GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by e-mail or logging on to the NHLS career page http://intranet.nhls.ac.za (I-Recruitment), quoting the reference number and the job title.

2. Response e-mail addresses of the relevant HR representative is supplied at the end of each regional adverts. 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.

3. Any credentials of the contract of employment will be subject to security clearance, Competency/Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.

4. All positions that require an applicant to be registered with a professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.

5. These positions are open to all employees of the NHLS including the employees who are on contract in similar or different positions.

6. Correspondence will be limited to shortlisted candidates only.

7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.

8. Successful applicants will be remunerated on the published scale associated with the grade of the post. 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.

9. Internal applicants must have served 12 months in their current post from date of appointment to the position as a new appointment, promotion or transfer before they may apply for new position.

10. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 17th JUNE 2016
# Table of Content

<table>
<thead>
<tr>
<th>Table of Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs Vacancies</td>
<td>3</td>
</tr>
<tr>
<td>Eastern Cape Region</td>
<td>11</td>
</tr>
<tr>
<td>Free State and Northwest Region</td>
<td>35</td>
</tr>
<tr>
<td>Gauteng North Region</td>
<td>50</td>
</tr>
<tr>
<td>Gauteng South Region</td>
<td>63</td>
</tr>
<tr>
<td>KZN Region</td>
<td>81</td>
</tr>
<tr>
<td>Mpumalanga and Limpopo Region</td>
<td>94</td>
</tr>
<tr>
<td>NICD</td>
<td>109</td>
</tr>
<tr>
<td>NIOH</td>
<td>122</td>
</tr>
<tr>
<td>Western and Northern Cape Region</td>
<td>125</td>
</tr>
</tbody>
</table>
ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE UNIT

DISCIPLINE: ANATOMICAL PATHOLOGY, CHEMICAL, HAEMATOLOGY and MICRIBIOLOGY
POSITION: HEADS OF DEPARTMENTS
PAY GRADE: E2
UNIVERSITY OF THE FREE STATE/ UNIVERSITAS (REF: FSNWUF - 0616-001-01)
CHEMICAL PATHOLOGY X1
MICROBIOLOGY X1
UNIVERSITY OF PRETORIA/ TSHWANE ACADEMIC DIVISION (REF: GAUTAD - 0616 -001-01)
ANATOMICAL PATHOLOGY X1
UNIVERSITY OF LIMPOPO/TURFLOOP (REF: MPLUL-0616 -001-01)
HAEMATOLOGY X1
CHEMICAL PATHOLOGY X1
ANATOMICAL PATHOLOGY X1

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

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

Minimum requirements and key competency

■ MMed / FC Path or equivalent relevant to the discipline (Haematology: Haematological Pathologist or Clinical Haematologist; Anatomical Pathology: Anatomical Pathologist; Chemical Pathology: Chemical Pathologist or Clinical Pathologist or PhD and/or equivalent for a Scientist Chemical Pathology and relevant laboratory experience or Physician (MMed /College – Internal Medicine) and relevant laboratory experience.
■ A doctoral degree in the relevant field and/or peer-reviewed full publications on original research will be strongly advantageous. ■ Registration with HPCSA as health professional in the applicable discipline. ■ Minimum seven (7) years postgraduate experience of which at least four (4) years at senior level with demonstrable experience of managing a diagnostic laboratory. ■ Prior formal involvement in undergraduate and postgraduate teaching at a tertiary academic institution. ■ Research experience as demonstrated by authorship of peer-reviewed publications. ■ Prior supervision of postgraduate research at the level of Master’s Degree or higher. ■ Strong leadership, time management, interpersonal, organisational and presentation skills. ■ Computer literate and good report writing ability.
DISCIPLINE: ANATOMICAL PATHOLOGY, CHEMICAL, HAEMATOLOGY and MICROBIOLOGY
POSITION: PATHOLOGISTS
PAY GRADE: DEPEND ON EXPERIENCE
UNIVERSITY OF THE FREE STATE/ UNIVERSITAS (REF: FSNWUFS - 0616-001-01)
HAEMATOPATHOLOGIST X1
UNIVERSITY OF KWAZULU-NATAL/ ACADEMIC COMPLEX, IALCH (REF: KZNUKZN - 0616-001-01)
ANATOMICAL PATHOLOGIST X1
HAEMATOPATHOLOGIST X1
UNIVERSITY OF WITSWATERSRAND/ CHARLOTTE MAXEKE (REF: GAUCMT - 0616 -001-01)
MICROBIOLOGIST X1 (BASED AT CH BARA)
MICROBIOLOGIST X1 (BASED AT HELEN JOSEPH)
UNIVERSITY OF LIMPOPO/TURFLOOP (REF: MPLUL-0616 -001-01)
ANATOMICAL PATHOLOGIST X1
CHEMICAL PATHOLOGIST X1
SEFAKO MAKGATO HEALTH SCIENCE UNIVERSITY/DR GEORGE MUKHARI (REF: DGMSMU-0616 -001-01)
MICROBIOLOGIST X1
UNIVERSITY OF PRETORIA/TSHWANE ACADEMIC DIVISION (REF: GPTAD-0616 -001-01)
ANATOMICAL PATHOLOGIST X1

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

Minimum requirements and key competency
- Appropriate postgraduate qualification MMed or FCPath or equivalent in relevant discipline
- Registration with HPCSA as a health professional in the applicable discipline.
- Minimum two (2) years’ experience as a Consultant in applicable discipline.
- Experience to initiate and conduct research.
- Experience in under and postgraduate supervision and teaching.
BUSINESS UNIT: NANOTOXICOLOGY UNIT
DISCIPLINE: TOXICOLOGY
LOCATION: NIOH - BRAAMFONTEIN
POSITION: MEDICAL TECHNICIAN
PAY GRADE: DEPENDS ON EXPERIENCE – (FIXED TERM CONTRACT – 24 Months) GRANT
REFERENCE NUMBER: CORPAARQA0516/001-01

Key job responsibility

- To perform specialised laboratory tests using Electron Spin Resonance (ESR) and assist section’s scientists with tasks as required by the OECD GLP certification
- To develop and validate analytical methods specific for existing ESR instrument to enable specialised testing required by research scientists
- To develop analytical methods for assessing the radical radical producing capacity of various chemically modified manoparticles using ESR
- To assist in developing and ISO document that will be a global standard for the characterization of manomaterials using ESR
- Continual reviewing of literature for keeping up with technological advances in research methodologies on ESR
- Participate in writing of manuscripts, progress reports, research reports and journal articles on results obtained using ESR
- To maintain the ESR instrument in order to avoid unnecessary shut-down times and service interruptions
- To run quality control procedures to ensure that accurate results can be generated
- To prepare specimens prior to analysis to ensure suitability for the specific tests to be carried out
- To carry out routine testing procedures on specimens in order to obtain accurate results to be used by research scientists for current and future research projects
- To observe health and safety regulations while working to ensure own and others safety at all times
- To assist with the training of students and interns on ESR under the supervision of the medical scientist to ensure that student are adequately trained to meet NHLS needs
- To give input into writing of SOP’s on methodologies used for ESR in order to assist with improving the standard of the laboratory
- To input data into databases for later retrieval and analysis.

Minimum requirements & key competency

- BSc in Chemistry/Biochemistry or relevant field
- 5 years’ experience in laboratory environment specifically work experience in laboratory experimental planning for Electron Spin Resonance (ESR) instrument
- Experience working in a research setting including the execution of complex scientific projects related to the determination of free radical
- Technical appliances on quality control procedures experience
- Knowledge of Good Laboratory Principles and Statistical Analysis of research data
- Excellent Data Management & Statistical Analytical Skills
- Project Coordination skills
- Communication Skills (oral or written)
- Extensive statistical knowledge and use of different statistical packages
- Staff training skills, analytical skills and maintenance of ESR report writing skills
- Attention to detail and interpersonal skills
- Computer skills including (MS Word, Excel, Literature searching (RTECS, Medline, Current Contents and IRIS), Endnote and internet search engines and instrumentation.
BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: DEPENDS ON EXPERIENCE – (FIXED TERM CONTRACT – 12 Months) GRANT
REFERENCE NUMBER: CORPAARQA0616/001-02

Key job responsibility
- To develop appropriate Laboratory-based Quality Control (QC) methods for assessing Proficiency testing performance for participating facilities/laboratories
- Development and Provision of Proficiency testing panels
- Characterisation of PT material using validated test methods
- Collation of Proficiency testing results received from participants
- Preparation of and analysis of statistical data
- Provision and distribution of technical reports to the Stakeholders
- Attend to PT queries and perform a root cause analysis
- Perform various laboratory testing in the PT laboratory at the NHLS QAD as required
- Assist with training of the use of PT material
- Attend meetings and represent the department with all relevant Stakeholders.

Minimum requirements & key competency
- National Diploma in Biomedical Technology / BSc Hounors in Medical Sciences
- Registration with the HPCSA within the relevant discipline
- 5 years Post qualification experience as Medical Technologist / Scientist in the Virology / Microbiology field
- Knowledge of QA and QC Systems
- Knowledge of HIV testing (Desirable)
- Computer literacy (MS Office, excel & power point)
- Communication skills (verbal and written)
- Leadership skills
- Report writing skills
- Time management skills
- Interpersonal skills
- Analytical skills
- Problem solving skills
- Attention to detail
- Ability to work accurately and independently
- Ability to perform routine serological laboratory testing
- Programme management skills
- Willingness to work unsociable hours, shifts, weekend and public holidays.
BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: OFFICER – QUALITY ASSURANCE
PAY GRADE: B4 – (FIXED TERM CONTRACT – 12 Months) GRANT FUNDED
REFERENCE NUMBER: CORPAARQA0616/001-03

Key job responsibility

■ Assist with the creation and responsible for the update and distribution of organizational policies and procedures in compliance with standard document control requirements.
■ Responsible for typing, drafting, editing and maintaining SOP’s, manuals and methods on Q-Pulse to ensure uniformity in the application thereof and to satisfy the laboratories requirements in the organization.
■ Responsible for updating SANAS assessment calendar for internal use.
■ Liaising with QA coordinators, local regional QA Manager with regard to review and approval of controlled documents to ensure uniformity in the application of laboratory methodologies in the organization.
■ Responsible for capturing and processing Q-Pulse summary report data into spreadsheets for the compilation of management reports.
■ Responsible for filing and archiving of quality related documentation for record keeping.
■ Responsible for updating the Q-Pulse supplier which entails new or current certificates and evaluation reports.
■ Assists with client documents and Q-Pulse system related queries to ensure that they are speedily resolved.
■ Giving users access to the Q-Pulse system.
■ Provide a short training on how to use Q-Pulse system e.g. searching documents and how to approve documents or raise change requests.

Minimum requirements & key competency

■ Grade 12 ■ Certificate in TQM ■ 1-2 years TQM experience ■ 1-2 years administration experience ■ Knowledge of administrative systems ■ Knowledge of the organisations policies and procedures ■ Knowledge of the Accreditation Systems and Q Pulse ■ Communication Skills (Verbal, written & presentation) ■ Organisational Skills ■ Interpersonal Skills ■ Accuracy ■ Attention to detail ■ Computer Literacy ■ Computer Literacy (Q-Pulse) (desirable).
BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER
PAY GRADE: D2 – (FIXED TERM CONTRACT – 12 Months) GRANT FUNDED
REFERENCE NUMBER: CORPAARQA0616/001-04

Key job responsibility
- The primary role of this Project Manager is that of strengthening the laboratory management processes. This incorporates the planning, executing and finalizing projects according to strict deadlines and within budget.
- This also includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.
- The project Manager will also define project’s objective and oversee quality control throughout its life cycle.
- Direct and manage project development from beginning to end in accordance with NHLS Project Management Methodologies.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participates needed to achieve project goals.
- Draft and submit budget proposal, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team analyse results, and troubleshoot problem areas.

Minimum requirements & key competency
- Tertiary Diploma/Degree • Industry recognised PM Diploma • Project Management Degree/Diploma/Certificate • 5-6 years project management experience • Extensive computer knowledge • Knowledge of the organisations policies and procedures • Sound knowledge laboratory related environment • Excellent Communication Skills • Project Management Skills • Interpersonal Skills • Analytical Skills • Attention to detail • Computer Literacy • Presentation and Administrative skills • Planning and organising • Ability to adapt to change • Ability to work in a team • Budgeting skills • Problem solving skills • Ability to motivate people • Deadline driven.
BUSINESS UNIT: NATIONAL PRIORITY PROGRAMMES
DISCIPLINE: TB/HIV
LOCATION: CHARLOTTE MAXEKE TERTIARY BUSINESS UNIT
POSITION: PROJECT TRAINER - GeneXpert (X2)
PAY GRADE: C4 – (FIXED TERM CONTRACT – 36 Months) GRANT FUNDED
REFERENCE NUMBER: CORPAARQA0616/001-05

Key job responsibility

- Provide training for the Medical Technicians/Technologists in the use of, troubleshooting and maintenance of the GeneXpert technology and Xpert MTB and RIF assay.
- Training in instruments at all GeneXpert Laboratories.
- Training of all Technicians and Technologists in the use of the GeneXpert technology.
- Advanced training for super users.
- Knowledge of other Tuberculosis diagnostic tests or assays.
- Provide Laboratory support to Technicians and Technologists with assistance in troubleshooting and other related equipment related issues.
- Liaison between laboratories and equipment suppliers and follow up of all logged issues with suppliers regarding equipment.
- Site visits for monitoring/evaluation of testing procedures.
- Constant evaluation and training of TB Diagnostic staff to maintain competence and aptitude.
- Update training material in line with technological advancement.
- National support of GeneXpert.

Minimum requirements & key competency

- Diploma Biomedical Technology
- Drivers Licence
- Train the Trainer (desirable)
- Basic Assessor Training (desirable)
- Experience in a training environment
- Experience in Tuberculosis Diagnostic testing and assays
- Post qualification experience within an appropriate laboratory setting (desirable)
- Experience in GeneXpert software technology (desirable)
- Knowledge of tuberculosis diagnostic and assay ability
- Knowledge of Troubleshooting instrument error codes and any hardware failure
- Knowledge of GeneXpert Software Technology
- Knowledge of Good Laboratory practice
- Computer Literacy
- Problem solving skills
- Communication skills (verbal and written)
- Ability to work independently and collaboratively
- Interpersonal skills
- Planning and organising skills
- Driving skills.

Enquiries may be directed to Mathapelo Dlamini @ 011386-6099, e-mail application to aarqahr@nhls.ac.za
EASTERN CAPE REGION

BUSINESS UNIT: IBHAYI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LIVINGSTONE
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: ECIB0115/001-01 (24001-001-1414)

Key Job Responsibility

- Design, compile, review and lead delivery of undergraduate curricula and evaluate for quality and appropriateness of content and effectiveness of teaching in accordance with University requirements in order to ensure that the level of knowledge and skills transfer is appropriate for the degree/diploma against which students are registered.
- Oversees selection of registrars and determines, reviews and regularly updates comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that basic minimum level of competence is attained to allow qualification and specialist HPCSA registration within the discipline to ensure that both the professional aspiration of individuals, transformation targets of the NHLS and the healthcare needs of the country are addressed.
- Select, guide, equip and empower young scientists to attain appropriate skills in relevant areas of research in order to address important research questions and to enhance the body of medical knowledge that may subsequently impact national policy and improved healthcare provision.
- Establish and promote Research and Development into potential new or enhances technologist in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources.
- Design, evaluate, review, revise and approve research and/or clinical trial protocols to ensure that the methodology is sound and departmental participation is appropriate, to ensure that the research question is addressed in an adequate and efficient manner.
- Solicit, administer and control funding to facilitate research in order to add value to the body of medical knowledge through publication in the medical and scientific literature, and to ensure delivery in accordance with procedures as prescribed by funding bodies in an ethical manner.
- Champion capacity building and dissemination of knowledge through the development and promotion of Continuing Professional Development (CPD) activities within the department and throughout the organisation as appropriate, and by actively guiding policy development based on up-to-date knowledge and current accepted “Best Practice” including active participation in “Expert Committees.”
- Responsible for committing to final opinion on challenging diagnostic patient investigations, for directed referrals as well as in the capacity of registrar/junior pathologist supervision as required, to ensure that comment is comprehensive by giving due consideration to complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report is compatible with the clinical presentation.
- Oversee the provision of expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner.
- Accountable for the overall financial, human resource and totally quality management of the department in accordance with the rules, policies and procedures of both the University and the NHLS in order to ensure that all departmental obligations are fulfilled on time and meet the prescribed quality standards.
- Accountable for the design, development and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and fulfilment of SANAS accreditation requirements.
- Promote good public relations to enhance the profile of the department amongst medical students, medical and allied medical professionals, professional bodies and the Department of Health and to establish links for collaboration as appropriate.
- Adjudicate standards of competence of trainees within the discipline, or related fields, as requested by various examining bodies nationally in order ensure standardisation and maintenance of minimum quality standards for qualification throughout the country.
Minimum requirements and key competency

- MBBCh or equivalent medical degree
- MMed or FCPath (in specific discipline) or equivalent
- Registration with HPCSA as Pathologist (within discipline)
- Minimum 10 years postgraduate experience of which at least 6 years at senior level with demonstrable experience of managing a diagnostic laboratory
- Prior formal involvement in undergraduate and postgraduate teaching at a tertiary academic institution
- Research experience as demonstrated by authorship of higher research degree having been attained
- Prior supervision of postgraduate research at the level of Masters degree or higher
- Strong leadership
- Good Interpersonal Skills
- Organisational Skills
- Computer Literacy
- Good report writing ability
- Time management
- Presentation skills
- As this is a joint appointment, any criteria as laid down in the rules and procedures of the affiliated University will also need to be met.
BUSINESS UNIT: IBHAYI
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: HISTOPATHOLOGY
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: ECIB0115/001-01 (21002-001-1414)

Key job responsibility

- Design, compile, review and lead delivery of undergraduate curricula and evaluate for quality and appropriateness of content and effectiveness of teaching in accordance with University requirements in order to ensure that the level of knowledge and skills transfer is appropriate for the degree/diploma against which students are registered.
- Oversees selection of registrars and determines, reviews and regularly updates comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that basic minimum level of competence is attained to allow qualification and specialist HPCSA registration within the discipline to ensure that both the professional aspiration of individuals, transformation targets of the NHLS and the healthcare needs of the country are addressed.
- Select, guide, equip and empower young scientists to attain appropriate skills in relevant areas of research in order to address important research questions and to enhance the body of medical knowledge that may subsequently impact national policy and improved healthcare provision.
- Establish and promote Research and Development into potential new or enhances technologist in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources.
- Design, evaluate, review, revise and approve research and/or clinical trial protocols to ensure that the methodology is sound and departmental participation is appropriate to ensure that the research question is addressed in an adequate and efficient manner.
- Solicit, administer and control funding to facilitate research in order to add value to the body of medical knowledge through publication in the medical and scientific literature, and to ensure delivery in accordance with procedures as prescribed by funding bodies in an ethical manner to ensure that the good-standing of the department is maintained thus enhancing future funding options and securing research continuity.
- Champion capacity building and dissemination of knowledge through the development and promotion of Continuing Professional Development (CPD) activities within the department and throughout the organisation as appropriate, and by actively guiding policy development based on up-to-date knowledge and current accepted “Best Practice” including active participation in ‘Expert Committees’.
- Responsible for committing to final opinion on challenging diagnostic patient investigations, for directed referrals as well as in the capacity of registrar/junior pathologist supervision as required, to ensure that comment is comprehensive by giving due consideration to complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report is compatible with the clinical presentation.
- Oversee the provision of expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner.
- Accountable for the overall financial, human resource and totally quality management of the department in accordance with the rules, policies and procedures of both the University and the NHLS in order to ensure that all departmental obligations are fulfilled on time and meet the prescribed quality standards.
- Accountable for the design, development and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and fulfilment of SANAS accreditation requirements.
- Promote good public relations to enhance the profile of the department amongst medical students, medical and allied medical professionals, professional bodies and the Department of Health and to establish links for collaboration as appropriate.
- Adjudicate standards of competence of trainees within the discipline, or related fields, as requested by various examining bodies nationally in order ensure standardisation and maintenance of minimum quality standards for qualification throughout the country.
Minimum requirements and key competency

- MBBCh or equivalent medical degree
- MMed or FCPath (in specific discipline) or equivalent
- Registration with HPCSA as Pathologist (within discipline)
- Minimum 10 years postgraduate experience of which at least 6 years at senior level with demonstrable experience of managing a diagnostic laboratory
- Prior formal involvement in undergraduate and postgraduate teaching at a tertiary academic institution
- Research experience as demonstrated by authorship of higher research degree having been attained
- Prior supervision of postgraduate research at the level of Masters degree or higher.
- Strong leadership
- Good Interpersonal Skills
- Organisational Skills
- Computer Literacy
- Good report writing ability
- Time management
- Presentation skills

As this is a joint appointment, any criteria as laid down in the rules and procedures of the affiliated University will also need to be met.
BUSINESS UNIT: IBHAYI
DISCIPLINE: HISTOPATHOLOGY
LOCATION: HISTOLOGY LABORATORY
POSITION: MEDICAL TECHNICIAN
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: ECIB0516/002-01 (21002-002-7014)

Key job responsibility

- Receive, prepare, sort and analyse specimens for testing
- Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries
- Maintainance and calibration of instruments, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Disposes of specimens in accordance with standard operating procedures (SOPS) and legislation
- Training of students
- Participate in the delivery of continuing professional development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the occupational health and safety act.

