



SEPTEMBER 2024

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.) and other supporting documents should accompany all applications e.g., qualification's identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional advert. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
4. Candidates' credentials will be subjected to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, and social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests, or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the entry level of the published pay scale associated with the advertised position grade and in line with the recruitment and selection policy, salary offer clause. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
13. **This is an open advert. External applicants are welcome to apply for this bulletin**



**NATIONAL HEALTH
LABORATORY SERVICE**

CLOSING DATE: 17 SEPTEMBER 2024

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FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: FCL CAPE TOWN
LOCATION: FCL CAPE TOWN
POSITION: FORENSIC ANALYST (X2 POSITIONS) (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: FCLCPT0624/001-01 (92004-019-1546) (92004-025-1546)

Main Purpose of the Job

Provide a forensic analytical chemistry service to the judicial system and health authorities on behalf of the NHLS

Key Job Responsibility

■ **Analyse samples:** ■ Produce analytical results [Toxicology/Food/Blood Alcohol] according to the national norm. ■ To complete a sample which entails the extraction, analysis, data interpretation and processing and final result recorded. ■ Produce analytical results for prioritized Toxicology/Food/Blood Alcohol cases.

■ **Work according to Quality Control Procedures:** ■ Follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.) ■ Work according to SOP's of section (complete logbooks, registers etc.) ■ Present accurate court testimony. ■ To ensure correctness of typed/ LIMS generated report (and statement of compliance for the food section).

■ **Follow Good Laboratory Practice (GLP) – health and safety:** ■ Adhere to the requirements of the safety manual, waste disposal procedures and housekeeping requirements of this Laboratory.

■ **Follow Good Laboratory Practice (GLP) – security:** ■ Maintain integrity of the work done at the Laboratory by following the security procedures.

■ **Perform Case Related Administrative related duties:** ■ Preserve chain of evidence of samples and accompanying documentation. ■ Process raw data using various pre-installed software packages. ■ Compile a case file and submit to the supervisor/mentor.

Minimum requirements & key competency

■ BSc degree with Chemistry as a major subject or Diploma in Analytical Chemistry (NQF 6). ■ 2 (two) years' working experience. ■ Driver's Licence ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer. ■ Rudimentary computer literacy (spreadsheets, databases, word processors). ■ Sound and in-depth knowledge of analyses of biological fluids in terms of the Criminal Procedures Act 51 of 1977, as well as foodstuffs and cosmetics in terms of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. ■ Health and Safety Act. ■ Good Communication and Interpersonal skills. ■ Facilitation and Presentation skills. ■ Research and Report writing skills. ■ Liaison skills. ■ Analytical skills.

Enquiries may be directed Paballo Thokoana @ (071) 680 6522, e-mail application to Fclapplications@nhls.ac.za

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORY
DISCIPLINE: TOXICOLOGY SECTION
LOCATION: FCL- PRETORIA
POSITION: SENIOR FORENSIC ANALYST (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: FCLPTA0224/001-01 (92002-003-1547)

Key Job Responsibility

■ **Assist with quality related duties in the Section-general:**

■ Attend to notifications and queries. ■ Ensure analytical instruments are kept operational in the Section, including trouble shooting, check instrument performance, assisting the mentor group with equipment problems. ■ Report instrument breakdown to the Lab Manager and/or TQM ■ Oversee the operations of the standards laboratory (including training of analysts working in the standards lab.) on rotational basis per quarter OR responsible for method validation projects in the Section.

Analyze samples:

■ Produce analyses results. ■ Follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.). ■ Work according to SOPs of section (complete logbooks, registers etc.). ■ Preserve Chain of evidence of samples and accompanying documentation. ■ Present accurate court testimony.

Mentor Junior analysts:

■ Provide additional or refresher training/ train new analysts in assigned group of analysts in the section ■ Check/review cases of analysts in the section ■ Release and/or authorize results in LIMS after checking/reviewing cases ■ Ensure correctness of reports.

Assist with administrative duties in the Section:

Handle internal queries. ■ Initiate procurement for the equipment and consumables and chemicals in the Section. ■ Assist with management of the inventory (assets and consumables) of the section. ■ Assist with provision of monthly statistics and information by the 6th of each month

Assist with quality related duties in the section:

■ Mentor group/analysts in Blood Alcohol section. ■ Train new analysts on various analytical activities of the section. ■ Ensure that allocated analysts follow quality control procedures (QC charts completed, results checked as required, take part in proficiency schemes etc.). ■ Ensure urgent analysis are prioritized in Blood Alcohol section.

Minimum requirements & key competency

■ BSc degree (NQF 7) with Chemistry as a major subject or Diploma in Analytical Chemistry (NQF 6) ■ Driver's Licence ■ Honours / Higher Diploma in Chemistry (Desirable). ■ 3 (three) years' appropriate experience in Toxicology Section ■ 1 (year) experience in supervisory / management (Desirable). ■ Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer, atomic absorption spectrometer. ■ Rudimentary computer literacy (Spreadsheet, Database, Word processors). ■ Sound and in-depth knowledge of analyses of toxicology section ■ Sound and in-depth knowledge of analyses of biological material for the presence of drugs and poisons. ■ Knowledge of the Criminal Procedures Act, Health, and Safety Act. ■ Basic knowledge of judicial systems and court procedures. ■ Knowledge of ISO17025 and its use in the laboratory. ■ Skills and knowledge in chemistry ■ Good Communication and Interpersonal skills. ■ Facilitation and Presentation skills. ■ Research and Report writing skills. ■ Liaison skills. ■ Analytical skills. ■ Able to remain unbiased in the examination of court evidence. ■ Meticulous and capable of clear and logical thinking.

