to achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of 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 **Clinical Pathology**
- Five (5) years post qualification and experience in a diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and process
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management and computer skills
- Ability to work under pressure
- Communication skills
- Planning, Organising and Process Management
- Analytical skills.

Enquiries may be directed to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: VRYHEID LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNVRY0126/001-10 (87820-002-8014)

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**
- 0-3 years' experience
- 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 Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREYS LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGREYS0326/001-02 (86101-010-8014)

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

- 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**
- 0-3 years’ experience
- 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 Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: KWA-ZULU NATAL ACADEMIC COMPLEX
POSITION: BUSINESS UNIT MANAGER
PAY GRADE: D5
REFERENCE NUMBER: KZNACOM0426/001-01 (81117-001-1405)

Main Purpose of the Job

Provide operational management of the business unit /academic complex to ensure the achievements of all NHLS objectives in terms of service delivery, teaching and research

Key Job Responsibility

■ Contribute as a member of the regional/academic management team to the operational planning for the region and implement operational plan of the Business Unit/Academic complex to ensure achievement of set performance. Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets ■ Develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Conduct client liaison with external bodies e.g. hospital administration, health district management and/or local tertiary education institutions to foster harmonious relations ■ Responsible for the development and management of both operational and academic budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives ■ Oversee the implementation and correct applications of all NHLS policies and procedures to ensure compliance ■ Responsible for human resources management to ensure optimal staff utilisation and maintenance of sound labour relation within the tertiary complex/business unit ■ Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the tertiary complex/business unit ■ Oversee and monitor the procurement process to ensure optimal stock levels, cost containment and appropriate selection of equipment and services in compliance with legislation, policy and approved budgetary framework ■ Ensure the implementation of laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Ensure the implementation of agreement relating to equipment, logistics; security, cleaning, utilities, building maintenance etc. of business unit to ensure the delivery of cost effective services in line with the needs of the business. ■ Provide an enabling environment to support research and development within an academic setting ■ Ensure the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment in line with objectives.

Minimum requirements & key competency

■ National Diploma: Biomedical Technology or other relevant degree in Health Sciences ■ HPCSA registration as a Medical Technologist/Laboratory Medical Scientist. ■ Current proof of HPCSA registration ■ Business management related qualifications ■ 8 years relevant laboratory experience ■ 5 years management experience ■ Knowledge of OHSA ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Specialist pathology knowledge ■ Planning and organising skills ■ Analytical skills ■ Financial and general management ■ Computer skills ■ Leadership and management skills ■ Negotiation and conflict resolution skills ■ Interpersonal skills ■ Effective communication skills ■ Presentation skills ■ Chairing meetings ■ Valid driver's licence.

Enquiries may be directed to Stacey Wilkins (031) 327 6700, e-mail application to stacey.wilkins@nhls.ac.za

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: KWA-ZULU NATAL ACADEMIC COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
(6 MONTHS FIXED TERM CONTRACT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNANAIALCH0426/001 (81113-013-8014)

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 **Anatomical Pathology**
- 0-3 years' experience
- 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 Stacey Wilkins (031) 327 6700, e-mail application to stacey.wilkins@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: OSINDISWENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNOSI0126/001-14 (81620-004-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- 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**
- 0-3 years' experience
- 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 Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: GERT SIBANDE & NKANGALA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EVANDER LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP05-0126/001-05 (71920-003-8014)

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 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 **Clinical Pathology**
- 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 Elmon Hlengane @ 015 296 3781 / Jeaneth Masibigiri @ 015 296 3910 / Marcia Nxumalo @ 087 260 6871, e-mail application to LIMPRregion@nhls.ac.za

BUSINESS UNIT: SEKHUKHUNE-WATERBERG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DILOKONG LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP02-SW0-126-004-13 (66700-004-7009)

Main Purpose of the Job

Responsible for receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives.

Key Job Responsibility

■ Verifies the suitability of specimens for processing ■ Receives, labels and sorts specimens for testing according to the SOP's ■ Captures patient's information into the system ■ Creates shipping lists of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines ■ Responsible for appropriate packaging, recording and monitoring of all out-going referral specimens ■ Keeps specimens request forms for audit purposes.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ Secretarial Certificate (Desirable) ■ 1-2 years' experience (Essential) ■ 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 typing test of 30wpm and 70% accuracy.