Minimum requirements and key competency

- Qualified as Medical Technician
- Registered with HPCSA as a Medical Technician in the Histopathology Category
- Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician
- Experience in a laboratory environment
- Knowledge of laboratory information system
- Technically orientated
- Attention to detail
- Communication, analytical and interpersonal skills
- Team orientated.
BUSINESS UNIT: IBHAYI  
DISCIPLINE: FINANCE DEPARTMENT  
LOCATION: EASTERN CAPE  
POSITION: CREDIT CONTROLLER (WITHDRAWN)  
PAY GRADE: PAY ZONE C1  
REFERENCE NUMBER: ECIB0316/001-01 (02971-002-8005)

Key job responsibility

■ Handle all liaison and administrative duties arising from services rendered to customers as well as ensuring that all monies outstanding are collected within the specific period ■ Collect, analyse, organise, correctly interpret, understand and critically evaluate large volumes of data and information to ensure the correct billing ■ Report on testing/ billing and make appropriate recommendations on actions to be taken to ensure proper customer service is maintained ■ Perform reconciliations on customer’s accounts accurately, efficiently and timeously in order to avoid non-payments by customers ■ Ensure that the customers are managed within the targeted debtor’s days ■ Ensure that customers’ queries / disputes on accounts are resolved in an efficient and effective manner in order to avoid non-payment ■ To appropriate and timeous identification of potential bad debts and take corrective action where applicable ■ Ensure a proper and acceptable notes are captured against accounts wherever necessary through recording all interactions with customers on oracle system to ensure business continuity ■ Allocate payments received against invoices accurately and efficiently to prevent non-payment of accounts by customers ■ Generate, validate and distribute invoices and statements to ensure that customers are informed timeously of all amounts due to NHLS to ensure payments timeously ■ Ensure that the credit limits are reviewed and adjusted regularly ■ Maintain an efficient and updated filing system to ensure that current historic supportive documentations are easily accessible ■ Perform month-end procedures (including but not limited to ensuring that all monies received from the customers have been allocates and applied to the customer to ensure all adjustments and credits are passed on customers etc.) ■ Provide support and assistance which may be reasonably required to ensure service delivery.

Minimum requirements and key competency

■ Grade 12 ■ Diploma in Accounts or Financial Management ■ 6 years’ experience as a credit controller of which 2 years must be in a senior capacity ■ Previous experience as a credit controller in the health industry ■ Experience in working with Oracle systems ■ Understanding of Financial concepts ■ Ability to work in a team ■ Attention to detail ■ Communication and negotiation skills.
BUSINESS UNIT: IBHAYI
LOCATION: LIVINGSTONE – LABORATORY SUPPORT SERVICES
POSITION: PHLEBOTOMIST
PAY GRADE: PAY ZONE C1
REFERENCE NUMBER: ECIB0616/001-01 (24022-001-8022)

Key job responsibility

■ Draw blood at various locations as required using and correct procedures ■ Observe the physical condition of patients during blood taking and apply sound nursing practices in order to the safety and comfort of patients ■ Keep records of specimens collect and ensure that all patient details and clinical information and accurately recorded ■ Provide general nursing services as required, from time to time, such as emergency first aid, assisting with immunisation and administration of glucose tolerance tests ■ Check stock levels of all collection materials and order additional stock to ensure the availability of required materials at all times ■ Implement sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

Minimum requirements and key competency

■ Registered as a professional / staff nurse ■ Sound knowledge of all required phlebotomy and related nursing procedures ■ 2 years minimum experience in nursing or phlebotomy ■ Time management, interpersonal and organisational skills ■ Keep abreast with a wide variety of tests, pre-requisites consumables ■ Ability to work under pressure ■ Willingness to work independently without supervision ■ Ability to work as a team ■ Maintains confidentiality.
BUSINESS UNIT: IBHAYI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: SOMERSET EAST
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: ECIB0316/002-01 (24500-001-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements & key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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 @ (041) 395 6162, e-mail application to asamkele.gonose@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
Key Job Responsibility

- Design, compile, review and lead delivery of undergraduate curricula and evaluate for quality and appropriateness of content and effectiveness of teaching in accordance with University requirements in order to ensure that the level of knowledge and skills transfer is appropriate for the degree/diploma against which students are registered.
- Oversees selection of registrars and determines, reviews and regularly updates comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that basic minimum level of competence is attained to allow qualification and specialist HPCSA registration within the discipline to ensure that both the professional aspiration of individuals, transformation targets of the NHLS and the healthcare needs of the country are addressed.
- Select, guide, equip and empower young scientists to attain appropriate skills in relevant areas of research in order to address important research questions and to enhance the body of medical knowledge that may subsequently impact on national policy and improved healthcare provision.
- Establish and promote Research and Development into potential new or enhances technologist in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources.
- Design, evaluate, review, revise and approve research and/or clinical trial protocols to ensure that the methodology is sound and departmental participation is appropriate to ensure that the research question is addressed in an adequate and efficient manner.
- Solicit, administer and control funding to facilitate research in order to add value to the body of medical knowledge through publication in the medical and scientific literature, and to ensure delivery in accordance with procedures as prescribed by funding bodies in an ethical manner to ensure that the good-standing of the department is maintained thus enhancing future funding options and securing research continuity.
- Champion capacity building and dissemination of knowledge through the development and promotion of Continuing Professional Development (CPD) activities within the department and throughout the organisation as appropriate, and by actively guiding policy development based on up-to-date knowledge and current accepted “Best Practice” including active participation in “Expert Committees”.
- Responsible for committing to final opinion on challenging diagnostic patient investigations, for directed referrals as well as in the capacity of registrar/junior pathologist supervision as required, to ensure that comment is comprehensive by giving due consideration to complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report is compatible with the clinical presentation.
- Overseed the provision of expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner.
- Accountable for the overall financial, human resource and totally quality management of the department in accordance with the rules, policies and procedures of both the University and the NHLS in order to ensure that all departmental obligations are fulfilled on time and meet the prescribed quality standards.
- Accountable for the design, development and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and fulfillment of SANAS accreditation requirements.
- Promote good public relations to enhance the profile of the department amongst medical students, medical and allied medical professionals, professional bodies and the Department of Health and to establish links for collaboration as appropriate.
- Adjudicate standards of competence of trainees within the discipline, or related fields, as requested by various examining bodies nationally in order ensure standardisation and maintenance of minimum quality standards for qualification throughout the country.
Minimum requirements and key competency

- MBCh or equivalent medical degree
- MMed or FCPath (in specific discipline) or equivalent
- Registration with HPCSA as Pathologist (within discipline)
- Minimum 10 years postgraduate experience of which at least 6 years at senior level with demonstrable experience of managing a diagnostic laboratory
- Prior formal involvement in undergraduate and postgraduate teaching at a tertiary academic institution
- Research experience as demonstrated by authorship of higher research degree having been attained
- Prior supervision of postgraduate research at the level of Masters degree or higher.
- Strong leadership
- Good Interpersonal Skills
- Organisational Skills
- Computer Literacy
- Good report writing ability
- Time management
- Presentation skills
- As this is a joint appointment, any criteria as laid down in the rules and procedures of the affiliated University will also need to be met.
BUSINESS UNIT: BORDER
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: FRERE HOSPITAL
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: ECIB0616/001-01 (22001-001-1414)

Key job responsibility

- Design, compile, review and lead delivery of undergraduate curricula and evaluate for quality and appropriateness of content and effectiveness of teaching in accordance with University requirements in order to ensure that the level of knowledge and skills transfer is appropriate for the degree/diploma against which students are registered
- Oversees selection of registrars and determines, reviews and regularly updates comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that basic minimum level of competence is attained to allow qualification and specialist HPCSA registration within the discipline to ensure that both the professional aspiration of individuals, transformation targets of the NHLS and the healthcare needs of the country are addressed
- Select, guide, equip and empower young scientists to attain appropriate skills in relevant areas of research in order to addresses important research questions and to enhance the body of medical knowledge that may subsequently impact on national policy and improved healthcare provision
- Establish and promote Research and Development into potential new or enhances technologist in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources
- Design, evaluate, review, revise and approve research and/or clinical trial protocols to ensure that the methodology is sound and departmental participation is appropriate to ensure that the research question is addressed in an adequate and efficient manner
- Solicit, administer and control funding to facilitate research in order to add value to the body of medical knowledge through publication in the medical and scientific literature, and to ensure delivery in accordance with procedures as prescribed by funding bodies in an ethical manner to ensure that the good-standing of the department is maintained thus enhancing future funding options and securing research continuity
- Champion capacity building and dissemination of knowledge through the development and promotion of Continuing Professional Development (CPD) activities within the department and throughout the organisation as appropriate, and by actively guiding policy development based on up-to-date knowledge and current accepted “Best Practice” including active participation in “Expert Committees”
- Responsible for committing to final opinion on challenging diagnostic patient investigations, for directed referrals as well as in the capacity of registrar/junior pathologist supervision as required, to ensure that comment is comprehensive by giving due consideration to complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report is compatible with the clinical presentation
- Oversee the provision of expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner
- Accountable for the overall financial, human resource and totally quality management of the department in accordance with the rules, policies and procedures of both the University and the NHLS in order to ensure that all departmental obligations are fulfilled on time and meet the prescribed quality standards
- Accountable for the design, development and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and fulfillment of SANAS accreditation requirements
- Promote good public relations to enhance the profile of the department amongst medical students, medical and allied medical professionals, professional bodies and the Department of Health and to establish links for collaboration as appropriate
- Adjudicate standards of competence of trainees within the discipline, or related fields, as requested by various examining bodies nationally in order ensure standardisation and maintenance of minimum quality standards for qualification throughout the country.
Minimum requirements and key competency

■ MBBCh or equivalent medical degree ■ MMed or FCPATH (in specific discipline) or equivalent ■ Registration with HPCSA as Pathologist (within discipline) ■ Minimum 10 years postgraduate experience of which at least 6 years at senior level with demonstrable experience of managing a diagnostic laboratory ■ Prior formal involvement in undergraduate and postgraduate teaching at a tertiary academic institution ■ Research experience as demonstrated by authorship of higher research degree having been attained ■ Prior supervision of postgraduate research at the level of Masters degree or higher ■ Strong leadership ■ Good Interpersonal Skills ■ Organisational Skills ■ Computer Literacy ■ Good report writing ability ■ Time management ■ Presentation skills ■ As this is a joint appointment, any criteria as laid down in the rules and procedures of the affiliated University will also need to be met.
BUSINESS UNIT: BORDER
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EAST LONDON - MICROBIOLOGY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: ECIB0616/001-03 (22006-015-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents • Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements • Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes • Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act • Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media • Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times • Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source • Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems • Be concerned with research and development (RandD) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services • It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders • Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology • Registration with the HPCSA as a Medical Technologist in Clinical Pathology • Post-qualification experience in a diagnostic laboratory as a Medical Technologist • Knowledge of relevant laboratory processes, equipment and procedures • 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.
BUSINESS UNIT: BORDER
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EAST LONDON – CECILIA MAKIWANE
POSITION: MANAGER LABORATORY
PAY GRADE: PAY ZONE C4
REFERENCE NUMBER: ECIB0616/001-04 (29390-001-1209)

Key job responsibility

- Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Review and implement change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results
- Oversee asset management and procurement of goods to ensure the most effective utilisation of resources, optimise 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
- Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the Department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements
- Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the laboratory
- 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
- Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Trains and develops staff to ensure they have skills required by the organization and are able to achieve their performance objectives
- Oversees and implements the Occupational Health and Safety to ensure a safe working environment and compliance with all legislation
- Performs the role of Medical Technologist as required in accordance with operational needs

Minimum requirements and key competency

- National Diploma in Biomedical Technology in Clinical Pathology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Seven(6) to Eight (8) years post registration with HPCSA
- Communication, Interpersonal, Computer, Analytical and leadership skills
- Basic knowledge of finance and general laboratory management
- Knowledge of relevant laboratory processes and procedures
- Ability to work under pressure and dealing with high work volumes
- Willingness to work unsociable hours, shifts and public holidays
BUSINESS UNIT: EAST LONDON REGIONAL OFFICE
DISCIPLINE: REGISTRATION WITH HPCSA AS MEDICAL TECHNOLOGIST
LOCATION: EAST LONDON REGIONAL OFFICE
POSITION: REGIONAL (TB) CO-ORDINATOR
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: EASNHM616/001-01 (22091-001-1334)

Key job responsibility

- Co-ordinate and facilitate branch participation and implementation of national NHLS programmes with regard to CPPCT/Cytology/TB, to promote the service-delivery and image of the NHLS
- Manage the public client liaison on the specific project(CPPCT/Cytology/TB) internally and externally to ensure efficient service as determined by national NHLS programme objectives
- Manage interaction with NHLS Laboratories, Government Departments and/or Clients/Clinicians with complaints on service delivery in the area of CPPCT/Cytology and conduct regular client surveys to ensure efficient continuity of service
- Responsible for analysis and reporting to the Executive and National Programme Manager on specific project service delivery trends and challenges pertaining to implementation of national programme objectives to ensure efficient and accurate service delivery by the NHLS
- Responsible for preparing and issuing solutions to problems experienced with NHLS services to NHLS clients/prospective clients to ensure and/or promote expansion of NHLS business.

Minimum requirements and key competency

- National Diploma in Biomedical Technology / BSC (Hons)
- Registration with HPCSA as a Medical Technologist
- 7-10 years’ experience in laboratory service management post qualification
- Expert level on career ladder
- Knowledge skills
- Interpersonal skills
- Attention to detail
- Communication and presentation skills
- Negotiation skills
- Knowledge of ERP system
- Assertiveness
- Computer skills
- Project management and organising skills.

Enquiries may be directed to Nosisa Ndongeni @ (047) 531 1409, e-mail application to nosisa.ndongeni@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: NELSON MANDELA TERTIARY  
DISCIPLINE: CYTOPATHOLOGY  
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL  
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: EASNHM0416/001-06 (23003-002-7014)  

Key job responsibility

■ Receive, prepare, sort and analyse specimens for testing  ■ Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries  ■ Maintenance and calibration of instruments, machines and equipment  ■ Carry out all routine testing procedures  ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times  ■ Adhere to safety procedures and perform all required QC procedures  ■ Disposes of specimens in accordance with standard operating procedures (SOPS) and legislation  ■ Training of students  ■ Participate in the delivery of continuing professional development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements  ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency

■ Qualified as Medical Technician  ■ Registered with HPCSA as a Medical Technician in the Cytopathology category  ■ Post-qualification experience in a diagnostic laboratory as a Medical Technician  ■ Experience in a laboratory environment  ■ Knowledge of laboratory information system  ■ Technically orientated  ■ Attention to detail  ■ Communication, analytical and interpersonal skills  ■ Team orientated.
BUSINESS UNIT: SOUTHERN TRANSKEI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ALL SAINTS HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: EASST1015/001-01 (25060-001-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Be concerned with research and development (RandD) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of relevant laboratory processes, equipment and procedures
■ 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.

THE LABORATORY FALLS UNDER THE RURAL LABORATORY CATEGORY, RURAL ALLOWANCE APPLIES.
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: SOUTHERN TRANSKEI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BUTTERWORTH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (WITHDRAWN)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: EASST0316/001-03 (25800-004-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R and D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.

THE LABORATORY FALLS UNDER THE RURAL LABORATORY CATEGORY, RURAL ALLOWANCE APPLIES
BUSINESS UNIT: SOUTHERN TRANSKEI
DISCIPLINE: LABORATORY SUPPORT
LOCATION: ALL SAINTS HOSPITAL
POSITION: CLERK (RECEIVING)
PAY GRADE: PAY ZONE B2
REFERENCE NUMBER: EASST0616/001-01 (25060-001-5008)

Key job responsibility

■ Receive, label and sort specimens for testing according to standard operating procedures.
■ Verify suitability of specimen for processing according to set standard procedures.
■ Perform quick registration in accordance with standard operating procedure to facilitate rapid delivery of specimen to laboratory for processing.
■ Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail.
■ Handle administrative and incoming telephonic queries to facilitate good customer service.
■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turn around time.
■ Keep records of all dispatched referral specimens to ensure that specimens are received by designated laboratory.

Minimum requirements and key competency

■ Grade 12
■ Knowledge of laboratory information system
■ Attention to detail
■ Team oriented
■ Communication skills
■ Basic computer literacy
■ Candidates will be required to do a typing test with proven typing skills and 35 wpm.
■ 1-2 years in an appropriate laboratory environment experience.
Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (RandD) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services. It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: SOUTHERN TRANSKEI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST BARNABAS HOSPITAL
POSITION: LABORATORY MANAGER (WITHDRAWN)
PAY GRADE: PAY ZONE C3
REFERENCE NUMBER: EASST0915/001-05 (25160-001-1113)

Key job responsibility
■ Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
■ Review and implement change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
■ Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results
■ Oversee asset management and procurement of goods to ensure the most effective utilisation of resources, optimise 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
■ Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation 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
■ Contribute to the development of an annual operational budget, and monitor and control expenses against budget in order to control costs and maximise the profitability of the laboratory
■ Oversee the implementation and correct application of all the NHLS policies and procedures to ensure compliance
■ Plan and manage the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
■ Participate in the delivery and promotion of continuing professional development (CPD) activities within the department/laboratory to staff development and in compliance with HPCSA requirements
■ Train and develop staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
■ Oversee the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams
■ Oversee and implement safety working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
■ Perform the role of a medical technologist as required in accordance with operational needs

Minimum requirements and key competency
■ 3 year relevant diploma/degree and registration with the HPCSA in the Clinical Pathology category
■ 6-8 years post qualification and experience in the diagnostic laboratory
■ Knowledge of relevant laboratory processes and procedures
■ Assertiveness
■ Interpersonal skills
■ Computer skills
■ Basic understanding of finance and general management
■ Attention to details
■ Team leadership
■ Communication skills
■ Analytical skill

Enquiries may be directed to Phumzile Mbilini @ (047) 502 4192, e-mail application to phumzile.mbilini@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: NORTHERN TRANSKEI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST ELIZABETH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: EASNT0216/001-02 (27400-005-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: NORTHERN TRANSKEI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST ELIZABETH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: EASNT0516/001-01 (27400-001-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: NORTHERN TRANSKEI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST PATRICKS HOSPITAL
POSITION: LABORATORY MANAGER
PAY GRADE: PAY ZONE C3
REFERENCE NUMBER: EASNT0616/001-01 (27800-001-1113)

Key job responsibility

- Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Review and implement change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results
- Oversee asset management and procurement of goods to ensure the most effective utilisation of resources, optimise 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
- Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation 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
- Contribute 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 laboratory
- Oversee the implementation and correct application of all the NHLS policies and procedures to ensure compliance
- Plan and manage the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
- Participate in the delivery and promotion of continuing professional development (CPD) activities within the department/laboratory to staff development and in compliance with HPCSA requirements
- Train and develop staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives
- Oversee the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams
- Oversee and implement safety working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
- Perform the role of a medical technologist as required in accordance with operational needs

Minimum requirements and key competency

- 3 year relevant diploma/degree and registration with the HPCSA in the Clinical Pathology category
- 6-8 years post qualification and experience in the diagnostic laboratory
- Knowledge of relevant laboratory processes and procedures
- Assertiveness
- Interpersonal skills
- Computer skills
- Basic understanding of finance and general management
- Attention to details
- Team leadership
- Communication skills
- Analytical skills.