Enquiries may be directed Paballo Thokoana @ (071) 680 6522, e-mail application to Fclapplications@nhls.ac.za

Candidates who previously applied and meet the requirements are encouraged to apply again

CORPORATE REGION

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: ACADEMIC AFFAIRS AND RESEARCH
LOCATION: SANDRINGHAM
POSITION: EPIDEMIOLOGIST
PAY GRADE: D2
REFERENCE NUMBER: CORPAARQA0424/001-02 (09924-001-1360)

Key Job Responsibility

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

Minimum requirements & key competency

■ Master's Degree in Epidemiology or Biostatistics (in Public Health or any other medically related field) (NQF Level 9) ■ PhD in Epidemiology/Public Health or equivalent ■ Registration with HPCSA (Desirable) ■ Minimum Six (6) years post qualification experience in epidemiology within a public setting ■ at least three (3) years' experience as a leader in a Public Health setting ■ Minimum of 5 publications and at data analysis and interpretation of data ■ Knowledge of statistical software package of epidemiological analysis like MS Access, Excel, STATA or SAS, SQL or advanced Excel ■ Proven leadership management skills ■ Excellent analytical skills with the ability to process scientific and medical data ■ Able to work independently ■ Expertise in manipulating and analysing data ■ Ability to identify data issues, present problems and implement solutions ■ Capability of communicating technical concepts clearly, concisely and understandably ■ Good Leadership, organisational and time management skills with the ability to multitask ■ Strong interpersonal communication and presentation skills ■ Ability to effectively collaborative across cross functional teams ■ Good understanding of the health system in SA.

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

BUSINESS UNIT: COMMUNICATION, MARKETING AND PUBLIC RELATIONS
DISCIPLINE: COMMUNICATIONS
LOCATION: SANDRINGHAM
POSITION: WEB CONTENT MANAGER (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORPCOM0324/001/02 (01192-001-4009)

Key Job Responsibility

■ To manage content for the organisation's web presence using content management software to keep stakeholders informed on a regular basis and deliver communications messaging at a high standard ■ To coordinate web projects across departments to provide consistency and support to projects across the organization ■ To maintain a consistent look and feel throughout all web properties to brand the identity of the organization ■ To work with cross-departmental teams, maintain and develop the master content calendar for all web properties, coordinating activities and housing them in a central point of location ■ To copy edit and proofread all web content in order to maintain a high quality of content on electronic channels ■ To assure web-based information is achieved for future needs and reference ■ To track and report on all site metrics ■ To keep currently with emerging web technologies through relevant blogs, list servers and events ■ To work cooperatively with key team members, clients and vendors ■ To update information on the NHLS intranet and websites as required ■ To perform other ad hoc duties as assigned from time to time.

Minimum requirements & key competency

■ National Diploma in Web Design/ Information Technology/ Information Science/ Media/Multimedia Studies/ Communication Science (NQF 6) ■ Five (5) years' experience in content management, web development and project management ■ Knowledge of Web Publishing, Adobe Acrobat, Photoshop, In Design, SharePoint and WordPress or any Content Management System (CMS) ■ Knowledge of Content Management Systems ■ Advanced knowledge of HTML ■ Knowledge of Project Management ■ Knowledge of Web Design principles ■ Knowledge of Communications Delivery (Desirable) ■ Computer Literacy (Microsoft Office) ■ Time Management ■ Exceptional communication and organisational skills ■ Ability to manage multiple projects in a fast-paced deadline driven environment ■ Ability to work under tight deadlines ■ Strong attention to detail ■ Basic Adobe Photoshop skills ■ Excellent English and grammar ■ Ability to learn quickly.

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

BUSINESS UNIT: COMMUNICATION, MARKETING AND PUBLIC RELATIONS
DISCIPLINE: COMMUNICATIONS
LOCATION: SANDRINGHAM
POSITION: GRAPHIC DESIGNER (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPCOM0324/001-03 (01192-001-1112)

Key Job Responsibility

■ To create designs, concepts and sample layouts based on knowledge of layout principles and aesthetic design concepts ■ To determine the size and arrangement of illustrative material and copy, and to select style and size of type ■ To use computer software to generate new images/ graphics ■ To draw and print charts, graphs, illustrations, and other artwork using a computer ■ To confer with clients to discuss and determine artwork and layout design ■ To develop graphics and layouts for product illustrations, company logos, intranet and internet websites ■ To prepare illustrations or drafts of the materials, products, or services ■ To meet with clients to determine the scope of a project, advise on strategies to reach a particular audience, and present designs to clients ■ Create and manage digital and print designs for our marketing needs ■ Responsible for implementing marketing campaigns.

Minimum requirements & key competency

■ National Diploma in Graphic Design/ Multimedia Studies or Related (NQF 6) ■ Three (3) years' experience in Graphic Design and Studio ■ Knowledge of graphic design, styles and techniques ■ Knowledge of Graphic Design Software such as Adobe Creative Suite, Photoshop, Illustrator, InDesign Premier Pro and Figma ■ Ability to design from conceptualisation to final product ■ Adherence to Corporate Identity Guidelines ■ Preparing artwork of both online and print media (CMYK&RGB) ■ Understanding of online and print mediums ■ Strong understanding of colour theory, typography, and layout design principles ■ Ability to interpret a brief- and prepare artwork for various platforms, including, but not limited to digital and print, while ensuring optimal quality and resolution ■ Multi-Media Skills ■ Creative Thinking ■ Self-Motivation ■ Deadline driven ■ Customer focused ■ Graphic, layouts and procurement skills ■ Attention to detail ■ Team player/ work in a team ■ Ability to work independently ■ Ability to deal with difficult customers and senior employees ■ Communication Skills (internal and external parties) ■ Presentation Skills ■ Negotiation Skills ■ Analytical Skills ■ Artistic Skills.