Enquiries may be directed to Elmon Hlengane @ 015 296 3781 / Jeaneth Masibigiri @ 015 296 3910 / Marcia Nxumalo @ 087 260 6871, e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: HISTOPATHOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP04-CAP 0126/001-22

Main Purpose of the Job

Supervises and coordinates the activities of personnel engaged in performing tests as well as oversee the technical operations of the laboratory to ensure an effective and efficient laboratory service

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year relevant Diploma or Degree in Medical Technology
- Registration with HPCSA in Histopathology
- Minimum of 4 (four) years' experience as a Medical Technologist in a diagnostic laboratory
- Knowledge of laboratory instruments
- Interpret numerical laboratory results
- Quality assurance
- In-depth knowledge of chemistry
- Communication skills
- Customer Care
- Interpersonal skills
- Coaching
- Analytical skills
- Problem solving skills
- Attention to detail .

Enquiries may be directed to Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: VREDENDAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0126/001-01 (15500-005-8014)

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
- 0-3 years' experience as a Medical Technologist
- 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 Asamkele Gonose (021) 417 9314, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GREEN POINT COMPLEX
POSITION: DRIVER (RE-ADVERTISEMENT)
PAY GRADE: B1
REFERENCE NUMBER: WCNC0126/001-01 (10090-011-4006)

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

■ Drive the NHLS vehicles / Mobile Laboratories to and from various locations ■ Deliver reports/letters and collect specimens from outlying clinics, hospitals and laboratories according to set schedules, to facilitate adherence to agreed turnaround times ■ Delivers equipment, stock and media to NHLS laboratories, as needed to ensure continuity of service ■ Maintain the motor vehicle by re-fueling ensuring it is in good working order to supply a reliable transport service ■ Complete log book to ensure compliance with company policies ■ Transport visitors to and from airport to ensure they arrive on time for meetings ■ Transport students / employees to designated areas when working off site / away from their normal place of work ■ Liaise with customers internally and externally ■ Observe and adhere to good hygienic and Safety Standards. ■ Assist with Receiving, labelling and sorting specimens for testing according to the SOP's. ■ Captures patient's information into the system. ■ Assist with creating shipping lists of samples for distributions to laboratories. ■ Check-in / Clock-in or administer the delivery times and distribution-routes of samples to ensure smooth channelling of specimens to various Laboratory collection points. ■ Assist with appropriate packaging, recording and monitoring of all out-going referral specimens.

Minimum requirements & key competency

■ Grade12/ Matric / NQF level 3 / N2/NQF level 3 / NQF level 3 equivalent ■ Valid Code C1 Driver's Licence and valid PDP ■ Technically orientated ■ Assertive ■ Interpersonal, computer, analytical, leadership and communication skills ■ Organisational skills ■ Attention to detail ■ Ability to work under pressure, within a team and with minimal supervision ■ Willing to work unsociable hours, weekends, public holidays and call outs.

Enquiries may be directed to Asamkele Gonose (021) 417 9314, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: SOMERSET LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1125/001-01 (14017-003-8014)

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 2nd and 3rd year.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science / NQF level 6 or 7
- 0-3 years' experience as a Medical Technologist
- 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 Asamkele Gonose (021) 417 9314, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CYTOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0326/001-01 (12003-012-8014)

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
- 0-3 years' experience as a Medical Technologist
- Registration with the HPCSA as a Medical Technologist in **Cytology**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0326001-01 (12022-017-5003)

Key Job Responsibility

■ Receives, sort and refer (where applicable) specimens for testing ■ Spin and label specimens appropriately for testing ■ Liaises with the registration area regarding errors made during data capturing ■ Check suitability of specimen for processing according to set standard operating procedures ■ Performs tasks in support of the analytical process as per discipline requirements, e.g. specimens centrifugation and liquoring, protection against light, stain preparation, tracking missing samples, focal point equipment competence, labeling and sorting of slides and forms for parity, monitoring of relevant equipment to ensure it is maintained and in good working order ■ Stores, retrieve data, samples and media in accordance with the procedure ■ Disposal of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act ■ Appropriate troubleshooting on lab equipment and specialised equipment to ensure continuous testing of specimens ■ Assist with ad hoc administrative tasks in the lab to ensure quality control.

Minimum requirements & key competency

■ Laboratory Assistant Certificate ■ Registered with the HPCSA as a Laboratory Assistant ■ Ability to work unsupervised ■ Good computer skills (Excel, Word) ■ Good communication skills ■ Good interpersonal skills ■ Attention to detail ■ Team orientated ■ Good organizing skills.

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