Enquiries may be directed to Phumzile Mbilini @ (047) 502 4192, e-mail application to phumzile.mbilini@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
INTERNAL VACANCY BULLETIN

FREE STATE and NORTH WEST REGION

BUSINESS UNIT: FREE STATE
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: PELONOMI
POSITION: BUSINESS MANAGER
PAY GRADE: D3
REFERENCE NUMBER: FSNW0616/001-02(30090-001-1504)

Key job responsibility

■ Contribute as a member of the senior management team responsible for strategic planning of the branch and conducts operational planning of the tertiary hospital laboratory to ensure the most effective utilisation of resources, achievement of all required performance objectives and alignment of NHLS to the changing needs of customers and stakeholders ■ Monitor and manage laboratory performance to ensure objectives are achieved in terms of turnaround times, cost containment, minimisation of wastage, quality and customer service ■ Oversee and to ensure resources are available for the teaching, training and research activities of pathology within the academic complex to ensure the obligations and objectives of NHLS and university are met ■ Develop and manage senior staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Conduct marketing and client liaison with external bodies e.g. Hospital Administration and local tertiary education institutions to foster harmonious relations ■ Responsible for the development and management of operational 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 application 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 business unit ■ Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the business unit ■ Oversee and monitors 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 ■ Manage and monitors the laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results ■ Establish and promote Research and Development into potential new or enhanced technologies in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources ■ Oversee general management of contracts relating to equipment, 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 ■ Oversee 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 and key competency

■ National Diploma / Degree in Biomedical Technology ■ HPCSA registration in Clinical Pathology ■ 8 (Eight) years relevant experience of which 3(Three)-5 (Five) should be in a management role ■ Specialist pathology knowledge ■ Planning and Organising skills ■ Analytical skills ■ Financial and General management ■ Initiative ■ Strategic management ■ Negotiation and conflict resolution skills ■ Interpersonal skills ■ Knowledge of laboratory information and ERP systems ■ Computer skills ■ Leadership and Management skills ■ Communication and Presentation skills ■ Computer skills.
BUSINESS UNIT: FREE STATE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PELONOMI
POSITION: SUPERVISOR (LABORATORY)
PAY GRADE: C3
REFERENCE NUMBER: FSNW0616/001-02(32000-001-1134)

Key job responsibility

■ Supervise the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
■ Assist manager with review and change to standard operating procedures in order to ensure the laboratory support service is constantly able to provide a high quality, cost effective and safe service
■ Supervise and monitor laboratory support processes and maintain the laboratory support service to ensure accurate registering / pre-analytical processing of specimens and recording reliable results
■ Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimise stock levels, reduce costs and ensure the most availability of required stock at all times
■ Assist with the generation of management reports as required monitoring work and performance status of the laboratory support service and taking corrective action when required
■ Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation and promote the service of the NHLS
■ Support the maintenance of the quality system that governs the laboratory support service and components of the department to ensure compliance with principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements
■ Assist with the monitoring of expenses against budget in order to control costs and maximize the profitability of the section
■ Correctly applies all NHLS policies and procedures to ensure compliance
■ Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
■ Participate in the delivery of training of staff within the department to ensure that they have skills required by the organisation and are able to achieve their performance objectives
■ Assist with provision of safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
■ Oversee and monitor internal inter laboratory referral of specimens to ensure that specimen viability and turnaround times are not compromised
■ Participate in the delivery and promotion of (CPD) activities within the laboratory to contribute to staff developments and compliance with HPCSA requirements.

Minimum requirements and key competency

■ Diploma / Degree in Biomedical Technology
■ Registered with the HPCSA in Clinical Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Minimum 2 years Supervisory experience
■ Knowledge of relevant laboratory processes and procedures
■ Assertiveness
■ Interpersonal skills
■ Computer skills
■ Attention to detail
■ Team to detail
■ Team leadership
■ Communication skills
■ Analytical skills
■ Consistency in achieving stringent turnaround and performance targets
■ Cost effective utilisation of all resources
■ To be vigilant and take timeous corrective action
■ Ability to work under pressure
■ Ability to optimise processes to achieve maximum efficiencies
■ Managing diversity
■ Crisis and conflict management
■ Reliable with a great sense of responsibility
■ Ability to work under pressure with minimal supervision
■ Willingness to work unsociable hours, weekends, public holidays and call outs
Key job responsibility

- Receive, label and specimens for testing according to standard operating procedures to standard operating procedures
- Capture patient information onto the system and check the type of specimen against the test required
- Verify suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures
- Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail
- Administer the distribution of specimens to ensure the correct and prioritised channeling of specimens to the various disciplines
- Keep specimen request forms for audit purpose as required by standard operating procedures
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time
- Handle administrative queries, phoning out of results out of results, initiate printing and faxing of reports in accordance with standard operating procedures
- Advice clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection
- Advice clinicians/ nurses on type of samples and/or samples containers required to perform specific tests in order to prevent incorrect specimen collection.

Minimum requirements and key competency

- Grade 12 (Typing as subject will be advantageous)
- One (1) – Two (2) Years in an appropriate laboratory environment
- Knowledge of laboratory information system
- Attention to detail
- Team orientated
- Communication skills
- Willing to work unsociable hours and shifts
- Ability to work under pressure within a team and deal with high work volumes
- Candidates will be required to do a typing competency test
BUSINESS UNIT: FREE STATE  
DISCIPLINE: LABORATORY SUPPORT  
LOCATION: WELKOM  
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)  
PAY GRADE: B2  
REFERENCE NUMBER: FSNW0316/001-02(31002-002-7009)

Key job responsibility
- Receive, label and specimens for testing according to standard operating procedures to standard operating procedures.  
- Capture patient information onto the system and check the type of specimen against the test required  
- Verify suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures.  
- Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail.  
- Administer the distribution of specimens to ensure the correct and prioritised channelling of specimens to the various disciplines.  
- Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received by the designated laboratory, processed and results posted timorously.  
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time.  
- Keep specimen request forms for audit purpose as required by standard operating procedures.  
- Advice clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection.  
- Handle administrative queries, phoning out of results, initiate printing and faxing of reports in accordance with standard operating procedures.  
- Advice clinicians/ nurses on type of samples and/or samples containers required to perform specific tests in order to prevent incorrect specimen collection.

Minimum requirements and key competency
- Grade 12 (Typing as subject will be advantageous).  
- One (1) – Two (2) Years in an appropriate laboratory environment.  
- Knowledge/Skills Knowledge of laboratory information system.  
- Attention to detail.  
- Team orientated.  
- Communication skills.  
- Willing to work unsociable hours and shifts.  
- Ability to work under pressure within a team and deal with high work volumes.  
- Candidates will be required to do a typing competency test.
BUSINESS UNIT: UNIVERSITAS TERTIARY
DISCIPLINE: ANATOMICAL PATHOLOGY (HISTOLOGY)
LOCATION: UNIVERSITAS
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: UNIFS0116/001-07(31002-009-8014)

Key job responsibility
■ Manage the sample collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media ■ Manage the data required for the efficient functioning and smooth running of the lab in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes ■ To maintain safe standards in accordance with the OHS act ■ Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timorously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving; technical and conceptual problems ■ Be concerned with research and development (RandD) to assess the appropriateness of tests; to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services. ■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency
■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in Anatomical Pathology (Histology) ■ Post qualification experience in a diagnostic laboratory as a Medical Technologist ■ Knowledge of laboratory information system -trakcare ■ Knowledge of laboratory processes, equipment and procedures ■ Knowledge of principles of good laboratory practice ■ Technically orientated ■ Assertive ■ Attention to detail ■ Interpersonal, computer, analytical and communication skills ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays and call outs.
BUSINESS UNIT: UNIVERSITAS TERTIARY
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: UNIVERSITAS
POSITION: MEDICAL TECHNICIAN (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: UNIFS0516/001-03(31002-001-7014) (31002-005-7014)

Key job responsibility

- Receive, prepare, sort and analyse specimens for testing
- Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries
- Maintenance and calibration of instruments, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency

- Qualified as Medical Technician
- Registration with the HPCSA as a Medical Technician in Anatomical Pathology (Histology)
- Knowledge of laboratory information system – TrakCare
- Post qualification experience in a diagnostic laboratory as a Medical Technician
- Knowledge of laboratory processes, equipment and procedures
- Knowledge of principles of good laboratory practice
- Technically orientated
- Assertive
- Attention to detail
- Interpersonal, computer, analytical and communication skills
- Ability to work under pressure, within a team and with minimal supervision
- Willingness to work unsociable hours, shifts, weekends, public holidays and call outs.
BUSINESS UNIT: UNIVERSITAS
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: UNIVERSITAS
POSITION: CLERK LABORATORY
PAY GRADE: B2
REFERENCE NUMBER: UNIFS0716/001-01(31002-002-7009)

Key job responsibility
■ Receive, label and specimens for testing according to standard operating procedures to standard operating procedures
■ Capture patient information onto the system and check the type of specimen against the test required
■ Verify suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures
■ Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail
■ Administer the distribution of specimens to ensure the correct and prioritised channeling of specimens to the various disciplines
■ Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received by the designated laboratory, processed and results posted timely
■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time
■ Keep specimen request forms for audit purpose as required by standard operating procedures
■ Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection.
■ Handle administrative queries, phoning out results, initiate printing and faxing of reports in accordance with standard operating procedures
■ Advice clinicians/ nurses on type of samples and/or samples containers required to perform specific tests in order to prevent incorrect specimen collection.

Minimum requirements and key competency
■ Grade 12 (Typing as subject will be advantageous)
■ One (1) – Two (2) Years in an appropriate laboratory environment
■ Knowledge/Skills
Knowledge of laboratory information system
Attention to detail
Team orientated
Communication skills
Willing to work unsociable hours and shifts
Ability to work under pressure within a team and deal with high work volumes
Candidates will be required to do a typing competency test.

Enquiries may be directed to Nomusa Sithole @ 051 405 0510, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: THUSONG LABORATORY
POSITION: LABORATORY MANAGER (WITHDRAWN)
PAY GRADE: C3
REFERENCE NUMBER: FSNW1214/001-08(51200-001-1209)

Key job responsibility

■ Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
■ Review and implement change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
■ Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results
■ Oversee asset management and procurement of goods to ensure the most effective utilisation of resources, optimise 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
■ Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation 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
■ Contribute 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 laboratory
■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
■ Plan and manage the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
■ Trains and develops staff to ensure they have skills required by the organisation and are able to achieve their performance objectives
■ Oversee and implements the Occupational Health and Safety to ensure a safe working environment and compliance with all legislation
■ Perform the role of Medical Technologist as required in accordance with operational needs
■ Oversee the training of Students for the Internship and Experiential programme to ensure comprehensive preparation of students for their exams

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA in Clinical Pathology
■ Five (05) years post qualification experience in a diagnostic laboratory
■ Knowledge of relevant laboratory processes and procedures
■ Assertiveness
■ Interpersonal, Computer, Analytical and Communication skills
■ Basic understanding of finance and general management
■ Attention to detail
■ Team Leadership
■ Ability to work under pressure and dealing with high work volumes
■ Willingness to work unsociable hours
■ Crisis and conflict Management
■ Consistency in achieving stringent turnaround and performance targets
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HUHUDI (JOE MOROLONG)
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0815/001-13(53900.004.8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: RUSTENBURG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0116/001-28(52301.001.8014) (52301-005-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements & key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TSHEPONG LABORATORY (RE-ADVERTISEMENT)
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0516/001-01(51510-001-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents  ■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes ■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act ■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media ■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems ■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services ■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements & key competency

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist ■ Knowledge of relevant laboratory processes, equipment and procedures ■ 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.
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WOLMARANSTAD WOLMARANSSTAD
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0416/001-16(51700.001.8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MAFIKENG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0316/001-13(51000.001.8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TSHEPONG LABORATORY
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0216/001-01(51510.010.7014)

Key job responsibility
■Receive, prepare, sort and analyse specimen for testing ■Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries ■Maintenance and calibration of instruments, machines and equipment ■Carry out all routine testing procedures ■Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times ■Adhere to safety procedures and perform all required QC procedures ■Training of students ■Participate in the delivery of Continuing Professional Development/ (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act

Minimum requirements & key competency
■Qualified as a Medical Technician ■Registration with HPCSA as a Medical Technician in Clinical Pathology ■Post-qualification experience in a diagnostic laboratory as a Medical Technician ■Experience in a laboratory environment ■Knowledge of laboratory information system (DISA) ■Technically orientated ■Interpersonal, computer, analytical, leadership and communication skills ■Attention to detail ■Team orientated working under minimum supervision and under pressure ■Willingness to work unsociable hours, weekends, public holidays.
BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WOLMARANSSTAD LABORATORY
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: FSNW0416/001-01(51700.001.7014)

Key job responsibility
- Receive, prepare, sort and analyse specimen for testing
- Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries
- Maintenance and calibration of instruments, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participate in the delivery of Continuing Professional Development/ (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency
- Qualified as a Medical Technician
- Registration with HPCSA as a Medical Technician in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technician
- Experience in a laboratory environment
- Knowledge of laboratory information system (DISA)
- Technically orientated
- Interpersonal, computer, analytical, leadership and communication skills
- Attention to detail
- Team orientated working under minimum supervision and under pressure
- Willingness to work unsociable hours, weekends, public holidays.

Enquiries may be directed to Palesa Montsitsi @ (011) 555 0584, e-mail application to FSNW.recruitment2@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
GAUTENG NORTH REGION

BUSINESS UNIT: CORPORATE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: CONTROLLER (TENDERS AND CONTRACTS)
PAY GRADE: PAY ZONE C4
REFERENCE NUMBER: CORPFIN0616/001-01 (03901-001-1201)

Key job responsibility

- To receive, record and manage all requisitions and supporting documents signed off by Regional Executives for tenders and tender deviation to tender process in order to provide a central collection point
- To ensure that all requests for tenders are advertised timeously as per government tender regulations
- To ensure that all tender documents are drafted and available to interested bidders to ensure a fair tender process
- To liaise with regional managers to ensure the communication of all procurement related information and new developments
- To oversee the function of Cross Functional Evaluation Team (CFET) and ensure that CFET reports are prepared and available to procurement on time
- To prepare and arrange for monthly tender committee meetings for the adjudication and award of tenders
- To serve as the point of contact for bidders on tender matters and act as middleman between company employees and bidders, ensuring timely review and approval / reconciliation of variations
- To provide guidance on tender matters to managers or operational staff, including training to new managers and other employees in tendering practices and procedures
- To develop and implement procedures for tender management and administration in compliance with the relevant acts, treasury regulations and company policy
- To assist in the monitoring of company-wide compliance by company employees with established policies and procedures, identify areas of recurrent pressure and implement action plans to correct deviations from policies and procedures
- To compile reports for management on tenders in order to comply with policy

Minimum requirements and key competency

- 3 year Degree / Diploma in Supply Chain Management or Bachelor Degree in Business Management
- B Com Law (desirable)
- Minimum 5 years demonstrated experience tender management within the procurement environment
- Minimum 3 years demonstrated experience in the application of procurement policies and PFMA
- Minimum 3 years legal experience in tender administration within the procurement environment - desirable
- Relevant procurement tender legal knowledge
- Knowledge of relevant acts and treasury regulations, e.g. PFMA, PPPFA and BBBEE
- Knowledge of accounts payable system
- Computer literacy (MS Office)
- Communication skills (verbal and written)
- Interpersonal skills
- Numeric skills
- Attention to detail
- Problem solving skills
- Analytical thinking
- Planning and organising skills
- Ability to work under pressure
- Time management skills
- Maintaining confidentiality
- Managing staff / Supervisory skills
- Negotiation skills (desirable)
BUSINESS UNIT: CORPORATE
DISCIPLINE: FINANCE CALL CENTRE
LOCATION: SANDRINGHAM
POSITION: DEBTORS CLERK (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE B4
REFERENCE NUMBER: CORPFIN0115/001-02 (02916-005-7006)

Key job responsibility

■ To validate and distribute invoices to ensure that customers are informed timeously of all amounts due to NHLS
■ To make telephone calls to major customers, to follow up on payments
■ To request correct information for submission of documents
■ To resolve queries from internal and external customers
■ To retrieve and allocate payments from medical aid schemes
■ To retrieve and allocate payments from medical aid schemes
■ To validate first-line rejections from customers and re-submit for payment
■ To follow up telephonically on unapplied payments and request remittance from the medical schemes / customers to apply payment onto accounts
■ Perform other / ad hoc duties as assigned from time to time

Minimum requirements and key competency

■ Grade 12 with Accounting ■ Certificate in Basic Accounting (desirable) ■ 2 years debtors administration experience ■ MS Office ■ Basic understanding of financial concepts ■ Debtors Administration knowledge ■ Medical aid environment experience (desirable) ■ Oracle or related system (desirable) ■ Time management ■ Communication skills ■ Administration skills ■ Numeric skill ■ Accuracy ■ Deadline driven/working under pressure ■ Computer literate (Microsoft package) ■ Interpersonal skills ■ Focused and organised ■ Negotiating skills ■ Attention to detail.
BUSINESS UNIT: CORPORATE
DISCIPLINE: FACILITIES
LOCATION: SANDRINGHAM
POSITION: MANAGER: FACILITIES (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE D2
REFERENCE NUMBER: CORPFIN1215/001-03

Key job responsibility

- To manage the infrastructure and facilities of the Sandringham campus to protect the value of investment in infrastructure/facilities and maintain a conducive work environment
- To provide construction project management nationally in order to deliver an effective finished product to the business
- Management of the following portfolio's for the entire organisation: Communications facilities, Vehicle Portfolio, Travel Portfolio, Conference facilities, Accommodation facilities for students and guests, Security Management, Workshop facilities, Liquid nitrogen plant, Hygiene services, External service providers and suppliers, Soft services, Hard services
- Develops and maintains various Standard Operating Procedures (SOP's) as per the needs of the organisation
- Preparation of the tender specifications and bid process
- Project management of the new installation of laboratories, ensuring highest building standards in line with Occupational Health and Accreditation requirements
- Provide effective business support for the organisation

Minimum requirements and key competency

- Diploma/Degree in Project Management
- Diploma/Degree in Construction or related field (desirable)
- Project management of large construction contracts within the Health sector
- Related building industry experience related to laboratory fitting
- Experience within a project team for the designing of a laboratory
- Plan a bill of quantities for projects
- Experience with RFQ’s and tender processes
- Experience with the liaison of landlords, municipal councils and heritage councils for services and reticulation
- 5 Years knowledge of building industry (plans, estimates, costing, materials etc)
- 3 Years knowledge of OHSA and relevant legislation
- 2 Years knowledge of equipment, machinery (generators, UPS, workshop machinery)
- 1 Year knowledge of automated office equipment (desirable)
- 1 year knowledge of cleaning industry (types, methods, products) (desirable)
- 3 Years knowledge of budget management and compilation
- Computer literate (Microsoft package)
- Interpersonal skills
- Technically orientated
- Negotiating skills
- Problem solving
- Planning, organising and time management skills
- Analytical skills
- Work independently and collaboratively
- Communication skills (verbal, written and presentation) and assertiveness.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail applications to corporate1@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: COMPANY SECRETARIAT
LOCATION: SANDRINGHAM
POSITION: COMMITTEE SECRETARY (X2 POSTS)
PAY GRADE: PAY ZONE C3
REFERENCE NUMBER: CORPCEO1215/001-03

Key job responsibility

- Compliance with specific administrative regulations prescribed by the National Health Laboratory Service Act, applicable legislation such as the Public Finance Management Act, as well as authoritative documents dealing with corporate governance, such as the King Reports
- Maintaining a good record of the statutory books viz register of board members of the NHLS, minute books, attendance registers at the various meetings and complying with all other administrative regulations in terms of the Companies Act and good governance
- Scrutinising all transfer forms, powers of attorney, etc
- Developing, establishing and maintaining an effective information-reporting process/system to meet the timelines as prescribed by the various the board, executive committees, Department of Health, etc.
- Managing resources efficiently, Ensuring compliance with legislation, company policies and practices
- Supporting all transformational issues
- Sourcing and providing relevant accurate information to the board members and other key functionaries for decision making purposes
- Promoting the most accurate and favorable image of the NHLS, both internally and externally
- Ensuring those minutes of assigned meetings for example the Executive Committee/Board meetings (including Board Committees) are compiled and signed-off within the prescribed time-frames

Minimum requirements and key competency

- Degree or National Diploma in Financial, Legal and or Public Administration
- Membership of Institute of Chartered Secretaries and Administrators (ICSA) would be an added advantage
- B Degree in Law or BCom (desirable)
- Minimum 2 years’ experience as a Committee Secretary
- 5 years’ experience
- Sound knowledge of the NHLS business and mandate.
- Extensive knowledge of Companies Act (1973) as amended, PFMA, Tax Act and other applicable legislation
- Extensive knowledge of company policies, practices and procedures
- Cross-functional knowledge in all facets of the NHLS
- Archiving knowledge and experience
- Interpersonal skills
- Leadership and team player
- Exceptional analytical, numerical and communication skills, both verbal and in writing
- Ability to make decisions
- Task centredness
- Administrative, planning and organising skills
- Budgeting, finance and planning knowledge
- At least two years appropriate experience in the secretariat environment.
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: RISK MANAGEMENT AND INTERNAL AUDIT
LOCATION: SANDRINGHAM
POSITION: INTERNAL AUDITOR
PAY GRADE: PAY ZONE C4
REFERENCE NUMBER: CORPCEO0616/001-04

Key job responsibility

- Lead and participate in audit reviews, delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards
- Conducting a preliminary survey of the area and processes under review, obtaining detailed knowledge of the processes, in order to establish the scope of the audit
- Liaise effectively with the Senior Internal Auditors to ensure that changes in scope or reporting timetable are agreed and that quality review work is performed at appropriate times in the audit
- Liaise effectively with clients at departmental level to ensure efficient completion of individual reviews
- Carry out debriefs with departmental managers to communicate the results of the internal audit reviews, and ensuring that the scale and scope of the deliverables resulting from audit recommendations are adequately understood
- Populate working papers with good quality planning, fieldwork and reporting material on a timely basis
- Participate in internal departmental work and key standing tasks such as Board and Audit and Risk Committee reporting, as requested
- Evaluating and monitoring of corrective actions taken to address control weaknesses identified

Minimum requirements and key competency

- Bachelor of Commerce Honours Internal Auditing with 2-3 years Internal Audit related experience
- National Diploma or Bachelor's Degree with 5 – 8 years Internal Audit related experience
- Certified Internal Auditor Certification - DESIRABLE
- Bachelor of Commerce Honours Internal Auditing with 5-8 years Internal Audit related experience for completed National Diploma or Bachelor’s Degree
- PFMA
- Knowledge of Oracle, ERP systems or a related system
- Knowledge in internal audit, risk, governance and control functions
- Familiarity with General Accepted Auditing Standards
- Experience with analysing processes and implementing process improvements
- Ability to complete financial, operational and compliance audits
- Knowledge of Governance Control in the risk management process
- Computer Literate (MS Office proficient)
- Interpersonal skills
- Communication skills (Listening, Written, Verbal and Presentation)
- Research and analytical skills
- Planning and organisational skills
- Results driven
- Ability to work independently and collaboratively
- Report Writing Skills
- Attention to detail and quality

54
BUSINESS UNIT: OFFICE OF THE CEO
DISCIPLINE: RISK MANAGEMENT AND INTERNAL AUDIT
LOCATION: SANDRINGHAM
POSITION: FORENSIC INVESTIGATOR / AUDITOR
PAY GRADE: PAY ZONE C4
REFERENCE NUMBER: CORPCEO0616/001-05

Key job responsibility
- Forensic Investigation: Assess a matter to determine whether there is possible internal misconduct. Ensure that IMS is continuously updated and utilised optimally. Identify and understand issues and problems and compare data from different sources to draw conclusions; using effective approaches for choosing a course of action. Investigate compliance with NHLS legislation, NHLS Code of Conduct, common law offences, PFMA, Protected Disclosures Act, Corruption Act and all other relevant legislative requirements. Preserve the integrity of documentation and/or information to be used as evidence. Combat and encourage the reporting of fraud. Investigate reports received from Tip-Offs Anonymous and give feedback to the Senior Forensic and Compliance Auditor timeously. Provide feedback to stakeholders in respect of investigations that were referred. Assist the NHLS in investigating external business interests, conflict of interest or ad hoc requests. Keep record of and monitor all cases where disciplinary action was recommended. Establish and maintain partnership relationships with internal and external stakeholders.
- Internal Audits: Lead and participate in audit reviews, delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards. Conducting a preliminary survey of the area and processes under review, obtaining detailed knowledge of the processes, in order to establish the scope of the audit. Liaise effectively with the Senior Internal Auditors to ensure that changes in scope or reporting timetable are agreed and that quality review work is performed at appropriate times in the audit. Liaise effectively with clients at departmental level to ensure efficient completion of individual reviews. Carry out debriefs with departmental managers to communicate the results of the internal audit reviews, and ensuring that the scale and scope of the deliverables resulting from audit recommendations are adequately understood. Populate working papers with good quality planning, fieldwork and reporting material on a timely basis. Participate in internal departmental work and key standing tasks such as Board and Audit and Risk Committee reporting, as requested. Evaluating and monitoring of corrective actions taken to address control weaknesses identified.