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

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: MANAGER: NATIONAL (QA OPERATIONS & SUPPORT)
PAY GRADE: D2
REFERENCE NUMBER: CORPAARQA06240/001-02 (09927-001-1431)

Key Job Responsibility

■ To manage the administration and implementation of the quality management system using Q-pulse to ensure compliance within the NHLS quality policy. ■ To implement the Q-pulse quality management system software throughout the organisation in order to standardise the quality system within each site. ■ To manage, co-ordinate and implement national equipment standardisation and methodologies in order to obtain financial benefits, improve efficiency and address the skills shortage. ■ To chair Cross Functional Evaluation teams in order to ensure that the process is objective in terms of awarding contracts/tenders according to PFMA and NHLS procurement policy. ■ To ensure that correct evaluation/verification process have been carried out in compliance with NHLS policy on all new laboratory products in order to maintain technical quality of results in line with acceptance international standards. ■ To manage the internal and external customer satisfaction surveys in order to inform the business of customer perceptions and to drive continuous improvement. ■ To provide QMS training nationally and other countries in order to comply with the NHLS mandate. ■ To conduct ISO audits internally and externally in order to create a sense of NHLS performance and maintain parity between NHLS and other organisations. ■ To manage the units support staff in order to enable them to achieve their job objectives.

Minimum requirements & key competency

■ Degree/National Diploma in Medical Technology (NQF Level 6) ■ Registration with HPCSA as medical technologist/medical scientist. ■ Registered SANAS assessor (desirable). ■ BTech/Honours/National Higher Diploma/Postgraduate qualification (desirable). ■ Eight (8) years' experience in a laboratory environment of which 5 years should be as a QA Supervisor/Manager ■ Knowledge of statistics (6 months). ■ Knowledge of quality systems/concepts (2 years). ■ Broad knowledge of all disciplines (e.g. microbiology, chemistry, molecular techniques, haematology). ■ Knowledge of general management techniques. ■ Training and presentation skills. Computer literacy (MS Office Package). ■ Communication (verbal and written) skills. ■ Interpersonal skills. ■ Diplomatic. Persuasiveness. ■ Analytical skills. ■ Attention to detail. ■ General management skills.

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

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: OFFICER ADMINISTRATION (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: CORPAARQA0824/001-11 (09927-001-8016)

Key Job Responsibility

■ To provide general services administration support to the business in order to facilitate communication between departments and create an audit trail ■ Maintains a diary for the manager and ensures that all meetings and commitments are properly recorded while also optimising available time in consultation with the manager ■ Receive, screen and action general communication and correspondence addressed to the Manager to ensure that only relevant communication reaches the relevant manager and that general communication is directed appropriately within the department ■ Maintains a filing system and ensures that all documents are filed timeously according to procedures ■ Distributes documentation according to standard distribution instructions and ensures that, where necessary, documentation and reports are returned on time by liaising with the respective managers/departments ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements ■ Handles bookings and monitors use and maintenance of pool vehicle where applicable ■ Assists with clients/students queries to ensure that they are speedily resolved ■ perform any ad-hoc responsibilities as when required.

Minimum requirements & key competency

■ Grade 12 ■ Certificate in Office Management, Administration or Secretarial (NQF Level 5) ■ Three (3) years of office admin experience ■ Experience in a medical environment (Desirable) ■ Knowledge of general office administration procedures ■ Knowledge MS Office, including outlook ■ Ability to work independently as well as in a team ■ Communication Skills ■ Planning and organizing skills ■ Interpersonal Skills ■ Attention to detail ■ Computer Literacy (MS Office) ■ Ability to work in a pressurised environment ■ Time Management.

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

BUSINESS UNIT: FINANCE
DISCIPLINE: BUSINESS ANALYSIS
LOCATION: SANDRINGHAM
POSITION: FINANCIAL DATA ANALYST (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: CORPFIN0124/001-04 (02905-001-1137)

Key Job Responsibility

■ To extract and translate relevant statistical and financial data from the national database in order to provide meaningful reports to senior management to inform business management and planning ■ To monitor daily revenue generation of the NHLS from laboratories to the general ledger to ensure consistency of data flow and completeness of billing ■ To assist with the development of new financial information systems and their administration in order to re-engineer business processes that provide management with business tools that allow easy access to information ■ To validate accounts receivable sub-ledger accounts with general ledger accounts to ensure accuracy of information and resolve any discrepancies prior to month end ■ To analyse and report on monthly financial and non-financial accounts and publish it to business to assist them in their financial/budget control function ■ To assist with the implementation of the annual budget process, including processing of the corporate budget, to facilitate timeous capturing of the budget ■ To manage corporate capital expenditure [Capex] spend against the pre-determined budget to ensure accuracy of information and highlighting of over or underspend ■ To extract relevant statistical and financial data from the national databases and translate into meaningful daily, monthly and annual reports for senior management in order to facilitate ongoing business management and forward planning. ■ To generate monthly financial accounts for selected major public sector customers and provide electronic information in a customized format in order to facilitate interpretation and thereby prompt payment by the customer to the NHLS.