Minimum requirements & key competency
- Degree or National Diploma in Law/ Accounting/ Auditing/ Forensic/ Police Administration/ Policing
- A minimum of 3 - 5 years practical experience combine/mixture in both Forensic Investigation and Internal Audit.
- Knowledge of PFMA regulations
- Knowledge of Oracle, ERP systems or a related system
- Knowledge in internal audit, risk, governance and control functions
- Familiarity with General Accepted Auditing Standards
- Experience with analysing processes and implementing process improvements.
- Ability to complete financial, operational and compliance audits
- Knowledge of Governance Control in the risk management process
- Computer Literate (MS Office proficient)
- Interpersonal skills
- Communication skills (Listening, Written, Verbal and Presentation)
- Research and analytical skills
- Planning and organisational skills
- Results driven
- Ability to work independently and collaboratively
- Report Writing Skills
- Attention to detail and quality

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail applications to corporate1@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: AARQA
DISCIPLINE: EXPERT CHAIR COMMITTEE
LOCATION: SANDRINGHAM
POSITION: PERSONAL ASSISTANT (ECC)
PAY GRADE: PAY ZONE C2
REFERENCE NUMBER: CORPAARQA0616/001-06

Key job responsibility

- To prepare invoices, reports, memos, letters, correspondence, minutes of meetings and other documentation using relevant software to ensure that the Executive is well-prepared and effective communication takes place.
- To ensure that communication to and from the EC Chair’s office, as well as to and from each EC Chair is handled efficiently.
- To conduct baseline research, compile data and prepare papers for consideration and presentation in order to assist the ECC Chairperson as well as the respective discipline-specific EC Chairs in preparing for meetings.
- To read and analyse incoming memos, submissions, and reports (including e-mail and faxes) in order to determine their significance and plan distribution.
- To perform general office duties (ordering supplies, filing, basic bookkeeping and database maintenance) for the smooth running of the various expert committees.
- To make Expert Committee-related appointments, travel and other logistic arrangements to ensure efficient organisation of the Expert Committees and their subcommittees, bearing in mind that each EC chair is often booked up weeks to months in advance.

Minimum requirements and key competency

- 3 year Diploma in Office Management and Administration
- Minimum 5 years in PA/Secretarial role. Preferably in a health care or academic environment
- The EC chairs will change every 2-4 years, and the majority of the EC chairs that the incumbent deals with will not be based at the same location as the incumbent. The incumbent must therefore be able to deal with many issues independently, and must also have excellent communication skills to ensure that all relevant information for each EC is distributed appropriately and correctly.
- Project management methodology
- Research methods
- Academic Practices
- Management principles.
- Excellent Communication skills (Verbal and written)
- Interpersonal skills
- Computer literacy (MS Office)
- Self-motivated
- Administration skills
- Ability to maintain confidentiality
- Ability to operate office equipment
- Ability to think on one’s feet
- Ability to remain calm under pressure
- Emotional intelligence
- Maturity
- Dealing with senior level managers and academics
- Time Management
- Problem-solving

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, e-mail applications to corporate1@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za

56
BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
LOCATION: SANDRINGHAM
POSITION: MANAGER: RESEARCH DEVELOPMENT AND TRAINING (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE D2
REFERENCE NUMBER: CORPAARQA0616/001-01

Key job responsibility

- Identify, develop and implement programmes that have to be implemented to support young and developing researchers, and provide continuous technical assistance and measures for professional growth
- Review and implement strategies that will encourage development and collaboration of researchers at provincial and national level
- Promote interest in neglected research initiatives and promote support for less developed NHLS research areas
- Provides and implement guidelines and assistance on planning of research programmes
- Conduct review of programmes, evaluate processes and advise on implementation of best and sustainable research programmes
- Contribute, review and advise on the researchers performance measures and implement programme evaluation processes that will lead to improvements in research programs
- Promote and encourage prioritisation of and adherence to NHLS research agenda
- Provide technical assistance, resources and support for grant application and attracting funding to the NHLS
- Help with strategies to attract resources (funding, infrastructure and human capacity) necessary to the success of the NHLS research agenda
- Identify and advise on potential research niches that may require special support
- Encourage continuous programme evaluations and encourage contributions to public health intervention strategies
- Help to identify, develop, promote and facilitate new program initiatives
- Promote rural research development strategy

Minimum requirements and key competency

- Master’s Degree in Medical Science / Public Health
- Doctoral Degree in Medical Science / Public Health (desirable)
- Registration with the HPCSA (desirable)
- 10 years Previous Research Experience
- 5 years previous experience in a capacity building/development function (desirable)
- Writing of Grants proposals
- Writing of proposals
- Preparations of Training programmes
- Exams compilations
- Research Methodology
- Good Clinical Practice
- Computer Literacy
- Capacity Building/Development skills
- Communication Skills (Verbal and Written)
- Scientific Writing Skills
- Interpersonal Skills
- Budgeting Skills.
**Business Unit:** Academic Affairs Research and Quality Assurance  
**Discipline:** Quality Assurance  
**Location:** Eastern Cape  
**Position:** Branch Manager: Quality Assurance  
**Pay Grade:** Pay Zone D2  
**Reference Number:** CORPAARQA0616/001-04 (09927.005.1317)

**Key Job Responsibilities**

- To develop quality management system policies and procedures in line with the international standard in order to provide effective efficient laboratory services  
- To advise the Area Manager / Business Manager and facilitate implementation of the QMS to International standards in the region in order to produce high quality laboratory results  
- To advise Area Manager / Business Manager to obtain accreditation or certification to International standards within the region to meet the NHLS strategic objectives  
- To facilitate the maintenance of the accredited/certified sites within the region in order to maintain high quality standards  
- To monitor the QMS in the Region by auditing management processes and assessing technical procedures in order to monitor the quality management system in the region  
- To facilitate monthly QA meetings at branch SANAS accredited sites and report  
- To provide technical expertise to laboratories on QMS including, PT scheme and on site verification protocols in order to maintain quality management systems in laboratories in the region  
- To provide support on clearance of non-conformances raised, internally and externally to all laboratories/departments in the region  
- To review the implementation of the QMS by QA meetings and Management review meetings and report to inform the National QA Manager and AM on the performance of the laboratories / departments in the Region  
- To mentor and coach relevant groups in QMS and QA related subjects to all relevant staff within NHLS by training and advising  
- To ensure the procurement of products and services are performed in accordance with regulations and NHLS policies and procedures.

**Minimum Requirements & Key Competency**

- Diploma in Biomedical Technology / MSC (in pathology related field)  
- HPCSA Registration  
- 6-8 years post qualification experience  
- 2 years Laboratory Management  
- 1 year auditing experience (desirable)  
- 1 year Technical Assessing (desirable)  
- Legislation (HPCSA, OHSA, PFMA etc)  
- Accreditation and Certification requirements  
- Laboratory operations and systems  
- Business processes  
- International Standards on auditing  
- Internal Technical Auditing  
- Planning and organisational skills  
- Leadership and supervisory skills  
- Communication skills (written, verbal, presentation)  
- Strategic thinking  
- Computer skills  
- Interpersonal skills.
BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: IT CLIENT SERVICES
LOCATION: CAPE TOWN
POSITION: ENGINEER: IT SUPPORT (RE-ADVERTISEMENT)

TEMPORARY POST MATERNITY LEAVE PLACEMENT (JUNE – OCTOBER 2016)

PAY GRADE: PAY ZONE C1
REFERENCE NUMBER: CORPIT0616/001-05 (07921.036.8010)

Key job responsibility

■ To diagnose hardware faults and arrange repairs with the service providers to ensure service continuity within NHLS
■ To install, troubleshoot and configure desktop application network activity and client’s software (Antivirus Software etc.)
■ To analyse, review desktop operating system and desktop applications and provide technical assistance to end users on various desktop applications used within the NHLS to ensure optimal performance of systems
■ To perform administration duties with regard to calls allocated and to record actions taken to ensure proper knowledge base is developed
■ Adherence to SOP and adopted software standards to ensure standardised IT desktop environment and prevention of other software usage
■ Performing helpdesk tasks by taking after hour’s calls
■ Installing and support of scanners bar and code printers
■ To assist NHLS users with the NHLS Laboratory information System
■ Assist NHLS user with mobile devices.

Minimum requirements and key competency

■ 3 Year Diploma/ or Degree in IT
■ ITIL Foundation Certification (desirable)
■ MCSA Certification (desirable)
■ 2- 3 years in Desktop Hardware and Software
■ Support in a Customer Service Environment
■ 1 -Year Mobile Device support experience
■ Knowledge of desktop hardware and software applications
■ Basic Networking principles (TCP/IP, DHCP, DNS)
■ Basic Knowledge of Mobile Operating Systems
■ Knowledge of Desktop Operating Systems
■ Basic Knowledge Multi-functional Printers (desirable)
■ Customer Service Skills (for Example-Telephone Etiquette)
■ Problem Solving Skills
■ Decision Making Skills
■ Communication Skills (Written and Verbal)
■ Time Management Skills
■ Organising Skills (Prioritising)
■ Interpersonal Skills.
BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: OFFICE OF THE CIO
LOCATION: SANDRINGHAM
POSITION: PERSONAL ASSISTANT
PAY GRADE: PAY ZONE C2
REFERENCE NUMBER: CORPIT0116/001-01(07990-001-9030)

Key job responsibility:

■ Act as a nodal point between the office and subordinate Executives and non-executive Senior Management ■ Maintain open communication channels, ensuring reasonable access by all direct reports and stakeholders with due consideration of business priorities ■ Liaise and interact with relevant stakeholders, internally and externally on behalf of or together with the Executive, conveying messages accurately, professionally and courteously, to ensure that all parties are appropriately informed ■ Manage incoming and outgoing communications - written (filing, email, etc.) and verbal (telephone, direct etc.) and ensure that matters raised are attended to timeously ■ Establish and maintain an effective filing system, both electronic and physical, and timeously file all documentation ■ Compile documents and presentations according to organisational outlines and templates as required ■ Complete all departmental business travel arrangements and preparations efficiently and timeously in line with company processes and practices ■ Receive and welcome visitors in a courteous and professional manner to ensure the positive and professional status of the office is maintained ■ Co-ordinate various meetings, conferences and functions, ensuring that the relevant delegates are timeously invited, appropriate venues are booked, and that necessary technology is functioning effectively and training materials and refreshments are arranged ■ Manage the Executive’s diary, ensuring all meetings and engagements are correctly diarized, and that the Executive is updated and prepared on the context for any upcoming meetings ■ Process, co-ordinate and finalize expense claims submitted by the Executive, ensuring that all the required supporting documents are attached ■ Attend meetings and take minutes and prepare typed up meeting minutes and any follow up actions, and circulation thereof to stakeholders ■ Act as representative and information source for the office, and respond to queries and requests for information whilst maintaining the required level of confidentiality and protocol ■ Procurement – Create purchase orders and place orders of all external supplies and follow up on delivery and payment, e.g. promotional items, newspapers, furniture, event items, annual report contract ■ Report expenditure and variances to the departmental budget to the Executive on a monthly basis ■ Arrange departmental social activities namely; teambuilding, year-end functions and strategic workshops ■ Ensure that the NHLS Corporate Identity is reflected in and around the Executive office at all times.

Minimum requirements and key competency

■ 3 year Diploma in Office Management and Administration or Diploma in Business Management or relevant 3 year qualification ■ Certificate in Project Management (Desirable) ■ Certificate writing skills (advantageous) ■ Five (5) to Six (6) years PA/Secretarial role in a business environment ■ Management Principles ■ Project Management Methodology ■ Understanding of a laboratory environment ■ Knowledge of business and strategic planning ■ Knowledge of financial administration and budget coordination ■ Knowledge of Ms Office ■ Interpersonal skills ■ Excellent administration and facilitation skills ■ Excellent communication skills (written and verbal) ■ Presentation skills.
BUSINESS UNIT: TSWANE ACADEMIC DIVISION
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: TSWANE ACADEMIC
POSITION: ACADEMIC SECRETARY (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE C1
REFERENCE NUMBER: GAUTAD0116/001-02 (45002-001-8014)

Key job responsibility:

- Manage the diary of the Head of Department by grouping appointments, to ensure optimal usage of time and resources to achieve efficiency in departmental operational functions
- Receive, screen and action general communication and correspondence addressed to the Head of Department to ensure that only relevant communication reaches the Head of Department and general communication is directed appropriately within the department
- Make operational contributions to the efficiency of the department e.g. travel and meeting arrangements, handling of petty cash, collating academic results and or reports for the Head of Department to facilitate business visits, academic rosters, client interaction and promoting stakeholder interests
- Gather and collate relevant information electronically, physically and telephonically, as and when requested by the Head of Department for business/academic purposes
- Perform secretarial functions, requisitioning office consumables and maintain documents, minutes and specific projects/reports to ensure effective communication, office operations and good record keeping as required by the NHLS and or other University procedures
- Facilitate internal and external availability of the Head of Department and provide service to all clients to fulfill business/academic objectives.

Minimum requirements & key competency

- Grade 12
- 3 year Secretarial Diploma or equivalent
- Three (3) – Five (5) years’ experience as a Secretary
- Ability to work unsupervised
- Advanced computer skills (Excel, Word)
- Business/Academic orientation
- Excellent communication skills
- Good interpersonal skills
- Attention to detail
- Team oriented
- Good organizing and time management skills
- Assertiveness
- Willingness to work unsociable hours: weekends, public holidays and call outs.

Enquiries may be directed to Nomti Ralarala @ (011) 386 6591, or e-mail application to DGMrecruitment@nhls.ax.za visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: INFORMATION TECHNOLOGY
DISCIPLINE: CDW
LOCATION: SANDRINGHAM
POSITION: HEALTH DATA ANALYST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE D1
REFERENCE NUMBER: CORPIT0216/001-02 (07992.001.1347)

Key job responsibility:

■ To oversee the development and sustainability of regular reports requested, externally or internally and the ad hoc extraction of data in an ethical manner for researchers in order to support the NHLS research and delivery improvement mandates ■ To develop a detailed understanding of the information required by external and internal stakeholders to ensure deliver of pertinent, accurate information to support healthcare policy decisions ■ To perform literature searches in order to supplement specialist knowledge ■ To improve accuracy of data in the CDW by working with IT specialists to resolve any data quality problems that are identified ■ To profile data and design and validate reports which support the information requirements of internal and external stakeholders ■ To generate, analyze and interpret statistical data in order to provide support to the NHLS.

Minimum requirements & key competency

■ Degree in Biological Sciences/Public Health/Epidemiology ■ Post Graduate Degree in Biological Sciences/Public Health/Epidemiology – desirable ■ Minimum three (3) years in IT, specifically relational databases, business intelligence, data warehousing and analysis ■ Minimum of three (3) years working in the health sector ■ One (1) to Two (2) years IT experience specific to Health care industry/Epidemiology – desirable ■ Two (2) to Three (3) years knowledge of relational databases ■ One (1) year knowledge of data warehousing principles ■ Two (2) years knowledge of statistical packages – desirable ■ Three (3) to Five (5) years knowledge of quantitative and qualitative data analysis ■ Three (3) years knowledge of Structured Query Language and use of data query tools ■ One (1) year knowledge of statistical techniques ■ Two (2) years knowledge of spatial (GIS) reporting – desirable ■ Two (2) to Three (3) years knowledge of data quality management practices ■ Analytical skills ■ Attention to detail ■ Advanced Communication (verbal and written) ■ Self-motivated ■ Ability to work independently ■ Advanced Computer skills ■ Interpersonal skills ■ Ability to lead workshops.

Enquiries may be directed to Keitumetse Boikanyo @ (011) 386 6096, or e-mail application to corporate2@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
GAUTENG SOUTH REGION

BUSINESS UNIT: GAUTENG SOUTH
DISCIPLINE: Virology
LOCATION: Charlotte Maxeke Business Unit
POSITION: Manager (Laboratory)
PAY GRADE: Pay Zone C3
REFERENCE NUMBER: GAUCMT0616/001-01 (43008-001-1113)

Key job responsibility

■ Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
■ Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results
■ Oversee asset and procurement of goods to ensure the most effective utilisation of resources, optimise 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
■ Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation and promote the service 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
■ Contribute 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 laboratory
■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance
■ Plan the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources
■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
■ Train and develop staff to ensure they have skills required by the organisation and are able to achieve their performance objectives
■ Oversee the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams
■ Oversee and implements safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
■ Perform the role of a medical technologist when required in accordance with operational needs.

Minimum requirements and key competency

■ National Diploma / Degree Biomedical Technology
■ Registered with the HPCSA in the appropriate category (Virology)
■ Six (6) – Eight (8) years post qualification and experience in a diagnostic laboratory
■ Knowledge of laboratory processes and procedures
■ Assertiveness
■ Interpersonal skills
■ Computer skills
■ Basic understanding of finance and general management
■ Attention to detail
■ Team leadership
■ Communication skills
■ Analytical skills
■ Unsociable hours
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
POSITION: BUSINESS MANAGER
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUSN0616/001-01 (44990.001.1604)

Key job responsibility

- Contributes as a member of the senior management team responsible for strategic planning of the branch and conducts operational planning of the tertiary hospital laboratory to ensure the most effective utilisation of resources, achievement of all required performance objectives and alignment of NHLS to the changing needs of customers and stakeholders. Monitors and manages laboratory performance to ensure objectives are achieved in terms of turnaround times, cost containment, minimization of wastage, quality and customer service.
- Oversees and ensures resources are available for the teaching, training and research activities of pathology within the academic complex to ensure the obligations and objectives of NHLS and university are met. Develops and manages senior staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives. Conducts marketing and client liaison with external bodies e.g. Hospital Administration and local tertiary education institutions to foster harmonious relations. Responsible for the development and management of operational budgets to ensure the most effective utilisation of financial resources, maintenance of costs within budget and the achievement of profitability objectives. Oversees the implementation and correct application 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 business unit. Responsible for overseeing and monitoring of the laboratory information system and other IT systems to ensure smooth operation of the business unit. Oversees and monitors 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. Manages and monitors the laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results. Establish and promote Research & Development into potential new or enhanced technologies in order to improve the scope, quality, cost-effectiveness and turnaround times of diagnostic pathology service delivery within a setting of limited financial and human resources. Oversees general management of contracts relating to equipment, 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. Oversees 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

- Medical Specialist in the field of pathology / Medical Technologist / HPCSA registration in relevant discipline / Eight (Eight) years relevant experience of which 3 (Three) - 5 (Five) should be in a management role. Specialist pathology knowledge. Planning skills. Analytical skills. Financial and General management. Initiative. Strategic management. Negotiation and conflict resolution skills. Interpersonal skills. Knowledge of laboratory information and ERP systems. Computer skills. Leadership skills. Communication skills. Computer skills.