Minimum requirements & key competency

■ National Diploma in Financial/Management Accounting (NQF Level 6) ■ Three (3) years' experience in analytical and financial accounting environment with exposure to top level reporting ■ Thorough knowledge of mathematical/statistical formulae (Excel) ■ Advanced computer literacy (MS office, especially Excel with emphasis spread sheets and databases) ■ Advanced system knowledge (ERP) ■ Analytical Skills ■ Innovative thinking ■ Communication Skills ■ Interpersonal Skills ■ Numerical Ability.) ■ Business skills to deal with budgets, forecasts and real estate management.

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

BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER - PROCUREMENT (OPERATIONS) (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0124/001-07 (03913-001-1316)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: FINANCE
DISCIPLINE: SUPPLY CHAIN MANAGEMENT
LOCATION: SANDRINGHAM
POSITION: ADMINISTRATOR: DATA ANALYTICS (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: CORFIN0623/001-04 (03913-001-4016)

Key Job Responsibility

■ Investigates problems, finds root causes, and develops solutions ■ Develops periodic performance reports and distributes them to other departments within the SCM function and relevant stakeholders ■ Monitors contract compliance of service providers and current processes ■ Provides analytical support for projects, new business opportunities, bids and proposals ■ Coordinates delivery schedules and other supply chain activities ■ monitor daily revenue generation of the NHLS from laboratories to the general ledger to ensure consistency of data flow and completeness of billing. ■ Assist with the development of new financial information systems and their administration in order to re-engineer business processes that provide management with business tools that allow easy access to information. ■ Validate accounts receivable sub-ledger accounts with general ledger accounts to ensure accuracy of information and resolve any discrepancies prior to month end. ■ Identify and analyze gaps and develop process improvements.

Minimum requirements & key competency

■ 3-year diploma/degree in financial/management accounting/supply chain management/business management (NQF Level 6) ■ 5 years' experience in a financial accounting environment with exposure to financial reporting ■ Knowledge of SCM Principles ■ Knowledge of Finance Policies and Procedures ■ Advanced computer literacy (MS Office especially Excel) ■ Analytical skills ■ Attention to detail ■ Communication skills (Verbal and Written) ■ Interpersonal skills ■ Innovative thinking

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

BUSINESS UNIT: FINANCE
DISCIPLINE: PROCUREMENT
LOCATION: SANDRINGHAM
POSITION: MANAGER: DEMAND PLANNING (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPFIN0222/002-03 (03913)

Key Job Responsibility

■ Forecast the demand for particular products and/ or services in terms of rands and product mix to drive supply chain activities for a particular future period of time. ■ Timely communicate information to all stakeholders using the appropriate communication method. ■ Consult with functional teams, such as supply planners, supply chain management, operations, finance, quality assurance and product development to obtain relevant data and insights on demand. ■ Drives cross-functional collaboration to influence the demand on the supply chain and prioritize demand for order fulfilment based on business objectives and customer segmentation. ■ Participate as the demand owner/representative in all NHLS sales and operations planning process, to enable demand -supply balancing analysis. ■ Prepare reports and statistics related to the demand planning and forecasting function. ■ Manage forecast models, analyse trends, manage forecast tools, and maintain accurate data. ■ Develop and measure key performance indicators to track and evaluate forecasts made, to assist in assessing the effectiveness of the demand planning and forecasting function, and to work towards continuous improvement. ■ Support business, marketing, inventory, finance or production strategies and organizational /supply chain improvement opportunities to meet market needs. ■ Review and assess risk to supply and demand variability and identify opportunities to manage and mitigate risks. ■ Develop, implement and use tools and technology for managing and analysing the supplier portfolio. ■ Develop and maintain constructive and co-operative working relationships with all stakeholders. ■ Coach and mentor staff as required. ■ Direct day to day administrative tasks

Minimum requirements & key competency

■ Degree/Diploma in Supply Chain Management/Public management/Logistics/ Commerce, NQF LEVEL 6 ■ 8 years Demand Planning experience of which 5 years should be in a Managerial or supervisory role ■ Knowledge of Supply Chain Management ■ Knowledge of PFMA and treasury regulations ■ Knowledge of applicable policies and procedures ■ Knowledge of Economics and Accounting ■ Relevant tools and technology ■ Knowledge of customer service principles ■ Knowledge of Forecasting and Demand Principles ■ Analytical and critical thinking ■ Verbal and Written communication Skills ■ Problem solving Skills ■ Numerical Skills ■ Attention to detail ■ Advanced Computer Literacy ■ Presentation Skills ■ Customer Service Relations.

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

EASTERN CAPE REGION

LOCATION: EC – REGION
POSITION: BUSINESS MANAGER OR TAMBO DISTRICT AND CHRIS HANI
PAY GRADE: D5
REFERENCE NUMBER: 2024-08 (25220-003-1405)

Key Job Responsibility

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

Minimum requirements & key competency

■ National Diploma / BSc in Biomedical Technology (NQF 6 / 7) ■ HPCSA registration in the relevant category of Clinical Pathology, Chemical Pathology or Haematology ■ 10 (ten) years relevant laboratory experience of which 5 years must be in a management role ■ Knowledge of OHSA ■ Knowledge of general accounting and finance practices ■ Knowledge of laboratory information and ERP systems ■ Knowledge of region, company and products produced ■ Knowledge of NHLS finance and budget processes and procedures ■ Planning and Organizing skills ■ Analytical skills ■ Financial and General management ■ Demonstrated Initiative and evidence of improvement projects and/or cost-containment projects ■ Strategic management ■ Negotiation and conflict resolution skills ■ Interpersonal skills ■ Chairing meetings ■ Computer skills ■ Leadership and Management skills ■ Communication and Presentation skills ■ Computer skills.
Enquiries may be directed Rebecca Jempi @ (043) 700 8708, e-mail application to rebecca.jempi@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: BUTTERWORTH LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-BCA&A0624/001-03 (25800-002-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

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

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

LOCATION: EAST LONDON LABORATORY
POSITION: SUPERVISOR – NURSING SERVICE (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EC-BCA0124/001-02 (22022-001-1123)

Main Purpose of the Job

To provide an effective, efficient and quality phlebotomy service in line with business needs.

Key Job Responsibility

■ To oversee the performance of venesection on patients in order to ensure that correct procedures are followed ■ To supervise the phlebotomy service to ensure equal distribution of workload amongst staff that meets customer expectations ■ To, where required, supervise specialist nurses, e.g. FNA, PI, etc. in off-site / remote clinics in order to ensure that correct procedures are followed that meets customer expectations ■ To assist customers with queries, information required, etc. within the required turn-around time to maintain good customer relations ■ To oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning ■ To oversee that sufficient staffing levels are maintained for the department's smooth functioning ■ To oversee the implementation of and compliance to NHLS policies to ensure a standardized workplace ■ To liaise with stakeholders in the continuity of existing and introduction of new services to maintain good customer relations ■ To assess the phlebotomy services needs in order to make input into the annual budget ■ To provide a healthcare function through a relevant phlebotomy service to ensure that patients have access to the service ■ To provide a specialised testing function as needed per the laboratory requirement ■ To generate management reports as required to monitor work and performance status of the services and take corrective action when required ■ To train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ To, where required, assist with the training of phlebotomy technician students on annual Learnership.

Minimum requirements & key competency

■ 3 year degree/diploma in Nursing Registration with SANC ■ Valid driver's license, code EB [own vehicle is preferred] ■ 5 (five) years as professional nurse or nursing manager ■ Nursing principles Health policies and health & safety rules ■ Professional ethics ■ Specialist function as required per the specific Crisis and conflict management laboratory ■ Management of staff Planning and organizing skills ■ People management skills ■ Leadership skills ■ Crisis and conflict management ■ Assertiveness ■ Training of staff ■ Understanding of budget and general management ■ Specialised knowledge as required by specific laboratory.

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: EL FRERE HOSPITAL
POSITION: SECRETARY (BUSINESS UNIT) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: ECBC&A1023/001-06 (24780-002-7018)

Main Purpose of the Job

Performs secretarial and general office duties for a Business Manager to facilitate the smooth operation of the designated area.

Key Job Responsibility

■ Maintains a diary for the manager and ensures that all meetings and commitments are properly recorded while also optimising available time in consultation with the manager. ■ Receive, screen and action general communication and correspondence addressed to the Manager to ensure that only relevant communication reaches the relevant manager and that general communication is directed appropriately within the department. ■ Types and/or collates documents/reports and prepares presentations timeously as per requirements. ■ Faxes documents and maintains an accurate record of all documents transmitted. ■ Photocopies documents according to specific requirements and instructions. ■ Maintains a filing system and ensures that all documents are filed timeously according to procedures. ■ Distributes documentation according to standard distribution instructions and ensures that, where necessary, documentation and reports are returned on time, by liaising with the respective managers/ departments. ■ Takes minutes of meetings, ensuring that an accurate and concise summary of proceedings is recorded, typed and distributed on time. ■ Handles all requirements relevant to the arrangement and logistics of meetings in line with specific requirements ■ Handles bookings and monitors use and maintenance of pool vehicle where applicable ■ Liaises with travel agents and service providers regarding travel bookings as per requirements. ■ Assists with clients/students queries to ensure that they are speedily resolved. ■ Perform any a-hoc responsibilities as when required.

Minimum requirements & key competency

■ Grade 12 ■ Relevant 3 Year Degree / Diploma or equivalent (Desirable) ■ minimum 1 year Administrative/ Secretarial experience ■ General office administrative knowledge ■ Ability to work unsupervised ■ General Office administrative skills ■ interpersonal skills ■ Attention to detail ■ Team orientated ■ communication skills ■ good typing skills

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY & AMATOLE
DISCIPLINE: HISTOLOGY
LOCATION: EAST LONDON LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: ECBCM0323/001-10 (22002-006-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: NURSING SERVICES
LOCATION: EAST LONDON LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-BCM0223/001-09 (22022-009-7015)

Main Purpose of the Job

To draw quality blood (and other fluids) samples from patients and prepare these specimens for further testing.

Key Job Responsibility

■ Draws blood as required using safety procedures ■ Observes the physical condition of patients during blood taking and applies sound phlebotomy practices in order to ensure the safety and comfort of patients ■ Pre- and post-test counselling of parents/guardians and children of various ages according to current South African legislation guidelines ■ Performs and interprets point of care tests as required ■ Keeps records of specimen collected, ensures that all patients detail and clinical information is accurately recorded and interprets test results in the context of the child's clinical condition ■ Handles or refers queries related to the service ■ Theoretical and practical training of other health care workers to render this service ■ Report writing to document the service and identify successes and failures ■ Revises standard operating procedures as new information becomes available and proactively strives to improve integration of child care service within the health care facility ■ Participates in operational research to inform best practice ■ Provides general nursing and phlebotomy technician services as required, from time to time ■ Checks stock levels of all collection materials and orders additional stock to ensure the availability of required materials at all times ■ Implements sound housekeeping procedures to ensure a safe working environment in accordance with legislation and all safety protocols.