Enquiries may be directed to Xoliswa Sinkqo @ (011) 489 9020, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: Gauteng South  
DISCIPLINE: Virology  
LOCATION: Charlotte Maxeke Business Unit  
POSITION: Medical Technologist (X2 Posts)  
PAY GRADE: Pay Zone depends on experience  
REFERENCE NUMBER: GAUCMT0616/001-02 (43008-007-008-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP's, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology.
- Registration with the HPCSA as a Medical Technologist in Virology.
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist.
- Knowledge of relevant laboratory processes, equipment and procedures.
- Technically orientated.
- Assertive.
- Interpersonal, computer, analytical, leadership and communication skills.
- Organisational skills.
- Attention to detail.
- Knowledge of principles of good laboratory practice.
- Ability to work under pressure, within a team and with minimal supervision.
- Willing to work unsociable hours.
Key job responsibility

- Manage the HOD diary by grouping appointments to ensure optimal usage of time and resources to achieve efficiency in departmental operational functions
- Receive, screen and action general communication and correspondence addressed to the HOD to ensure that only relevant communication reaches the HOD and all general communication is directed appropriately within the department
- Make operational contributions to the efficiency of the department e.g. travel and meeting arrangements handling petty cash where applicable, collating academic results and/or reports for the HOD to facilitate business visits, academic rosters, client interaction and promoting stakeholder interests
- Gather and collate relevant information electronically, as and when requested by the HOD for business or academic purposes
- Perform secretarial functions, requisitioning office consumables and maintain documents, minutes and specific projects/reports to ensure effective communication, office operations and good record keeping as required by the NHLS and/or relevant University procedures
- Facilitate internal and external availability of the HOD and provide service to all clients to fulfill business or academic objectives

Minimum requirements and key competency

- Grade 12
- Secretarial Diploma or equivalent
- 3 - 5 years’ experience as a secretary
- Good interpersonal, communication and time management skills
- Good Business / Academic orientation
- Assertiveness and good organising abilities
- Advanced computer skills
- A computer test will be required from shortlisted candidates.

Enquiries may be directed to Mari Andreatta @ (011) 489 9036, e-mail application to sgaucmt0616/001-03 (43008-001-8041)
BUSINESS UNIT: CHRIS HANI BARAGWANATH TERTIARY
DISCIPLINE: ANATOMICAL PATHOLOGY DEPARTMENT
POSITION: MEDICAL TECHNICIAN – HISTOLOGY (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUSCHB0316/001-01 (42002-001-003-7041)

Key job responsibility

- Receive, prepare, sort and analyse specimens for testing
- Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries
- Maintain and calibration of instruments, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participant in the delivery of Continuing Professional Development (CPD) activities within the department / laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency

- Qualified as a Medical Technician
- Registration with HPCSA as Medical Technician in Histopathological Techniques
- Post-qualification experience in a diagnostic laboratory as a Medical Technician
- Experience in a laboratory environment
- Knowledge of laboratory information system (DISA)
- Technically orientated
- Attention to detail
- Communication, analytical and interpersonal skills
- Team orientated
- Willingness to work unsociable hours, weekends, public holidays.
BUSINESS UNIT: CHRIS HANI BARAGWANATH TERTIARY
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
POSITION: SECRETARY
PAY GRADE: PAY ZONE B4
REFERENCE NUMBER: GAUSCHB0616/001-04 (42090-001-7018)

Key job responsibility

- Prepare and collate documents / reports and prepare presentations timeously as per requirements
- Communicate written / verbal information to designated recipients and maintain an accurate record of all documents transmitted
- Perform secretarial functions, requisitioning office consumables and maintain documents, minutes and specific projects / reports to ensure effective communication, office operations and good record keeping as required by NHLS procedures
- Maintain a diary for the manager and ensure that all appointments and commitments are properly recorded and facilitated while optimising the manager’s available time
- Distribute documentation according to standard distribution instructions and ensure that, where necessary, documentation and reports are returned on time, by liaising with the respective operational managers/ departments
- Facilitate all requirements relevant to the arrangement and logistics of management functions and / or meetings in line with specific business requirements
- Manage the petty cash and ensure the correct handling and recording of cash in terms of set NHLS procedures
- Handle transport requirements e.g. pool vehicles, travel bookings as per requirements where applicable
- Assist with clients/ students queries to ensure that they are assigned to a responsible person and efficiently resolved
- Maintain records / database for business / academic purposes relevant to the unit

Minimum requirements and key competency

- Relevant 3 year diploma / degree
- 2 years secretarial experience
- Computer skills
- Good typing skills
- General office administration skills
- Communication skills
- Attention to detail
- Interpersonal skills
- Dealing with difficult people and situations
- Time management
- Maintaining confidentiality.
BUSINESS UNIT: BHEKI MLANGENI DISTRICT HOSPITAL
DISCIPLINE: CLINICAL PATHOLOGY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUSBMDH0616/001-05 (44600-004-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup / analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents and media
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- To maintain safe standards in accordance with the OHS act
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests; to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve that undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with HPCSA as a Medical Technologist in Clinical Pathology
- Relevant post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Assertiveness
- Interpersonal, computer, analytical, leadership and communication skills
- Attention to detail
- Ability to work under pressure, within a team and with minimal supervision
- Willingness to work unsociable hours, weekends, public holidays and call outs
- Knowledge of Disa Laboratory Systems.

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9008, e-mail application to squateng.recruitment@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: BHEKI MLANGENI DISTRICT HOSPITAL  
DISCIPLINE: CLINICAL PATHOLOGY  
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)  
PAY GRADE: C3  
REFERENCE NUMBER: GAUSBMDH1015/001-01 (44600-001-1113)

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 implements change to standard operating procedures in order to ensure the laboratory support function (e.g. laboratory courier services, specimen reception and sorting, test result reporting functions) is constantly able to provide a high quality, cost effective and safe service.  
- Oversees and monitors equipment maintenance to ensure reliable operations.  
- Oversees asset management and procurement of goods to ensure the most effective utilisation of resources, optimise stock levels, reduce costs and ensure availability of required stock at all times.  
- Generates management reports as required to monitor work and performance status of the support services 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 complex.  
- This includes participation in hospital interdisciplinary committees and training of new intern medical doctors on laboratory procedures and practice.  
- 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 laboratory.  
- Oversees the management of waste disposal in line with relevant laboratory procedures and legislation.  
- Oversees 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 targets.  
- Trains, develops and manages staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.  
- Managing data integrity to facilitate completeness for billing of customers (e.g. Hospital, private and medical aid clients, referrals and foreign patients) and resolution of billing queries to ensure accurate, timeous and correct collection of monies owed.

Minimum requirements and key competency

- National Diploma / Degree Biomedical Technology.  
- Registered with the HPCSA in Clinical Pathology.  
- 6-8 years post qualification and experience in a laboratory and administrative environment.  
- Knowledge of relevant laboratory processes and procedures.  
- Assertiveness.  
- Interpersonal skills.  
- Computer skills.  
- Understanding of finance and general management.  
- Attention to detail.  
- Team leadership.  
- Communication skills.  
- Analytical skills.  
- Consistency in achieving stringent turnaround and performance targets.  
- Cost effective utilisation of all resources.  
- To be vigilant and take timeous corrective action.  
- Ability to optimise processes to achieve maximum efficiencies in pre and post analytical laboratory processes.  
- Managing diversity.  
- High staff turnover.  
- Client liaison (both internal and external) and maintaining a positive image of the company.  
- Ability to work under pressure.  
- Crisis and conflict management.  
- Dependency on other units/structures outside of direct control to maintain turnaround times.

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9008, e-mail application to sgaunten_recruitment@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: HAEMATOLOGY
LOCATION: TAMBO MEMORIAL LABORATORY
POSITION: LABORATORY SUPERVISOR
PAY GRADE: PAY ZONE C3
REFERENCE NUMBER: GAU0516/001-06 (44700-003-1133)

Key job responsibility

- Supervise the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required.
- Review and implement change of standard operating procedures in order to ensure the laboratory service is constantly able to provide a high quality, cost effective and safe service.
- Supervise and monitor laboratory processes and maintain the technical laboratory service to ensure the accurate processing of specimens and reliable results.
- Participate in the management and procurement of goods to ensure the most effective utilisation of resources, optimise stock levels, reduce cost and ensure availability of stock at all times.
- Assist in the generation of management reports as required to monitor work and performance status of the laboratory service and take corrective action when required.
- Liaise with customers in order to resolve service related issues, maintain a positive of the organisation and promote services of the NHLS.
- Implement and maintain the quality system that governs the laboratory service and components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements.
- Contribute to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise profitability of the section.
- Assist in the planning and supervising the activities of staff to ensure they achieve performance objectives and ensure the most optimal utilisation of available resources.
- Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department /Laboratory to contribute to staff development and compliance with HPCSA requirements.
- Train and develop staff to ensure they have skills required by the organisation and are able to achieve their performance objectives.
- Assist in the planning and supervising the activities of staff to ensure they achieve performance objectives.
- Arrange the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams.
- Implement safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation.
- Perform the role of a medical technologist when required in accordance with operational needs.

Minimum requirements and key competency

- National Diploma / Degree Biomedical Technology
- Registered with the HPCSA in Clinical Pathology
- Six (6) – Eight (8) years post qualification and experience in a diagnostic laboratory
- Knowledge of laboratory processes and procedures
- Assertiveness
- Interpersonal skills
- Computer skills
- Attention to detail
- Team leadership
- Communication skills
- Analytical skills.
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: HAEMATOLOGY / MICROBIOLOGY
LOCATION: TAMBO MEMORIAL LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X4 POSTS)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAU0616/001-07 (44700-002-009-016-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP's, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TAMBO MEMORIAL LABORATORY
POSITION: MESSENGER
PAY GRADE: PAY ZONE A3
REFERENCE NUMBER: GAUTS0616/001-08 (44700-003-3003)

Key job responsibility

■ To collect specimen and deliver reports to the hospital wards according to set procedures to facilitate work flow
■ To sort and distribute internal courier/mail in the receiving office to ensure correct delivery of mail to different departments
■ To record telephone messages in the transport office to ensure that operational standards and company image are maintained
■ To scan the delivered results at the wards to ensure receipt of work
■ To ensure that shipping lists are filed according to the SOP
■ To tick and receive referral samples
■ To scan and file request forms
■ Sort and clock samples prior to registrations
■ Check and unpack stock items.

Minimum requirements and key competency

■ Grade 10 ■ Basic computer skills ■ Communication skills ■ Interpersonal skills ■ Willingness to work unsociable hours i.e. (shifts, weekends, public holidays, nights)
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: THELLE MOGOERANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUTS0616/001-09 (44800-002-003-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP's, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: PHOLOSONG LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUTS0616/001-10 (44740-002-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP's, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: JUBILEE LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUTS0616/001-12 (53200-002-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP's, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: GAUTENG NORTH
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: BERTHA GXOWA LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUTS0616/001-13 (44740-002-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of relevant laboratory processes, equipment and procedures
■ 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 Vivian Sithoga (011) 489 8588, e-mail application to sgaunteng.recruitment@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: GAUTENG SOUTH
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: THEMBA LABORATORY
POSITION: OFFICER (ADMINISTRATION)
PAY GRADE: PAY ZONE C1
REFERENCE NUMBER: GAU0616/001-01 (44710-001-8016)

Key job responsibility

- Supervise support services e.g. receiving office, messengers, drivers, cleaners, and other services to ensure effective service to the laboratory.
- Perform vehicle inspections, and reconcile vehicle logbooks to ensure vehicles are maintained and serviced, and correctly licensed.
- Receive and dispatch courier parcels and/or specimen to facilitate efficient transportation of goods.
- Responsible for receipt of cash received for pathology services rendered.
- Responsible for ordering and receipting of goods to ensure adequate stock levels.
- Liaise and follow up with other laboratories regarding outstanding results.

Minimum requirements and key competency

- Grade 12
- 2-3 years relevant experience
- General office administration skills
- Computer skills
- Communication skills
- Interpersonal skills
- Supervisory skills
- Organisational skills
- Managing task diversity
- Develop team cohesiveness

Enquiries may be directed to Vivian Sithoga (011) 489 8588, e-mail application to squateng.recruitment@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: GAUTENG SOUTH
DISCIPLINE: CYTOPATHOLOGY
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: SUPERVISOR (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE C4
REFERENCE NUMBER: GAUTS0116/001-01 (41003-001-1209)

Key job responsibility

■ Supervise the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
■ Review and implement change of standard operating procedures in order to ensure the laboratory service is constantly able to provide a high quality, cost effective and safe service
■ Supervise and monitor laboratory processes and maintain the technical laboratory service to ensure the accurate processing of specimens and reliable results
■ Participate in the management and procurement of goods to ensure the most effective utilisation of resources, optimize stock levels, reduce cost and ensure availability of stock at all times
■ Assist in the generation of management reports as required to monitor work and performance status of the laboratory service and take corrective action when required
■ Liaise with customers in order to resolve service related issues, maintain a positive of the organisation and promote services of the NHLS
■ Implement and maintain the quality system that governs the laboratory service and components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements
■ Contribute to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise profitability of the section
■ Assist in the planning and supervising the activities of staff to ensure they achieve performance objectives and ensure the most optimal utilisation of available resources
■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/Laboratory to contribute to staff development and compliance with HPCSA requirements
■ Train and develop staff to ensure they have skills required by the organisation and are able to achieve their performance objectives
■ Arrange the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams
■ Implement safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
■ Perform the role of a medical technologist when required in accordance with operational needs.

Minimum requirements and key competency

■ National Diploma / Degree Biomedical Technology
■ Registered with the HPCSA in Cytology
■ Six (6) – Eight (8) years post qualification and experience in a diagnostic laboratory
■ Knowledge of laboratory processes and procedures
■ Assertiveness
■ Interpersonal skills
■ Computer skills
■ Attention to detail
■ Team leadership
■ Communication skills
■ Analytical skills.
BUSINESS UNIT: GAUTENG SOUTH
DISCIPLINE: MYCOBACTERIOLOGY LABORATORY (TB LAB)
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MEDICAL TECHNICIAN
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: GAUTS0616/001-01 (41814-011-7014)

Key job responsibility
■ Receive, prepare, sort and analyse specimens for testing ■ Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries ■ Maintenance and calibration of instruments, machines and equipment ■ Carry out all routine testing procedures ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times ■ Adhere to safety procedures and perform all required QC procedures ■ Training of students ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department / laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency
■ Qualified as a Medical Technician ■ Registration with HPCSA as Medical Technician in Clinical Pathology or Microbiology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technician ■ Experience in a laboratory environment ■ Knowledge of laboratory information system (DISA) ■ Technically orientated ■ Attention to detail ■ Communication, analytical and interpersonal skills ■ Team orientated ■ Willingness to work unsociable hours, weekends, public holidays.

Enquiries may be directed to Michael Ramalepe at (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
KZN REGION

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: CYTOLOGY PATHOLOGY LABORATORY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNIALCHCYT0616/001-001 (81113-007.8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements & key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Cytology Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of relevant laboratory processes, equipment and procedures
■ 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 Zinhle Nkonki @ (031) 327 6768, or e-mail application to zinhle.nkonki@nhls.ac.za visit the NHLS career page at http://intranet.nhls.ac.za

81
BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: CHEMICAL PATHOLOGY LABORATORY
LOCATION: KING EDWARD HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (AMMENDMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNKECHEM0616/001-02 (81302-001-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Chemical Pathology/Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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 Zinhle Nkonki @ (031) 327 6768, or e-mail application to zinhle.nkonki@nhls.ac.za visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: VIROLOGY LABORATORY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL
POSITION: ASSISTANT LABORATORY (X2 POSTS)
PAY GRADE: PAY ZONE B2
REFERENCE NUMBER: KZNIALCHVIR0616/001-03 (81111-001-002-8014)

Key job responsibility
■ Receive, sort and refer (where applicable) specimens for testing ■ Spin and label specimens appropriately for testing; collect and deliver samples where necessary ■ Liaise with the registration area regarding errors made during data capturing ■ Verify suitability of samples for processing according to the SOP ■ Verify and validates information on the LIS against specimens received and tests requested ■ Check suitability of specimen for processing according to set standard operating procedures ■ Carry out different laboratory procedures for specimen and/or media preparation for analysis in accordance with the specific test required and standard operating procedures up to final analysis ■ Perform tasks in support of the analytical process as per discipline requirements, e.g. specimen’s centrifugation, stain preparation, tracking missing samples, preparation of pipettes, cleaning of incubators and fridge and/or freezers ■ Operate an autoclave ■ Filling of completed working cards ■ Stores/retrieve data, samples/media (where applicable) to ensure traceability in accordance with procedures ■ Dispose of waste in accordance with standard operating procedures and legislation ■ Monitor and request stock on oracle ■ Collect stock from store room and packs stock away in the lab store room.

Minimum requirements & key competency
■ Grade 12 ■ Registration with HPCSA as Laboratory Assistant ■ Knowledge of laboratory information system ■ Technically orientated ■ Attention to detail ■ Team orientated.

Enquiries may be directed to Zinhle Nkonki @ (031) 327 6768, or e-mail application to zinhle.nkonki@nhls.ac.za visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: MICROBIOLOGY LABORATORY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL
POSITION: MEDICAL SCIENTIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNIALCHMICRO0616/001-04 (81109-002-9014)

Key job responsibility

- Be concerned with the teaching and training employees in laboratory skills and health sciences so that they have better skills, knowledge and understanding to provide improved and effective health care
- Be concerned with basic and applied research in line with the strategic objectives of the NHLS, in order to improve knowledge, provide conceptual thinking and understanding of health and related issues
- Be concerned with Research & Development to assess the appropriateness of tests; to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic and identification of services
- Be concerned with identifying and solving applied information technology development and data mining; technical problems related to routine laboratory testing and R&D so that an efficient, effective service is provided; and accurate and reliable research is carried out – operational problems (e.g. relating to epidemiology and surveillance) so that root causes are understood in order to implement appropriate solutions
- Be concerned with the total Quality Management of the laboratory which involves the implementation and monitoring of systems to ensure accurate and reliable results
- Be concerned with the application of specialised knowledge to diagnose disorders, diseases and pathogens or vectors of pathogens, and where necessary, provide consultation, so that appropriate treatment or control methods can be provided/implemented
- Be involved with routine Histology work

Minimum requirements and key competency

- BSc (Hons) / Masters
- Registration with the HPCSA as a Medical Scientist in the appropriate category
- Discipline-specific experience
- Computer skills
- Interpersonal skills
- Organisational skills
- Working knowledge of principles of good laboratory practice
- Working knowledge of Accreditation principles
- Unsociable hours.

Enquiries may be directed to Zinhle Nkonki @ (031) 327 6768, or e-mail application to zinhle.nkonki@nhls.ac.za visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PUBLIC HEALTH LABORATORY
POSITION: MEDICAL TECHNICIAN
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNPHL0616/001-05 (81406-009-7014)

Key job responsibility

- Receive, prepare, sort and analyse specimens for testing
- Phone abnormal and urgent results to doctors and nurses
- Maintenance and calibration of instrument, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospital and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency

- Qualified as a Medical Technician
- Registration with HPCSA as a Medical Technician (Clinical Pathology)
- Post qualification experience in a diagnostic laboratory as a Medical Technician
- Experience in a laboratory environment
- Knowledge of laboratory information system (DISA)
- Technically orientated
- Attention to details
- Communication
- Analytical
- Interpersonal skills
- Team orientated.

Enquiries may be directed to Promise Mncube at (031) 327 6740, e-mail application to promise.mncube@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ADDINGTON LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNADD0616/001-06 (81420-002-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents ■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes ■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act ■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media ■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems ■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services ■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist ■ Knowledge of relevant laboratory processes, equipment and procedures ■ 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 Promise Mncube at (031) 327 6740, e-mail application to promise.mncube@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: ETHEKWINI
DISCIPLINE: VIROLOGY
LOCATION: ADDINGTON LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNADD0616/001-07 (81420-003-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Virology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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 Promise Mncube at (031) 327 6740, e-mail application to promise.mncube@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST APPOLONARIS
POSITION: MANAGER (LABORATORY) (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE C2
REFERENCE NUMBER: KZNSTAPP0416/001-03 (85100-001-9011)

Key job responsibility

■ Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required ■ Review and implement change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service ■ Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results ■ Oversee asset management and procurement of goods to ensure the most effective utilisation of resources, optimise 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 ■ Liaise with customers in order to resolve service related issues, maintain a positive image of the organisation 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 ■ Contribute 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 laboratory ■ Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance ■ Plan and manage the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilisation of available resources ■ Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Train and develop staff to ensure they have skills required by the organisation and are able to achieve their performance objectives ■ Oversee and implements the Occupational Health and Safety to ensure a safe working environment and compliance with all legislation ■ Perform the role of Medical Technologist as required in accordance with operational needs.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology in Clinical Pathology ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Six (6) to Eight (8) years post registration with HPCSA ■ Communication, Interpersonal, Computer, Analytical and leadership skills ■ Basic knowledge of finance and general laboratory management ■ Knowledge of relevant laboratory processes and procedures ■ Ability to work under pressure and dealing with high work volumes ■ Willingness to work unsociable hours, shifts and public holidays.