Minimum requirements & key competency

■ Matric (NQF 4)- Essential ■ Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential) ■ Counselling and Good Clinical Practice (GCP) courses (Essential) ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential) ■ Valid Driver's License (Desirable). ■ 0 years' experience ■ Knowledge of HIV and TB management ■ Demonstrate full knowledge of the pre-collection limitations applicable to the required specimen and testing process ■ Demonstrate knowledge of the purpose and safe use of all equipment used in the collection of all specimen type and specialized testing procedures within the scope of practice ■ Demonstrate knowledge of factors which may affect the quality of the specimen arising either pre-Post or during specimen collection and apply appropriate actions to avoid their occurrence ■ Knowledge of research project and laboratory tests-Essential ■ Knowledge of various test regimes-Essential ■ Knowledge of specimen safety precautions-Essential ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious-Essential ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests –Essential ■ Computer literate ■ Project Management skills-Essential ■ Data capturing and analysis skills-Essential ■ Interpersonal and Counselling skills ■ Written and Verbal Communication skills ■ Time Management and Initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: BUFFALO CITY AND AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY / HAEMATOLOGY
LOCATION: EL HAEMATOLOGY LABORATORY
POSITION: LABORATORY TECHNICIAN (WITHDRAWN)
PAY GRADE: LT1
REFERENCE NUMBER: EC-BCA0524/001-10 (22004-007-7014)

Main Purpose of the Job

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

Key Job Responsibility

Laboratory Safety Compliance:

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

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

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

Maintained and Operated Equipment:

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

Quality Assurance:

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

Teaching, Training, Research and Development of Laboratory staff:

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

Minimum requirements & key competency

- Matric Certificate
- SMLTSA Certificate
- Registered with HPCSA in **Clinical Pathology / Haematology** as a Medical Technician
- Knowledge of health and safety regulations, technical appliances and quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Interpersonal skills.

Enquiries may be directed Lindokuhle Mbele @ (043) 700 8708, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: HISTOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: EC-NMAL0524/001-03(23002-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E, special stains, frozen section biopsies and IMF(histology)
- Verify and authorize test results
- Verify QC of test results(histology)
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to lot verification

QMS

- Interpret all Quality Controls("QC")
- Implement corrective action and close non-conformance("NC")
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

Assessments of results/Special stains/Interpretation of results

- Reviewing the work of others and amending results where necessary

Teaching, Training & Dev of Laboratory staff

- 2 x CPD presentation per annum / Training Presentation
- Ensuring that continuous training takes place and ensure the implementation of training programmes.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/Bachelor in Health Science: Biomedical Technology
- HPCSA registration as a Medical Technologist/Laboratory Medical Scientist in Histology discipline
- Current proof of HPCSA registration
- 4-6 years' experience
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to details striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills(verbal, written & presentation)
- Computer Literacy
- Time management and evaluation skills.

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

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

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Enquiries may be directed Asamkele Gonose @ (041) 395 6162, e-mail application to EC.recruitment@nhls.ac.za

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: ST ELIZABETH HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-ANJG0524/001-04 (27400-005-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

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

Key Job Responsibility

■ Type all Pathologist's reports from a Dictaphone to ensure timeous and accurate completion of reports ■ Draw up a report by collating details from audio and visual sources in a logical way so as to facilitate well-presented reports. ■ Type post-mortem results and ensure a good filing system-making retrieval of documentation easier, should it be needed for medico-legal disputes or general enquiries. ■ Responding to queries by referring the doctors to the relevant pathologists. ■ Printing and dispatching of all pathology reports to all respective doctors, to ensure optimal patient care. Minimum requirements & key competency ■ Grade 12 with typing as a subject ■ 1-2 years Dictaphone typing ■ Post-qualification experience in a diagnostic laboratory ■ Knowledge of medical terminology ■ Interpersonal skills ■ Good listening skills ■ Computer literacy – Laboratory system ■ Speed and accuracy in typing ■ Ability to work under pressure, within a team and with minimal supervision ■ Willingness to work unsociable hours, shifts, weekends, public holidays ■ Candidates will be required to do a typing competency test.

Minimum requirements & key competency

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

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

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: VIROLOGY
LOCATION: VIROLOGY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0224/001-02 (31008-015-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

Willing to work unsociable hours, weekends, public holidays and call outs.

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

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: ANATOMICAL PATHOLOGY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0524/001-01 (31002-012-8014) (31002-008-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- A National Diploma in Medical Technology or Biomedical Technology or Bachelor in Health Science NQF 6 or 7
- Registration with the HPCSA as a Medical Technologist in Anatomical Pathology (Histology)
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy.
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills
- **Willing to work unsociable hours, weekends, public holidays and call outs.**

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

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

Main Purpose of the Job

To manage a laboratory to ensure achievement of a cost effective and high-quality service in line with customer and business needs.

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (Three) year relevant Diploma or Degree/NQF Level 6 or 7 in Biomedical Technology/Bachelor of Health Sciences
- Registration with HPCSA in the **Chemical / Clinical Pathology**
- Minimum of 7 (Seven) years' experience as Medical Technologist in a diagnostic laboratory
- Knowledge of Laboratory instruments
- Interpret numerical laboratory results
- Quality Assurance
- In-depth knowledge in Chemical Pathology
- Communication skills
- Customer care
- Interpersonal skills
- Coaching
- Analytical skills
- Problem solving skills
- Attention to detail
- Supervisory skills
- Computer literacy skills.