Enquiries may be directed to Calvin Naidoo at (031) 327 6728, e-mail application to Calvin.naidoo@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DUNDEE LABORATORY
POSITION: MEDICAL TECHNICIAN
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNDUN0616/001-08 (87600-002-7014)

Key job Responsibility

- Receive, prepare, sort and analyse specimens for testing
- Phone abnormal and urgent results to doctors and nurses
- Maintenance and calibration of instrument, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospital and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency

- Qualified as a Medical Technician
- Registration with HPCSA as a Medical Technician (Clinical Pathology)
- Post-qualification experience in a diagnostic laboratory as a Medical Technician
- Experience in a laboratory environment
- Knowledge of laboratory information system (DISA)
- Technically orientated
- Attention to details
- Communication
- Analytical
- Interpersonal skills
- Team orientated

Enquiries may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za

89
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NEWCASTLE LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: KZNNEW0616/001-09 (87400-001-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of relevant laboratory processes, equipment and procedures
■ 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 Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: MAJU-MZINYATHI  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: NEWCASTLE LABORATORY  
POSITION: CLERK RECEIVING  
PAY GRADE: PAY ZONE B2  
REFERENCE NUMBER: KZNNEW0616/001-10 (87400-003-5008)

Key job responsibility

- Receive, prepare, sort and analyse specimens for testing
- Phone abnormal and urgent results to doctors and nurses
- Maintenance and calibration of instrument, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospital and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act.

Minimum requirements and key competency

- Grade 12
- Computer literacy
- Knowledge of laboratory information system
- Attention to detail
- Communication skills
- Ability to work under pressure within a team and deal with high work volumes
- Willingness to work unsociable hours and shifts
- Candidates will be required to do a typing competency test

Enquiries may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: MKHANYA-ZULU
LOCATION: HLABISA PATHOLOGY
POSITION: CLERK RECEIVING
PAY GRADE: PAY ZONE B2
REFERENCE NUMBER: KZNHLA0616/001-11 (87820-001-5008)

Key job responsibility

■ Receive, label and sort specimens for testing according to standard operating procedures ■ Verify suitability of specimen for processing and reject unsuitable samples in accordance with set standard operating procedures ■ Perform quick registration in accordance with standard operating procedures to facilitate rapid delivery of specimen to laboratory for processing ■ Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail ■ Handle administrative and incoming telephonic queries to facilitate good customer service ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time ■ Keep records of all dispatched referral specimens to ensure that specimens are received by designated laboratory.

Minimum requirements and key competency

■ Grade 12 ■ Computer literacy ■ Knowledge of laboratory information system ■ Attention to detail ■ Communication skills ■ Ability to work under pressure within a team and deal with high work volumes ■ Willingness to work unsociable hours and shifts ■ Candidates will be required to do a typing competency test

Enquiries may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: MKHANYA-ZULU
LOCATION: MSELENI PATHOLOGY
POSITION: CLERK RECEIVING
PAY GRADE: PAY ZONE B2
REFERENCE NUMBER: KZNMSEL0616/001-12 (87860-001-5008)

Key job responsibility

■ Receive, label and sort specimens for testing according to standard operating procedures ■ Verify suitability of specimen for processing and reject unsuitable samples in accordance with set standard operating procedures ■ Perform quick registration in accordance with standard operating procedures to facilitate rapid delivery of specimen to laboratory for processing ■ Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail ■ Handle administrative and incoming telephonic queries to facilitate good customer service ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time ■ Keep records of all dispatched referral specimens to ensure that specimens are received by designated laboratory.

Minimum requirements and key competency

■ Grade 12 ■ Computer literacy ■ Knowledge of laboratory information system ■ Attention to detail ■ Communication skills ■ Ability to work under pressure within a team and deal with high work volumes ■ Willingness to work unsociable hours and shifts ■ Candidates will be required to do a typing competency test

Enquiries may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: MPUMALANGA
LOCATION: MANAGEMENT AND ADMINISTRATION
POSITION: BUSINESS MANAGER
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-M0616/001-01

Key job responsibility

■ Contribute as a member of the senior management team to the strategic planning for the Region and develop operational plan of the Business Unit in alignment to NHLS strategic direction
■ Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets.
■ Develop and manage senior staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.
■ Conduct marketing and client liaison with external bodies e.g. Hospital Administration and 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 application 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
■ Manage and monitor the laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results
■ Oversee general management of contracts relating to equipment, security, cleaning, utilities, building maintenance etc. of business unit
■ Oversee 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

■ Post Graduate diploma / Degree (Honors) / NQF level 8 / NQF level equivalent Medical Specialist / Scientist in the field of pathology / Medical Technologist
■ HPCSA registration in relevant discipline
■ Business Management related qualifications
■ 10 years plus relevant experience of which 3-5 should be in a management role
■ Knowledge of OSHA
■ Knowledge of laboratory information and ERP
■ Knowledge of company and products produced systems
■ 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
BUSINESS UNIT: MPUMALANGA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PIET RETIEF LABORATORY
POSITION: CLERK LABORATORY
PAY GRADE: PAY ZONE B2
REFERENCE NUMBER: LIMP-M0616/001-02 (71900-002-5008)

Key job responsibility

- Receive, label and sort specimens for testing according to standard operating procedures.
- Capture patient information onto the system and check the type of specimen against the test required.
- Verify suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures.
- Create shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail.
- Administer the distribution of specimens to ensure the correctness, and prioritised channelling of specimens to the various disciplines.
- Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received by designated laboratory, processed and results returned timeously.
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time.
- Keep specimen request forms for audit purposes as required by standard operating procedures.
- Handle administrative queries, phoning out of results, initiate printing and faxing of reports in accordance with standard operating procedures.
- Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection.

Minimum requirements and key competency

- Grade 12
- 1-2 years’ experience in an appropriate laboratory environment
- Basic Computer Literacy
- Knowledge of laboratory information system
- Attention to detail, communication skills and team orientated
- Typing test to be conducted
BUSINESS UNIT: MPUMALANGA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WITBANK LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (1 RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-M0416/001-03 (71000-007-008-5008)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents ■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements ■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act ■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media ■ Conduct process and interpret tests in terms of SOP’s, managing quality at all times ■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source ■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems ■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services ■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders ■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology ■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist ■ Knowledge of relevant laboratory processes, equipment and procedures ■ 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.
BUSINESS UNIT: MPUMALANGA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WITBANK LABORATORY
POSITION: MEDICAL TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-M0416/001-04 (71000-002-7014)

Key job responsibility

■ Receive, prepare, sort and analyse specimen for testing ■ Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries ■ Maintenance and calibration of instruments, machines and equipment ■ Carry out all routine testing procedures ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times ■ Adhere to safety procedures and perform all required QC procedures ■ Training of students ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Comply with policies and procedures of the NHLS as well as the Occupational health and Safety Act

Minimum requirements and key competency

■ Qualified as a Medical Technician ■ Registration with HPCSA as a Medical Technician in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technician ■ Experience in a laboratory environment ■ Knowledge of laboratory information system (DISA) ■ Technically orientated ■ Interpersonal, computer, analytical, leadership and communication skills ■ Attention to detail ■ Team orientated working under minimum supervision and under pressure ■ Willingness to work unsociable hours, weekends, public holidays

Enquiries may be directed to Mabatho Moshidi@ (015) 296 3910, e-mail application to LIMPRegion@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: LIMPOPO EAST  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: MANKWENG LABORATORY  
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: LIMP-E0815/001-06 (62200-009-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: LIMPOPO WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MOKOPANE LABORATORY
POSITION: MEDICAL TECHNICIAN
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-W0616/001-01 (63000-002-7014)

Key job responsibility
■ Receive, prepare, sort and analyse specimen for testing ■ Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries ■ Maintenance and calibration of instruments, machines and equipment ■ Carry out all routine testing procedures ■ Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times ■ Adhere to safety procedures and perform all required QC procedures ■ Training of students ■ Participate in the delivery of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements ■ Comply with policies and procedures of the NHLS as well as the Occupational health and Safety Act

Minimum requirements and key competency
■ Qualified as a Medical Technician ■ Registration with HPCSA as a Medical Technician in Clinical Pathology ■ Post-qualification experience in a diagnostic laboratory as a Medical Technician ■ Experience in a laboratory environment ■ Knowledge of laboratory information system (DISA) ■ Technically orientated ■ Interpersonal, computer, analytical, leadership and communication skills ■ Attention to detail ■ Team orientated working under
BUSINESS UNIT: LIMPOPO WEST  
DIVISION: MANAGEMENT AND ADMINISTRATION  
POSITION: BUSINESS MANAGER  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: LIMP-W0616/001-01

Key job responsibility

■ Contribute as a member of the senior management team to the strategic planning for the Region and develop operational plan of the Business Unit in alignment to NHLS strategic direction  
■ Ensure effective and efficient utilisation of resources to achieve all required performance objectives/targets.  
■ Develop and manage senior staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives  
■ Conduct marketing and client liaison with external bodies e.g. Hospital Administration and 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 application 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  
■ Manage and monitor the laboratory quality system in accordance with SANAS accreditation requirements to ensure delivery of quality results  
■ Oversee general management of contracts relating to equipment, 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  
■ Oversee 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 and key competency

■ Post Graduate diploma / Degree (Honors) / NQF level 8 / NQF level equivalent Medical Specialist / Scientist in the field of pathology / Medical Technologist  
■ HPCSA registration in relevant discipline  
■ Business Management related qualifications  
■ 10 years plus relevant experience of which 3-5 should be in a management role  
■ Knowledge of OHSA  
■ Knowledge of laboratory information and ERP  
■ Knowledge of company and products produced systems  
■ 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.
BUSINESS UNIT: LIMPOPO WEST  
DISCIPLINE: MICROBIOLOGY DEPARTMENT  
DIVISION: BASED AT POLOKWANE LABORATORY  
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: LIMP-W0616/001-01(61006-001-1608)

Key job responsibility

This is a joint appointment with the University of Limpopo

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

Responsibilities include:

- Responsible for committing to final opinion on challenging diagnostic patient investigations, and in the capacity of registrar/junior pathologist supervision, to ensure that comment is comprehensive by giving due consideration to the complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report compatible with the clinical presentation.
- Guide the selection of appropriate specialised investigations in the work-up of difficult and challenging cases in order to arrive at a definite diagnosis in the most cost effective manner.
- Responsible for the appropriate allocation of specimens referred for second opinion to ensure that the cases are reviewed by the person with appropriate knowledge and experience for the pathology in question in order to provide the best possible expert opinion.
- Interacts with clients at clinics and at clinic-pathological meetings to ensure that investigations requested and diagnosis proposed are appropriate and compatible with the clinical presentation to ensure optimisation of patient management.
- Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations.
- Responsible for the financial, human resource and quality management of the laboratory or major subdivision thereof, in accordance with the rules, policies and procedures of the NHLS in order to ensure that all service obligations are fulfilled on time and meet or exceed prescribed quality standards.
- Directly responsible for the design, development and maintenance of the quality system that governs the laboratory to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements and relevant legislation.
- Manages “research & development” initiatives into potential new or enhanced technologies as well as to initiate the evaluation of commercially available reagents, tests and instrumentation and implement as appropriate, in order to ensure that the scope, quality, effectiveness and turnaround times of diagnostic pathology service output remain aligned with advances in the practice of medicine to satisfy clinicians needs as well as to ensure the most efficient and cost-effective utilisation of limited financial and manpower resources.
- Contributes toward the development of comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that the required level of competence is attained, as well as undertaking regular assessments to determine readiness for examination to ensure qualification and specialist HPCSA registration with the prescribed time period.
- Contributes to overall design of undergraduate curricula and or major sub-components thereof and responsible for compilation, delivery and evaluation for quality and appropriateness of content and effectiveness of teaching, in accordance with University requirements in order to ensure that the level of knowledge and skills transfer is satisfactory.
- Co-ordinates departmental Continuing Professional Development programmes to ensure that all medical and technical staff are informed of new developments with the practice of pathology and clinical medicine as appropriate, to enhance understanding of the principles of diagnostic techniques and to create an awareness of the relevance to patient care in order to provide a deeper meaning to routine laboratory work as well as to ensure compliance with HPCSA statutory requirements.

101
Minimum requirements and key competency

- MBBCH or equivalent medical degree
- FCPath and/or MMed or equivalent in relevant discipline
- Registration with HPCSA (as Pathologist in Microbiology)
- Minimum 2 year post qualification experience as Pathologist
- Minimum 1 year experience of aspects of laboratory management
- Strong leadership
- Good interpersonal skills
- Organisational skills
- Computer literacy
- Good report writing ability
- Time management
- Statistical skills
- Ability to set up diagnostic tests on LCMS, GC and HPLC platforms.
Key job responsibility

This is a joint appointment with the University of Limpopo

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

- Responsible for committing to final opinion on challenging diagnostic patient investigations, and in the capacity of registrar/junior pathologist supervision, to ensure that comment is comprehensive by giving due consideration to the complexities of the case and incorporating current knowledge to ensure that the conclusion presented in the final laboratory report compatible with the clinical presentation
- Guide the selection of appropriate specialised investigations in the work-up of difficult and challenging cases in order to arrive at a definite diagnosis in the most cost effective manner
- Responsible for the appropriate allocation of specimens referred for second opinion to ensure that the cases are reviewed by the person with appropriate knowledge and experience for the pathology in question in order to provide the best possible expert opinion
- Interacts with clients at clinics and at clinic-pathological meetings to ensure that investigations requested and diagnosis proposed are appropriate and compatible with the clinical presentation to ensure optimisation of patient management
- Available to provide expert advice to all internal and external customers in order to resolve clinical and diagnostic queries and concerns in a professional and timely manner and responds to complaints about any aspect of the diagnostic service output in a professional and timely manner to promote sound customer relations
- Responsible for the financial, human resource and quality management of the laboratory or major subdivision thereof, in accordance with the rules, policies and procedures of the NHLS in order to ensure that all service obligations are fulfilled on time and meet or exceed prescribed quality standards
- Directly responsible for the design, development and maintenance of the quality system that governs the laboratory to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements and relevant legislation
- Manages “research & development” initiatives into potential new or enhanced technologies as well as to initiate the evaluation of commercially available reagents, tests and instrumentation and implement as appropriate, in order to ensure that the scope, quality, effectiveness and turnaround times of diagnostic pathology service output remain aligned with advances in the practice of medicine to satisfy clinicians needs as well as to ensure the most efficient and cost-effective utilisation of limited financial and manpower resources
- Contributes toward the development of comprehensive learning objectives and training programmes in order to guide the teaching and training of registrars to ensure that the required level of competence is attained, as well as undertaking regular assessments to determine readiness for examination to ensure qualification and specialist HPCSA registration with the prescribed time period
- Contributes to overall design of undergraduate curricula and or major sub-components thereof and responsible for compilation, delivery and evaluation for quality and appropriateness of content and effectiveness of teaching, in accordance with University requirements in order to ensure that the level of knowledge and skills transfer is satisfactory
- Co-ordinates departmental Continuing Professional Development programmes to ensure that all medical and technical staff are informed of new developments with the practice of pathology and clinical medicine as appropriate, to enhance understanding of the principles of diagnostic techniques and to create an awareness of the relevance to patient care in order to provide a deeper meaning to routine laboratory work as well as to ensure compliance with HPCSA statutory requirements.

Minimum requirements and key competency
■ MBBCH or equivalent medical degree ■ FCPath and/or MMed or equivalent in relevant discipline ■ Registration with HPCSA (as Pathologist in Histopathology) ■ Minimum 2 year post qualification experience as Pathologist ■ Minimum 1 year experience of aspects of laboratory management ■ Strong leadership ■ Good interpersonal skills ■ Organisational skills ■ Computer literacy ■ Good report writing ability ■ Time management ■ Statistical skills ■ Ability to set up diagnostic tests on LCMS, GC and HPLC platforms.
BUSINESS UNIT: LIMPOPO WEST
DISCIPLINE: HISTOPATHOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-W0416/001-09 (61002-003-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Histopathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of relevant laboratory processes, equipment and procedures
■ 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.
BUSINESS UNIT: LIMPOPO WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-W0616/001-02 (61004-004-8014)

Key job responsibility

■ Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
■ Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
■ Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA as a Medical Technologist in Clinical Pathology
■ Post-qualification experience in a diagnostic laboratory as a Medical Technologist
■ Knowledge of relevant laboratory processes, equipment and procedures
■ 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.
BUSINESS UNIT: LIMPOPO WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HELEN FRANZ LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-W0616/001-01 (63200-001-8014)

Key job responsibility
- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency
- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: LIMPOPO WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PHILADELPHIA LABORATORY
POSITION: MEDICAL TECHNICIAN
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: LIMP-W0616/001-01 (53560-005-7014)

Key job responsibility

- Receive, prepare, sort and analyse specimen for testing
- Phone abnormal and urgent results to doctors and nurses, deal with all routine enquiries
- Maintenance and calibration of instruments, machines and equipment
- Carry out all routine testing procedures
- Ensure that wards, referring hospitals and clinics receive their results according to set turnaround times
- Adhere to safety procedures and perform all required QC procedures
- Training of students
- Participate in the delivery of Continuing Professional Development/ (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Comply with policies and procedures of the NHLS as well as the Occupational health and Safety Act

Minimum requirements and key competency

- Qualified as a Medical Technician
- Registration with HPCSA as a Medical Technician in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technician
- Experience in a laboratory environment
- Knowledge of laboratory information system (DISA)
- Technically orientated
- Interpersonal, computer, analytical, leadership and communication skills
- Attention to detail
- Team orientated working under
To perform various laboratory tasks relating to the range of diagnostic tests performed at the National Institute for communicable Diseases – this should be done with appropriate supervision e.g Laboratory or Technical manager. Contribute to the HIV vaccine trial and perform endpoint testing and associated administration with regards to HVTN Diagnostic testing.

**Key job responsibility**

- Oversee the daily operations of the HVTN Diagnostics serology section and ensure that all work is up to date or in process
- Serve as a back-up to the lab manager for the HVTN Diagnostics section of the Serology Lab and any other tasks allocated by the supervisor
- Manage HVTN administration
- Conduct testing in the HIV Virology serology laboratory. This will include but is not limited to: * Receive and process vaccine trial specimens * Perform HIV ELISA tests * Perform HIV rapid tests on the Multispot Test kit * Perform HIV Western Blot Assays * Validate and report test results * Assist with training when necessary
- Maintain vaccine Trial Quality Assurance procedures and documentation
- Liaise with the clinics and processing Labs to resolve queries surrounding patient details, laboratory results and other queries
- Perform various diagnostic laboratory tests in the Serology laboratory
- Maintain quality assurance and quality control procedures which include the following: * Maintain equipment and report faults to LQR/ Lab manager * Writing and reviewing of SOP’s
- Write out nonconformance, corrective action, preventive action and root cause analysis reports
- Monitor IQC performance
- Maintain a safe and clean laboratory environment
- Order and replace reagents and laboratory consumables
- Evaluate various assays when necessary and compile data for these assays (e.g HIV Rapid Kit Evaluations)
- Participate and/or present data at informal of formal scientific meetings
- Train and evaluate competency (HVTN section) for students, scientists and other staff
- Travel for training if necessary
- Any other duties allocated by the supervisor in terms of routine testing/administration.

**Minimum requirements and key competency**

- National Diploma in Medical Technology or Biomedical Technology with serology experience
- 5 years post-qualification experience
- Computer skills (LIMS/Microsoft packages)
- Communication skills
To manage the IT client Service Unit of the Information Technology Department to ensure the best possible Client Service Management is provided to the Business of the NHLS to meet the objective of the organisation.

Key job responsibilities:

■ Manage the day-to-day functions of the IT Client Services Unit to ensure effective IT service delivery and support. ■ Contribute as member of the IT management team with regards to strategic planning of IT to ensure the collaborative meeting of the business objectives of the NHLS ■ Prepare and manage the IT client Service Unit budget (capital and operational expenditure) to ensure the most effective utilization of financial resources and maintenance of costs within budgets ■ Develop and implement service level management strategy, policies, procedures and specific SLA with the internal business units and external vendors to ensure effective service delivery ■ Compile, validate and present monthly IT management reports relating to the performance of IT service levels achieved by the various IT units and external IT vendors ■ Manager client relations with line of business stakeholders in order to ensure effective IT service delivery in line with business needs ■ Be responsible for IT Change Management to ensure effective IT governance ■ Ensure effective Software and Hardware Asset Management to control software and hardware repositories ■ Manage and develop staff in order to ensure that IT staff are skilled and equipped to perform their tasks efficiently ■ Stay abreast of best practice technology and recommend implementation of new technology in line with specific business needs.