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

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MAFIKENG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: FSNW0624/001-14 (51600-011-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WOLMARANSTAD LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: FSNW0224/001-10 (51700-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTH WEST
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GANYESA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: FSNW0224/001-09 (53700-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

KZN REGION

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EKHOMBE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEKH0624/001-03 (81660-004-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

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

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

- Perform equipment maintenance and root cause analysis, completing action reports according to SOPs
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Adhere to analytical times and basic TAT when embedding, cutting, staining, cover, slipping, quality control checks and dispatching of H/E special stains, frozen section biopsies and IMF
- Verify and authorize test results
- Verify QC of test results
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to lot verification.

QMS

- Interpret all Quality Controls ("QC")
- Implement corrective action and close non-conformance ("NC")
- Review/participate and submit EQA
- Print, analyse and action rejection report
- Action, close customer complaints.

Assessments of results/Special stains/Interpretation of results

- Reviewing the work of others and amending results where necessary

Teaching, Training & Dev of Laboratory staff

- 1 x CPD presentation per annum / Training Presentation
- Ensuring that continuous training takes place and ensure the implementation of training programmes.

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7
- HPCSA registration as a Medical Technologist in **Immunology**
- Minimum of 4 (four) years post qualification experience within an appropriate Laboratory setting with in depth knowledge in Microbiology as a Medical Technologist
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

Enquiries may be directed to Stacey Wilkins @ (031) 327 6727, e-mail application to stacey.wilkins@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: MICROBIOLOGY
LOCATION: PUBLIC HEALTH
POSITION: BIOTECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: C1
REFERENCE NUMBER: KZNPUBL0624/001-27 (81406-004-8006)

Main Purpose of the Job

To conduct analysis on food, environmental samples, monitor and strive to continuously improve the effectiveness of the quality management system of the laboratory in accordance with the principles of Good Laboratory Practice (GLP) and ISO requirements for testing laboratories

Key Job Responsibility

- To prepare samples and analyse manually and on instruments using the SOP to ensure successful execution of laboratory functions
- To manage samples and date as per operating procedures
- To ensure quality in analysis and results in accordance with the principles of GLP thereby improving the quality and safety regarding the consumption of products
- To maintain and calibrate instruments, machines and equipment, monitor temperatures
- To assist in new method developments and validate test procedures in on-going research to ensure personal growth and development
- To write and review SOP's in order to ensure methods used are documented and kept up to date
- To train personnel to ensure skills development and competency
- To comply with policies and procedures of the NHLS as well as the Occupational Health and Safety Act
- To monitor laboratory stock and follow the prescribed procurement process to ensure availability of stock at all times
- To assist with general accreditation requirements in order to meet accreditation criteria and maintain on-going accreditation
- To perform all general duties as required in the laboratories.

Minimum requirements & key competency

- 3 Year Diploma in Biotechnology or related field (essential).
- 1 Year experience in a testing or production laboratory (Essential)
- Experience in handling instruments (Essential)
- Experience in a laboratory environment (Essential)
- Knowledge of a laboratory information system (Desirable)
- Knowledge of laboratory processes and procedures (essential)
- Knowledge of good laboratory principles (Essential)
- Computer literacy (Essential)
- Attention to details
- Communication, analytical and interpersonal skills
- Team orientated
- Working under pressure
- Working under minimum supervision
- Technically orientated
- Highly developed sense of integrity
- Professional demeanour and focus on quality
- Ability to work in a consultative manner within and across teams in a highly, demanding technical environment.

Enquiries may be directed to Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MBONGOLWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNMBO0624/001-02 (81640-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: W & NC MANAGEMENT & ADMINISTRATION
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: GREEN POINT LABORATORY COMPLEX
POSITION: CLERK (STORES) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0324/001-01 (10090-003-6009)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: W & NC MANAGEMENT & ADMINISTRATION
DISCIPLINE: MANAGEMENT & ADMINISTRATION
LOCATION: GREEN POINT COMPLEX
POSITION: ADMINISTRATION CLERK (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0324/001-01 (10090-002-6004)

Main Purpose of the Job

To assist with the administration of the daily and monthly procedures for services rendered to ensure accurate and efficient administration in the Region

Key Job Responsibility

■ Requisitioning and receipting of goods on Oracle to allow payment of such goods. ■ Provide assistance to the procurement team during the procurement of goods- assist with quotes and follows up on requisitions etc. ■ Distribution of all documents to all clients and staff (statements and HR etc.) to ensure timeous distribution and processing of documentation. ■ Handling of customer account queries to ensure such queries are dealt with efficiently. ■ Handling and reconciliation of petty cash in accordance with NHLS policies and procedures. ■ Verifying of courier log sheets in accordance with NHLS policies and agreements to ensure accurate payment to the couriers. ■ Ensure monthly stock take sheets are completed and submitted in accordance with NHLS policies and procedures. ■ Receive and distribute courier parcels to ensure that the courier deliveries are efficiently distributed within the department/region. ■ Performs routine administrative (filing, faxing, follow up on outstanding issues, etc.) duties for the department to ensure that the department operates smoothly. ■ Minute taking responsibilities at departmental meetings. ■ Coordination of venue and catering for meetings as is required. ■ Sending of reminders for lab activities to relevant staff. ■ Perform any reasonable ad hoc duties/tasks as assigned by managers from time to time.