Minimum requirements and key competency

■ Degree/diploma in Information Technology ■ ITIL Service Management ■ 10 – 12 years Generalist IT experience spanning IT operations, applications and service level management ■ 3-5 years management experience ■ COBIT, contribution to strategic planning, performance management, project management, ■ Knowledge of service level management ■ Knowledge of strategic planning ■ Knowledge if financial management ■ Knowledge of incident, problem, change and release management ■ Knowledge of Software and Hardware asset management ■ Knowledge of control objectives of IT ■ People management skills and leadership ■ Communication skills (verbal and writing) ■ Interpersonal skills ■ Negotiation skills ■ Ability to work independently
BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR HIV AND STI  
LOCATION: SANDRINGHAM  
POSITION: EPIDEMIOLOGIST (RE-ADVERTISEMENT)  
PAYGRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: NICD0915/001-10

To provide epidemiology expertise for a range of surveillance activities undertaken by the Centre for HIV and STI

Key job responsibilities:

■ Participate in the planning, execution and management of HIV and STI-related surveillance activities  
■ Provide epidemiology support for any other projects as required (including but not limited to study conception and design, protocol development, data collection and analysis)  
■ Ensure that the outputs from the aforementioned projects are disseminated via appropriate channels, including NICD website, scientific journals and regular reports  
■ Write grant proposals and secure funding for the HIV and STI related surveillance projects  
■ Participate in the writing and submission of scientific papers and presentations to relevant scientific meetings on the aforementioned projects  
■ Participate in relevant internal, provincial, national and international meetings  
■ Provide skill transfer to trainees and participate in teaching and supervision of students  
■ Support the academic programme of the centre.

Minimum requirements and key competency

■ MSc degree in Epidemiology and Biostatistics or MPH (Epidemiology focus) or MMed (Public Health) or MBChB and MPH  
■ PhD in Public Health will be an added advantage  
■ 3 years’ experience in applied infectious disease epidemiology, surveillance  
■ Proven track record in public health research as indicated by record publications and or presentations at scientific meetings  
■ Valid South African Driver’s license (Code B)  
■ Knowledge of epidemiology and statistical methods  
■ Computer literacy and high levels of competence with data management programmes (Excel, Access, SQL, etc)  
■ Knowledge of statistical analysis programmes, (STATA, SAS and/or GIS)  
■ Understanding of the HIV and STI epidemic in South Africa  
■ Excellent inter-personal and written/verbal communication skills  
■ Leadership and management skills  
■ Problem solving skills  
■ Time management skills  
■ Thorough attention to detail  
■ Team-orientated  
■ Scientific writing skills

Enquiries may be directed to Gomotsang Mogomane @ (011) 386 6425, e-mail application to gomotsang.mogomane@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: HEAD: INFORMATION TECHNOLOGY
PAYGRADE: PAY ZONE D3
REFERENCE NUMBER: NICD0616/001-02

To formulate and direct NICD’s IT strategy as well as leading other key technology initiatives and practices across the organisation ensuring that NICD is up to date with the latest technology in alignment with strategic goals and plans.

Key job responsibilities:

Networking
- Responsible for the overall performance of the NICD network
- Assist in the planning and implementation of additions, deletions and major modifications to the supporting infrastructure company-wide
- Implements network security at the corporate level as established by corporate Security Director
- Recognises necessary network improvements and makes suggestions to senior management.

Applications
- Responsible for all NICD IT applications
- Ensure all applications are relevant and up to date
- Make recommendations regarding new applications
- Ensure synergy across all NICD applications
- Help Desk Administration (Service and Support)
- Responsible for all service and support related matters
- Coordinates the resolution of all corporate help desk activities
- Service and support needs to be maintained at the highest level at all times

Asset Management
- Helps to decide, in conjunction with corporate leadership, which software and hardware products and other equipment are most suited for use within NICD infrastructure
- Oversees IT-related asset purchases on a company-wide basis
- Manages software licenses on a company-wide basis
- Ensures all hardware is at the required maintenance level

Training and Lab Maintenance
- Ensure that all staff is adequately trained at all times
- Formulate a business continuity plan
- Internal systems
- Manage all other NICD internal IT systems
- Participate in epidemiologic research related to surveillance data

Internal Systems
- Manage all the other NICD internal IT systems

Minimum requirements and key competency
- BSc (Computer Science)
- Windows Server, Intel
- 5-10 years’ experience in leading team including technical support, managing delivery to deadlines, standard communication with more senior management
- 5-10 years’ experience
- SQL knowledge
- Oracle experience
- Re-engineering of Business processes
- Experience in running a production environment with its associated admin tasks
- Experience in using Microsoft and Unix servers including working knowledge of operating systems
- Experience with GIS data structures
- Communication skills
- Performance Management
- Staff Management including budgeting
- Report writing skills
- Ability to deal with or handle confidential information
- Project management skills
- Analytical skills
- Accuracy skills
- Interpersonal skills
- Attention to detail.

Enquiries may be directed to Gomotsang Mogomane @ (011) 386 6425, e-mail application to gomotsang.mogomane@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
To provide support to staff in the Virology Division, of the Centre for Enteric Diseases by performing routine technical procedures.

Key job responsibilities

- Clean, sort and label the CED specimen repository using the PACS system under supervision.
- Receive clinical specimens in the CED laboratory and store clinical specimens in the repository in a timely manner.
- Log patient specimen data onto database, if required.
- Dispose of clinical material in accordance with standard operating procedures and legislation.
- Carry out routine laboratory procedures under supervision, as required by CED staff.
- Perform tasks in support of CED activities including but not limited to glassware wash-up, autoclaving / sterilization of glassware and consumables, media preparation, equipment maintenance and cleaning, laboratory cleanliness, prescribed waste disposal etc.
- Monitors temperature controlled units according to QC procedures, if required.
- Monitors stock availability of consumables to ensure availability of all necessary commodities, if required.
- Applies all safety and housekeeping regulations according to policy and legislation to ensure a safe working environment.

Minimum requirements and key competency

- Qualified as Medical Technician.
- Registration with the HPCSA as a Medical Technician.
- Experience in a SANAS accredited laboratory an advantage.
- Attention to detail.
- Technically Orientated.
- Basic computer skills.
- Computer literate on MS Office.
- Working in a hazardous environment and being very safety conscience.
- Ability to follow a standard operating procedure.
To collect data and sputa for surveillance and research purposes from rifampicin resistant and multidrug resistant TB patients during patient interviews at designated community based sites in Pietermaritzburg, KZN

Key job responsibilities

- Identify eligible patients with RRTB and MDR TB by liaison with the relevant institutions and by using other methods that has been put in place for the site.
- Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data.
- Interview patients using a standardized form and to instruct the collection of a non-invasive sample [e.g. sputum].
- Assist surveillance officers with specimen collection (sputum).
- Assist the project manager / project district coordinator with identifying problems with the system and recommending solutions.
- Complete case report forms by interview and submit to the NICD timeously.
- Photocopy and file surveillance and research records on-site after data collection, according to the relevant protocol.
- Compile site statistics as required by line manager and / or Surveillance Officer.
- Work effectively with existing DOH system in the district / region to achieve the objectives within the project / program.
- Perform tasks assigned by the line manager and / or Surveillance Officer, related to the surveillance and research project / program and other GERMS-SA / NICD surveillance programmes.

Minimum requirements and key competency

- Grade 12 and training as a Community Health Worker essential
- Experience as a community health worker essential
- Short course / Certificate in counseling desirable
- Public Health Sector experience 1 year desirable
- Good knowledge of local clinics and surrounding areas is desirable
- Computer literacy
- Good communication skills
- Interpersonal skills

Enquiries may be directed to Zanele Zulu @ (011) 885 5399, e-mail application to zanele.zulu@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TROPICAL AND HOSPITAL INFECTIONS
LOCATION: SANDRINGHAM
POSITION: FIELD PROJECT COORDINATOR (01 JULY 2016-31 MARCH 2017)
PAY GRADE: C3
REFERENCE NUMBER: NICDCDC0616/001-03

To assist in coordinating activities related to the cryptococcal screen-and–treat programme with a focus on clinical training. To provide assistance with cryptococcal screen-and–treatment programme related research activities.

Key job responsibilities

- Assist with the development of standardised clinical materials
- Review and update teaching materials in order to keep them up to date and for consistency and accuracy
- Liaise with Department of health, regional training centres and PEPFAR-funded partners
- Co-ordinate and provide on-site clinical training for health care workers
- Develop and host skills-building workshops
- Assist with coordinating of research work at local sites
- Assist with obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permission and ethically
- Participate in stakeholder meetings
- Update existing NICD SOPs and write new SOPs to ensure that best practice guidelines are maintained
- Maintain strict confidentiality
- Carry out any reasonable instruction as required by line manager.

Minimum requirements and key competency

- 4 year Professional qualification (Nursing, Pharmacy, Occupational Therapy, Physiotherapy or other health related course)
- Registration with the appropriate regulatory body
- Masters in Public Health (Epidemiology), MSc Epidemiology or progress towards the said post graduate training advantageous
- 3 years post qualification experience in research
- Knowledge of surveillance and research methodologies
- Knowledge of Good Clinic Practice
- Computer skills
- Planning and organising skills
- General Management skills
- Administrative skills
- Communication skills (Verbal and written; good telephone manner)
- Interpersonal skills
- Valid driver’s license and own car-essential
- Confidentiality.
Cryptococcal meningitis, a common opportunistic infection, is a leading cause of death among South Africans with HIV/AIDS. Reflex laboratory screening for cryptococcal antigenaemia is being expanded across the country. A medical technologist is needed to assist with laboratory training, implementation and evaluation of laboratory testing and quality assurance for this programme. To assist in troubleshooting related to cryptococcal disease screening tests and to train students and registrars.

Key job responsibilities
- Conduct on-site training for NHLS laboratory staff on CrAg testing and troubleshooting
- Assist with on-site quality assurance and lab safety with regards to CrAg testing
- Assist with setting up proficiency testing scheme for the cryptococcal screening programme
- Assist implementation automated CrAg EIA testing at high volume CD4 labs
- Conduct and monitor a variety of diagnostic analyses of patient specimens to provide an accurate laboratory test results for fungal pathogen for national surveillance
- Comply with policies of the NHLS, accreditation procedures and standard operating procedures (SOPs)
- Assist in troubleshooting of routine tests in order to solve problems timeously and to avoid unnecessary delays in provision of results
- Maintain safe standards in accordance with the OSH Act
- Contribute to the formal teaching and assessment of students (NHLS and University) to ensure that they ir knowledge and understanding of the relevant discipline meets academic/degree requirements
- Train students, registrars and technical staff in laboratory skills and health sciences to ensure that they can deliver improved and effective diagnostic services
- Assist with total quality management of the research laboratory to ensure accurate and reliable results
- Assist with preparation of regular reports for the dissemination of results
- Assist with relevant research (basic and applied) that promotes departmental interest in order to gain new knowledge and improve understanding line with the NICD’s goal of becoming a world-class public health organisation
- Maintain strict confidentiality
- Carry out any reasonable instruction as required by line manager.

Minimum requirements and key competency
- National diploma in medical technology or biomedical technology
- Registration with HPCSA as a medical technologist (microbiology or clinical pathology)
- Post qualification laboratory experience
- Mycology /CD4 lab experience would be advantageous
- Knowledge of Good Laboratory Practice
- Knowledge of accreditation principles
- Computer literacy
- Planning and organising skills
- Administrative skills
- Communication skills (Verbal and Written; good telephone manner
- Interpersonal skills
- Confidentiality
- Willing to travel within South Africa.
Cryptococcal meningitis, a common opportunistic infection, is a leading cause of death among South Africans with HIV/AIDS. Reflex laboratory screening for cryptococcal antigenaemia is being expanded across the country. A medical officer / pathologist is needed to assist with implementation and evaluation of this programme.

Key job responsibilities

- Manage and coordinate the reflex laboratory screening programme for cryptococcal antigenaemia, including studies nested within the programme
- Update study protocols and to submit these for ethics clearance
- Manage the project team, as per the project Organogram
- Liaise with the NHLS CDW team to develop a national dashboard for the screen-and-treat programme
- Conduct training of healthcare workers
- Supervise and check the clinical case report forms for correctness of data
- Regularly communicate with major project stakeholders such as national, provincial and district health depts., NHLS, PEPFAR partners, CDC, USAID and speedily resolve issues related to implementation of the project
- Supervise production of surveillance reports
- Conduct site visits for surveillance and study purpose
- Assist the Centre administrator to organize stakeholder and team meetings
- Follow up on clinical queries related to screening programme and to provide clinical advice to optimize patient management
- Provide technical assistance to other health care workers when on call for the NICD’s 24-hour hotline
- Analyse and present programme data at conferences (local and international) and publish scientific papers
- Attend clinical ward rounds and teach laboratory and clinical staff
- Write grant progress reports and reports after site visits, meetings etc.
- Manage the budget planning process and to oversee grants administration for the project
- Lead (or assist with) studies nested within or related to the cryptococcal screening programme
- Supervise students based within NICD-COTH

Minimum requirements and key competency

- MBBCh or equivalent degree
- Pathologist with FC Path (SA) in Microbiology or Clinical pathology or progress towards this post graduate qualification advantageous
- Registration with the HPCSA as an independent medical practitioner/pathologist
- MBBCh or equivalent degree with at least 5 years working experience (post-qualification)
- Knowledge of surveillance and research methodologies
- Knowledge of Good Clinical Practice
- Computer literacy
- Planning and Organising skills
- General management skills
- Administrative skills
- Communication skills (Verbal and written; good telephone manner)
- Interpersonal skills
- Valid driver’s license and own car
- Confidentiality
- Any laboratory experience would be advantageous
- A public health / epidemiology and biostatistics qualification would be advantage. Interest in epidemiology, infectious diseases, surveillance and research
- Track record of project and team management.
BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR HIV AND STI
LOCATION: SANDRINHAM
POSITION: MEDICAL TECHNICIAN (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: DOE
REFERENCE NUMBER: NICDCDC0616/001-01

To perform laboratory specimen preparations and related procedures in terms of pre and post testing standard operating procedures under supervision

Key job responsibilities

- Receive, sort and refer (where applicable) specimens for testing
- Spin and label specimens appropriately for testing
- Liaise with the registration area regarding errors made during data capturing
- Check suitability of specimen for processing according to set standard operating procedures
- Perform task in support of the analytical process as per discipline requirement; which include 1. Specimen processing (including digestion), centrifugation and aliquoting, 2. Protection against light, 3. Stain preparation, 4. Tracking missing samples, 5. Focal point equipment competence, 6. Ziehl Neelsen staining of slides for Mycobacterium, 7. GeneXpert testing for TB, 8. Perform urine antigen testing for legionella and Streptococcus pneumonia, 9. Labeling and sorting of slides and forms parity, 10. Monitoring of relevant equipment to ensure it is maintained and in good working order, 11. Storage of samples in fridge/freezer before shipping to site, 12. Packaging and shipping samples from surveillance sites to NICD
- Store, retrieve data, samples and media (where applicable), in accordance with procedures
- Disposal of waste in accordance with standard operating procedures and legislation
- Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab
- To assist with maintaining stocks and inventories of surveillance documents
- Comply with policies and procedures of the NHLS, Quality Standards and Occupational Health and Safety Act
- Appropriate trouble shooting on lab equipment and specialized equipment to ensure continuous testing of specimens
- Prepare specimen collection materials for surveillance officers
- Trace and maintain a database of routine investigations and surveillance results such as imaging and laboratory tests for patients enrolled in surveillance and nested studies. Check results from lab system
- Manage study supplies for the site and prepares sample collections packs for the surveillance team
- Prepare samples for storage at site and for transportation to NICD, including completion of temperature logs, sample collection logs, shipping logs etc.
- Assist with ad-hoc administrative tasks in the lab to ensure quality control

Minimum requirements and key competency

- Medical Technician qualification
- Registered with the HPCSA as a Medical Technician
- 1-3 years’ experience in a laboratory environment
- Knowledge of laboratories
- Knowledge of Occupational Health and safety Act
- Computer literate
- Technically Orientated
- Attention to detail
- Team Oriented
- Good Communication skills.
To provide technical assistance, monitor and improve the effectiveness of the quality system of HIV rapid testing at HCT sites and as part of a technical assistance programme and in accordance with the principles of Good Laboratory Practice and ISO 15189, ISO22780 for POCT and CLS guides for point of care testing for HIV.

Key job responsibilities

The provision of technical assistance as part of PEPFAR-lab support in the following areas:
■ Develop, maintain and review the Guidelines for HIV rapid testing and Standard Operating Procedure (SOP) database to ensure that contents are aligned with current guides including ISO 15189, ISO 22780 with regard to HIV rapid testing at HCT sites ■ Develop and maintain a system to control and distribute current SOPs in accordance with HIV rapid testing policy and ensure compliance with ISO 15189 and/ or equivalent guides for point of care testing for HIV ■ Institute programmes for monitoring and evaluation (technical audits) to assess effectiveness and ensure continued improvement of the quality system in line with ISO 15189 and / or other regulatory requirements for HIV rapid testing ■ Liaise with the National and Provincial Departments of Health to facilitate training, monitoring and evaluation programmes to ensure objective review of the quality system and corrective action of non-conformances raised ■ Facilitate Quality Assurance meetings and co-ordinate management review meetings to ensure continued self-assessment ■ Train staff at HCT sites countrywide on the quality management of HIV rapid testing ■ Provide input on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within across the country for HIV rapid testing ■ Provides input to ensure a safe working environment and compliance with all safety legislation ■ Report writing including monitoring and evaluation and development of appropriate plans.

Minimum requirements and key competency
■ 3 year relevant Medical Technologist Diploma / Degree ■ Relevant training in quality management essential ■ Auditing experience an advantage ■ 5 years’ experience post qualification within an appropriate laboratory setting ■ Application of relevant ISO standards essential ■ Communication skill (written and verbal) essential ■ Knowledge of principles and practice of quality management systems essential ■ Experience and knowledge of relevant ISO standards essential ■ Computer literacy (Word, Excel, and Q pulse) essential ■ Internal auditing advantageous ■ Programme management (advantageous).
BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: BASED IN MPUMALANGA, MAPULANENG HOSPITAL
POSITION: SURVEILLANCE OFFICER (RE-ADVERTISEMENT) (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0316/001-04

To collect clinical data from patients at designated sites for surveillance and research purposes. The surveillance officer will be involved in clinic, community and hospital – based surveillance and research for programmes that fall within the Centre for Respiratory Diseases and Meningitis.

Key job responsibilities

■ Rapidly identify surveillance cases by (1) close liaison with the clinical laboratory, (2) daily review of all laboratory records, and (3) by using other methods that have been put in place for that site ■ Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■ Complete case report forms by interview and / or record review and submit to the NICD timeously ■ Conduct pre- and post-counseling for HIV testing, as specified in the relevant surveillance or research protocol ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ File surveillance and research records on site after data collection, according to the relevant protocol ■ Compile site statistics, as required by line manager ■ Actively participate in and contribute to surveillance related activities, e.g. special research studies nested within the surveillance programme, programme evaluations, etc. This may include activities such as patient enrolment into research projects, follow-up of patients, collecting specimens from patients, travel to patient homes or health facilities in the local area, obtaining information from clinics or hospitals management as well as any reasonable task assigned by the line manager ■ Assist to obtain permission and ethics approval for surveillance and research activities in the region ■ Perform tasks assigned by the line manager, related to CRDM surveillance and research.

Minimum requirements and key competency

■ Registered as a Professional Nurse (Registered / Enrolled Nurse) ■ SANC registration ■ Counseling course recommended ■ 3-5 years clinical work, post qualification experience ■ 2-3 years in clinical research would be an advantage ■ Good communication skills ■ Crisis intervention skills ■ Counseling skills ■ Interpersonal and people skills ■ Ability to work under pressure ■ Attention to detail is essential ■ Ability to maintain confidentiality of data.
BUSINESS UNIT: NICD
DISCIPLINE: NATIONAL CANCER REGISTRY
LOCATION: SANDRINGHAM
POSITION: DATA ANALYST (RE-ADVERTISEMENT) (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: C2
REFERENCE NUMBER: NICDCDC0316/001-04

To create and maintain a national database of laboratory HIV data using NHLS data for the South African HIV Cancer match study.

Key job responsibilities
- Extract data from NHLS CDW using SQL
- Routinely check for new records (iterative process)
- De-duplicate using CDW linkage software
- Learn record linkage using G-link or linkage software
- Data Cleaning
- Preparing datasets for researchers as per concept sheets
- Server maintenance and back-up of records
- Maintenance of standard operating procedures as a concept sheet tracing.

Minimum requirements and key competency
- Diploma in computer science or related field
- Minimum 2 years relevant experience post-qualification experience
- Experience with SQL programming
- Knowledge of back-up systems
- Knowledge of statistical software package for epidemiological analysis such as STATA or SAS.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to Zinhle.buthelezi@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
NATIONAL INSTITUTES FOR OCCUPATIONAL HEALTH REGION

BUSINESS UNIT: NIOH
DISCIPLINE: DEPARTMENT OF BIOBANK & QUALITY ASSURANCE
LOCATION: BRAAMFONTEIN
POSITION: BIOINFORMATICS SCIENTIST (AMENDMENT)
PAY GRADE: D1
REFERENCE NUMBER: NIOH016/001-01(91011.001.1133)

Key job responsibility

- Maintain Biobank database and ensure continuity
- Create, Maintain and Support open source database and limited access database
- Designing an informatics platform using existing software integrating work flows for Biobank applications
- Small and large data analysis and comparing sequence database
- Diagnosis of hardware faults and arrange repairs by service providers to ensure service continuity within the Biobank
- Perform administration duties with regards to service Request allocated and record for audit purpose
- Implement cooperation platform and technical informatics framework for Biobank
- Maintenance and improvement of existing analysis software tools and data sharing infrastructure

Minimum requirements and key competency

- BSc/MSc/PhD in Computer Science/Biological Science/Bioinformatics/Health information technology
- Experience in database management Oracle/SQL
- Experience/Knowledge of Lims
- Good analytical skills
- Good computer skills
- Good Interpersonal Skills
- Good Organisational skills
- Sound knowledge of principles of good laboratory practice
- Sound knowledge of accreditation principles engines
- Communication skills
- Must be proactive at all levels
- Comfortable with changing environment
- Multitasking skills
- Ability to meet deadlines, work under pressure and as part of a team.
BUSINESS UNIT: NIOH  
DISCIPLINE: DEPARTMENT OF ANALYTICAL SERVICES  
LOCATION: BRAAMFONTEIN  
POSITION: MEDICAL TECHNICIAN  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: NIOH0616/001-01(91072.001.7014)

Key job responsibility

■ To carry out routine testing procedures on specimens in order to obtain accurate results to be used by clients
■ To conduct samples preparation which includes but not limited to manual dilutions, microwave oven digestions etc.
■ To be responsible maintenance, verification and calibration of laboratory instruments
■ To prepare specimens prior to analysis to ensure suitability for the specific test to be carried out
■ Co-ordinate wastes for the entire NIOH
■ Changing Gas cylinders for both inorganic and organic sections
■ General laboratory duties
■ To run quality control procedures to ensure that accurate results can be generated
■ To provide support to internal and external research projects
■ To assist in method development for routine and non-routine development for SANAS accreditation
■ To perform validation methods and validation summary reports
■ Troubleshooting of specific methods and instruments
■ Responsible for rejection and acceptance of analytical assays according to NHLS/NIOH Standard Operating Procedures (SOP)
■ To maintain the laboratory machines/instruments and calibration in order to avoid unnecessary shut-down times and service interruptions
■ To assist with the training of internal and external junior & senior student and interns under with reference to instruments analysis, sample preparation, quality assurance, health and safety to ensure that students are adequately trained to meet NHLS needs
■ To perform all analytical services related administrative and logistical functions
■ Liaise with clients in order to assist with turnaround times as well as query resolution
■ Responsible for reporting Non-conformances and conduct root cause analysis
■ Undertake all general laboratory duties

Minimum requirements and key competency

■ Relevant discipline, with minimum of National Diploma
■ Registration with HPCSA would be an advantage
■ Minimum 3 years working in an analytical chemistry laboratory
■ Working Knowledge and experience with inorganic or organic chemistry instruments and techniques in sample preparation and instrument preventative maintenance
■ Working knowledge and experience with good laboratory practice
■ Working of accreditation principles
■ Train experience and intern scientist
■ Understanding of quality assurance principles
■ Management and Mentoring skills
■ Attention to detail
■ Ability to work accurately and independently
■ Multitasking skills
■ Ability to meet deadlines, work under pressure and as part of a team
■ Computer literacy (MS Office, excel & power point).
BUSINESS UNIT: NIOH
DISCIPLINE: DEPARTMENT OF ANALYTICAL SERVICES
LOCATION: BRAAMFONTEIN
POSITION: MEDICAL SCIENTIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: NIOH0616/001-02(91072.001.9014)

Key job responsibility

■ To provide Analytical services to health professional in the public and private sectors, support research and training in occupational and environmental health. ■ Conduct specialised tests on toxic and hazardous substances in biological and environmental specimens timeously in accordance with laboratory accreditation standards ■ To provide support to internal and external research projects ■ Perform method development semi-independently for routine and non-routine development for SANAS accreditation ■ Conduct teaching and training to experiential students, intern scientists, technicians/technologists, lab assistants and others for capacity building. Apply Good Laboratory Practice (GLP), detection and rectification of non-conformances and maintenance of quality assurance programmes in the labs. ■ Develop, review and update laboratory documentation in line with SANAS requirements ■ Participate in proficiency testing schemes in order to maintain SANAS accreditation and client confidence ■ Responsible for maintenance of laboratory statistics in order to identify and rectify trends ■ Responsible for the management of LIMS in the laboratory ■ To perform all general laboratory functions and administration as required.

Minimum requirements and key competency

■ BSc (Hons) in chemistry related fields ■ HPCSA registration as a Medical scientist within the relevant field ■ 2 to 3 years post qualification laboratory experience ■ Knowledge of the use of laboratory equipment’s ■ Working knowledge of principles of good laboratory Practice ■ Working knowledge of accreditation principle ■ Knowledge of Laboratory health and safety ■ Chemical Analysis skills ■ Attention to detail ■ Computer literacy ■ Report writing skills ■ Attention to detail ■ Ability to work accurately and independently ■ Organisational skills ■ Multitasking skills ■ Ability to meet deadlines, work under pressure and as part of a team ■ Communication skills ■

Enquiries may be directed to Mpho Tau at 011 489 9009, e-mail application to niohrecruitment@nioh.nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: TYGERBERG
DISCIPLINE: HISTOPATHOLOGY
POSITION: PROSECTOR
PAY GRADE: B4
REFERENCE NUMBER: COATYG616/001-01 (11002-001-7017)

Key job responsibility

- Receiving, sorting and cross referencing of specimens and Histology slides for data capturing for post mortem examination
- To collect Histology slides from Pathologists for filing in numerical order in the archive
- To extract slides from the archive on the Pathologist’s request and see that it is delivered to the Pathologist
- Prepare trim lab and dissection room for the next day’s work (i.e. cleaning trim table, wash instruments, see that enough aprons and hand towels are available, disinfectant is topped up and washing of all glassware
- Receiving cadaver at mortuary and extracting blood from body for a HIV test
- The body must be weighed and the height must be determined
- Lay out the cadaver in appropriate manner so that Pathologist can do superficial examination
- After the examination the Technician must cut the body according to SOP
- Help Pathologist in extracting tissue and fluids from the body
- The volume of fluids taken from the body must be measured
- To sterilize all equipment used by Pathologist in order to minimise risk
- To open up the skull of the cadaver and weighing the brain, all organs must be extracted and weighed
- After examination the organs must be placed back in the cadaver and the body must sewed together
- Tag body and put in the collar
- Clean the post mortem room after examination as per SOP
- If leg is amputated then dissections must be cut from amputated leg on request of Pathologist
- Pathologist receives all dissections that were done on a cadaver to ensure that sample taken for Histology is forwarded to Pathologist
- Body is appropriately dressed for presentation to recipient

Minimum requirements and key competency

- Grade 12
- 2-3 years’ experience in a mortuary environment
- Team work
- Psychological
- Interpersonal skills
- Communication skills
- Attention to detail
- Knowledge of specific equipment used in laboratories
- Basic anatomy
- Time pressure
- Meeting deadlines and working under pressure
- Anti-social environment and stigma attached to the job.

Enquiries may be directed to Helen Matetoane @ (021) 938 4169, e-mail application to helen.matetoane@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
Key job responsibility

- To perform, interpret report on and authorize a full range of laboratory tests with the specified turnaround times.
- To guide clinicians (including internal and external customers) in the selection and interpretation of laboratory tests to optimize patient care, including the provision of an after-hours service.
- To diagnose and advise in treating patients with Infectious diseases.
- To establish, maintain and accept overall responsibility for a quality assurance programme in order to maintain SANAS accreditation.
- To provide informal training to undergraduate and postgraduate students as well as medical technologists in order to impart knowledge, teach skills and assess competence.
- To provide theoretical and practical training to postgraduate students to build capacity in the field.
- To participate in outreach programmes to educate and empower professional peers and clinicians.
- To undertake research projects in their own right to add to the body of scientific knowledge and to fulfil university research requirements.
- To supervise research undertaken by postgraduate students in the department (Honors and Masters Students) to enable students to fulfill the requirements of their degrees.
- To provide service delivery, undergraduate and postgraduate training and to undertake research to assist clinicians in patient management, to build capacity within the field and to build knowledge within the field.

Minimum requirements and key competency

- MMed and / or FCP
- HPCSA registration as Pathologist
- A minimum of 2 years as a Microbiologist Pathology
- General Medical Microbiology
- Principles and practice of all diagnostic microbiology laboratory methods
- Laboratory safety
- Statistics and test validation
- Research methodology
- Infectious disease patient management and laboratory support
- Quality assurance
- Laboratory management
- Scientific writing
- Interpretation of test results
- Preparation and delivery of formal lecture
- Time management skills
- Management and Financial skills
- Computer literacy.
BUSINESS UNIT: GROOTE SCHUUR HOSPITAL
DISCIPLINE: CHEMICAL PATHOLOGY (INHERITED METABOLIC DISEASE LABORATORY)
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: WCGSH0616/001-01 (12001-012-8014)

Key job responsibility

■ Responsible for the running of all processes within the inherited metabolic disorders (IMD) molecular section of Chemical Pathology
■ Receive, sort and process specimens for molecular testing according to Standard Operating Procedures (SOPs)
■ Conduct molecular genetic tests according to relevant SOP’s, while monitoring quality at all times
■ Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
■ Maintaining SANAS accreditation status of the laboratory, by continual assessment, implementation and maintenance of the quality systems that govern the laboratory
■ Applies quality assurance processes and standard operating procedures in order to ensure the Laboratory is constantly able to provide a high quality, cost effective and safe service
■ Ensure that equipment is maintained in terms of defined processes and procedures
■ Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
■ Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes
■ Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
■ Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
■ Participate in research and development (R&D) (under supervision of the medical scientist in charge) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop and/or validate new tests and techniques in order to optimise and improve the provision of diagnostic services
■ It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders, under the supervision of the medical scientist in charge
■ Be involved in teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.
■ Oversee asset management and procurement of goods to ensure the most effective utilisation of resources, optimise stock levels, reduce costs and ensure availability of required stock at all times.
■ Liaise with customers, as well as pathologists and scientists within the division, in order to resolve service related issues, while maintain a positive image of the organisation and promote the services of the laboratory.

Minimum requirements and key competency

■ National Diploma in Biomedical Technology
■ Registration with the HPCSA in Clinical Pathology, Chemical pathology or Human Genetics
■ Experience in a molecular diagnostic laboratory
■ Working knowledge of principles of good laboratory practice and knowledge of Accreditation principles
■ Assertiveness
■ Interpersonal, Computer, Analytical and Communication skills
■ Attention to detail
■ Reliable with a good sense of responsibility
■ Ability to work under pressure with minimal supervision
■ Consistency in achieving stringent turnaround and performance targets
■ Good time management skills
■ Willingness to learn.
BUSINESS UNIT: GROOTE SCHUUR HOSPITAL
DISCIPLINE: ADMINISTRATION AND MANAGEMENT
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: COORDINATOR (QUALITY ASSURANCE) (RE-ADVERTISEMENT)
PAY GRADE: PAY ZONE C4
REFERENCE NUMBER: WCGSH0416/001-01 (12090-001-1227)

Key job responsibility

- Develop, maintain and review the Laboratory Manual and Standard Operating Procedure (SOP) database to ensure that contents are aligned with current laboratory practice and that documentation is appropriate and reflects current practice within the Business Unit.
- Develop and maintain a system to control and distribute current SOP’s in accordance with laboratory policy and to ensure compliance with ISO 15189 criteria.
- Undertake regular intra and inter-departmental technical audits to assess effectiveness and ensure continued improvement of the quality system in line with ISO 15189 and other regulatory body requirements.
- Track and monitor the clearance of non-conformances within the Business Unit.
- Monitor and assist other laboratories within the Business Unit in preparing for accreditation.
- Assist the area Quality Assurance Manager on quality system implementation to ensure uniformity throughout the Northern and Western Cape.
- Facilitate Quality Assurance meetings and co-ordinate annual management review meeting to ensure continued self-assessment.
- Train staff ISO15189, QMS and QC.
- Provide input to Management on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within the Business Unit.

Minimum requirements and key competency

- 3 year relevant Medical Technology Diploma/Degree and registration with HPCSA in an appropriate category- Clinical Pathology advantageous
- 5-10 years’ experience post qualification within an appropriate laboratory setting.
- Assertiveness.
- Communication skills (written and verbal)
- Knowledge of principles of good laboratory practice.
- Knowledge of quality management systems.
- Computer literacy
- Internal Auditing
- Ability to work under pressure
- Conflict management
- Coaching & Mentoring
- Problem solving
- Attention to detail
- Driver’s License
BUSINESS UNIT: GROOTE SCHUUR HOSPITAL
DISCIPLINE: HISTOLOGY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: CLERK (LABORATORY)
PAY GRADE: PAY ZONE B2
REFERENCE NUMBER: WCGSH0616/001-01 (12002-001-7009)

Key job responsibility

− Receive label and sort specimens for testing according to standard operating procedures. 
− Capture patient information onto the system and checks the type of specimen against the test required.
− Verify suitability of specimen for processing and rejects unsuitable samples in accordance with set standard operating procedures.
− Creates shipping list of samples for distribution to laboratories in order to ensure completeness of audit trail.
− Administer the distribution of specimens to ensure the correctness and prioritised channelling of specimens to the various disciplines.
− Responsible for appropriate packaging, recording, monitoring and of all outgoing referral specimens to ensure that specimens are received by designated laboratory, processed and results returned timeously.
− Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround time.
− Keep specimen request forms for audit purposes as required by standard operating procedures.
− Handle administrative queries, phoning out of results, initiate printing and faxing of reports in accordance with standard operating procedures.
− Advise clinicians/nurses on type of samples and/or sample containers required to perform specific tests in order to prevent incorrect specimen collection.

Minimum requirements and key competency

− Grade 12
− 1 (One) – (Two) 2 years’ experience in an appropriate laboratory environment
− Basic Computer Literacy
− Knowledge of laboratory information system
− Attention to detail, communication skills and team orientated
− Typing test to be conducted.

Enquiries may be directed to Neliswa Ngculu @ (021) 404 4100, e-mail application to neliswa.ngculu@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: MITCHELL’S PLAIN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MITCHELL’S PLAIN
POSITION: MEDICAL TECHNOLOGIST (04 MONTHS LOCUM)
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: COAWC0616/002-01 (15500-005-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
**BUSINESS UNIT:** VREDENDAL  
**DISCIPLINE:** CLINICAL PATHOLOGY  
**LOCATION:** VREDENDAL  
**POSITION:** MANAGER LABORATORY  
**PAY GRADE:** PAY ZONE C3  
**REFERENCE NUMBER:** COAWC0616/001-01 (15200-001-1113)

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**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 implements change to standard operating procedures in order to ensure the laboratory is constantly able to provide high quality, cost effective and safe service.
- Oversees and monitors equipment calibration and maintenance to ensure accurate and reliable results.
- Oversees asset management and procurement of goods to ensure the most effective utilisation of resources, optimises stock levels, reduce costs and ensure availability of required stock at all times.
- Generates 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 organisation and promote the services of the laboratory.
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfillment of SANAS accreditation requirements.
- Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the laboratory.
- Oversees 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.
- Participates in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements.
- Trains and develops staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives.
- Oversees the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams.
- Oversees and implements safety working conditions and procedures in order to ensure a safe working environment and compliance with all legislation.
- Performs the role of a medical technologist as required in accordance with operational needs.

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**Minimum requirements and key competency**

- National Diploma / Degree in Biomedical Technology
- Registration with the HPCSA in the appropriate category
- Five (5) – Six (6) years post qualification and experience in a diagnostic laboratory
- Knowledge of relevant laboratory processes and procedures
- Assertiveness
- Interpersonal skills
- Computer skills
- Basic understanding of finance and general management
- Detail
- Team leadership
- Communication skills
- Analytical skills.
BUSINESS UNIT: WORCESTER
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WORCESTER
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: COAWC0616/001-03 (15600-006-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
BUSINESS UNIT: PAARL
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PAARL
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: COAWC0616/002-01 (15100-010-8014)

Key job responsibility
- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency
- National Diploma in Biomedical Technology.
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology.
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist.
- Knowledge of relevant laboratory processes, equipment and procedures.
- 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.
BUSINESS UNIT: GREENPOINT
DISCIPLINE: CHEMISTRY - CLINICAL PATHOLOGY
LOCATION: GREENPOINT
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE
REFERENCE NUMBER: COAWC0616/001-01 (14001-005-8014)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents.
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements.
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximised outcomes.
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act.
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP's) and where applicable prepare reagents and media.
- Conduct process and interpret tests in terms of SOP's, monitoring quality at all times.
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source.
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems.
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services.
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders.
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimise and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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.
INTERNAL VACANCY BULLETIN

BUSINESS UNIT: GREENPOINT
LOCATION: GREENPOINT
POSITION: PHLEBOTOMIST
PAY GRADE: PAY ZONE C1
REFERENCE NUMBER: WCNC1015/001-01

Key job responsibility

■ To obtain informed consent and collect specimens (Paternity Testing) from patients for research and diagnostic purposes.
■ To apply sound nursing practices to ensure the safety and comfort of patients.
■ To conduct pre- and post-testing paternity counseling (with informed consent) in order to provide complete patient care.
■ To collect and keep complete patient data for diagnostic and research purposes.
■ To interpret test results and manage patients accordingly to provide complete patient care.
■ To participate in research and development in order to inform the scientific and medical community of new developments.
■ To monitor stock levels of collection materials and to order additional stock to ensure availability of required materials.
■ To adhere to safety procedures within the clinic and when transporting samples to ensure a safe work environment and the integrity of samples.
■ To perform and interpret Paternity Testing techniques in order to monitor patients and for research purposes.

Minimum requirements and key competency

■ 3 year Nursing Diploma.
■ SANC registration.
■ 3-5 years relevant nursing experience in Community Nursing.
■ Good Clinical Practice (GCP).
■ Good Laboratory Practice (GLP) training will be advantageous.
■ Knowledge of research protocols and laboratory testing.
■ Knowledge of treatment regimes.
■ Knowledge of specimen safety precautions.
■ Computer Literacy.
■ Data capturing and analysis skills.
■ Counseling Skills.
■ Phlebotomy skills.
■ Written and verbal communication Skills.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, e-mail application to chris.mxhosana@hnhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za
BUSINESS UNIT: NORTHERN CAPE  
DISCIPLINE: CLINICAL PATHOLOGY  
LOCATION: KIMBERLEY  
POSITION: MEDICAL TECHNOLOGIST (X4 POSTS) (RE-ADVERTISEMENT)  
PAY GRADE: PAY ZONE DEPENDS ON EXPERIENCE  
REFERENCE NUMBER: WCNC1114/001-01 (35204-004-8014) (35203-005-001-814)

Key job responsibility

- Manage the sample collection and sample suitability for setup/analysis, ensure that equipment is maintained in terms of defined processes and procedures and where applicable prepare reagents
- Manage the data required for the efficient functioning and smooth running of the laboratory in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes
- Comply with policies, standard operating procedures and quality control of the NHLS as well as the Occupational Health and Safety Act
- Manage the sample collection, ensure that equipment is maintained in terms of defined processes (SOP’s) and where applicable prepare reagents and media
- Conduct process and interpret tests in terms of SOP’s, monitoring quality at all times
- Verification and reporting of results (interpreting where applicable) and ensuring that results are delivered timeously to source
- Undertake trouble shooting wherever necessary e.g. identifying and solving: technical and conceptual problems
- Be concerned with research and development (R&D) to assess the appropriateness of tests: to improve existing laboratory tests; and to develop new tests and techniques in order to optimize and improve the provision of diagnostic services
- It may also involve the undertaking of clinical trials in conjunction with clinicians and other stakeholders
- Be concerned with the teaching and training of laboratory personnel, medical colleagues and community health workers etc. in laboratory skills and health sciences to ensure that a high standard of laboratory service is delivered.

Minimum requirements and key competency

- National Diploma in Biomedical Technology
- Registration with the HPCSA as a Medical Technologist in Clinical Pathology
- Post-qualification experience in a diagnostic laboratory as a Medical Technologist
- Knowledge of relevant laboratory processes, equipment and procedures
- 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 Paballo Sephiri @ (053) 831 3969 / 4188, e-mail application to paballo.sephiri@nhls.ac.za or visit the NHLS career page at http://intranet.nhls.ac.za