Minimum requirements & key competency

■ Grade 12 \ NQF level 3 / N2/NQF level 3 / NQF level 3 equivalent. ■ 3 - 6months experience in basic administration. ■ Desirable: 1-3 years in Receipting / requisitioning environment. ■ Computer literacy (MS Office). ■ Written and verbal communication skills. ■ Interpersonal skills. ■ Attention to detail. ■ Planning and organizing skills. ■ Working under pressure. ■ Dealing with irate customers
Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, or e-mail application to chris.mxhosana@nhls.ac.za

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TYGERBERG HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0324/001-01 (11022-003-7009) (11022-026-7009) (11022-027-7009)
(11022-028-7009) (11022-029-7009) (11022-030-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0324/001-01 (12001-002-5003)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0324/001-01 (12002-002-5003)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: MANAGEMENT & ADMINISTRATION - STORES
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: OFFICER (STORES) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0224/001-01 (12005-001-8020)

Key Job Responsibility

- To ensure that all stock ordered has been delivered using procurement system management reports in order to prevent order duplicates
- To supervise the receiving and verification of goods to ensure that suppliers adhere to special delivery requirements
- To supervise and oversee that all goods received are captured on the procurement system to ensure payment of suppliers
- To oversee the management of stock in order to ensure continuity of supply to the laboratories
- To ensure that all stock requested by laboratories is delivered and dispatched as per schedule to maintain accurate and timeous delivery
- To take stock according to NHLS policy in order to manage stock levels from a financial and rotation perspective
- To liaise with suppliers and laboratory staff in order to resolve queries/requests timeously
- To organise the layout of the stockroom to prevent stock from expiring so that financial wastage to the organisation can be minimised
- To provide all details of new items to the procurement department for loading onto the system to facilitate ordering and payment of suppliers
- To monitor the assets in the stores to ensure all assets are accounted for according to NHLS policy
- To manage and supervise store clerks and stores assistants
- To provide support to laboratories in the event of them being understaffed or to get new staff updated on processes
- To assist with training when required
- To ensure a safe environment in the stores in terms of Health and safety as well as theft in order to minimise risk.

Minimum requirements & key competency

- Grade 12
- Procurement / Supply Chain / Logistics / Finance Diploma
- 3 – 5 years experience in Stock Control
- Knowledge of the procurement system (Enterprise Resource Planning (ERP))
- Knowledge of Financial Systems
- Intermediate Computer Literacy and competence in MS Office Suite
- Working knowledge of the PFMA
- Demonstrate Leadership and Ability to control an independent Stores environment
- Time management
- Attention to detail
- Customer Service skills and Team orientated
- Communication skills.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: TISSUE IMMUNOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (12017-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: ASSISTANT LABORATORY (REGISTERED) (X2 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0124/001-01 (12022-013-5003) 1(2022-018-5003)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: WCNC0624/001-01 (12022-019-7015)

Key Job Responsibility

■ Takes patient samples at various locations as required using safe and correct procedures. ■ Ensuring that patients are comfortable and feel safe before and during procedures. ■ Keeps records of specimens collected and ensures that all patient details and clinical information is accurately recorded. ■ Provides general nursing services as required e.g. emergency first aid, assisting with immunization and the administration of glucose tolerance tests. ■ Checks stock levels of all collection materials and orders additional stock to ensure the availability of the required materials. ■ Implement sound house-keeping procedures to ensure a safe working environment in accordance with legislation and safety protocols.

Minimum requirements & key competency

■ Registration as a Medical Technician with Phlebotomy / Phlebotomy Technician with the HPSCA or Registered Nurse with the SANC
■ Sound knowledge of all required phlebotomy and related nursing procedures ■ Time management ■ Interpersonal skills ■ Keep abreast with a wide variety of tests, pre-requisites and appropriate consumables. ■ Plan work carefully and work under pressure. ■ Work independently without supervision ■ Willing to work unsociable hours, weekends, public holidays and call outs.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CYTOGENETICS LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (12088-002-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY / IMD
LOCATION: RED CROSS CHILDREN'S HOSPITAL
POSITION: MEDICAL SCIENTIST (RE-ADVERTISEMENT)
PAY GRADE: MSE
REFERENCE NUMBER: WCNC0624/001-01 (13001-001-9014)

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 ■ Interprets and sign off results ■ Identify and reports problems ■ Manage and take accountability for the integrity of data and / or results captured by technical and/or clerical staff ■ Provide input into scientific changes, enhancements to SOPs ■ Participation in development and validation of new tests ■ Producing standard and complex reports ■ 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.

Minimum requirements & key competency

■ BSc (Hons) in recognized field of medical pathology ■ **Registration with the HPCSA as a Medical Scientist in Chemical Pathology** ■ 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 Neliswa Ngculu @ (021) 404 5308, e-mail application to Neliswa.ngculu@nhls.ac.za

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: HISTOLOGY
LOCATION: GREEN POINT LABORATORY
POSITION: DICTAPHONE TYPIST (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0324/001-01 (14002.002.6011)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: DIAGNOSTIC MEDIA PRODUCTS
LOCATION: GREEN POINT COMPLEX
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0624/001-01 (14011-001-7014)

Key Job Responsibility

■ Receives, prepare, sort and analyze specimens for testing. ■ Phone abnormal and urgent results to doctors and nurses deal with 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. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PAARL HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0324/001-01 (15100-001-5012)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: VREDENDAL HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0624/001-01 (15200-003-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: VREDENDAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0624/001-01 (15200-004-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: GREEN POINT & WEST COAST LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WEST COAST DISTRICT LABORTAORY / VREDENBURG
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0624/001-01 (15300-002-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MOSSEL BAY LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1123/001-01 (15900-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: WESTERN CAPE
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: OUDTSHOORN HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0324/001-01 (16000-002-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: OUDTSHOORN HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (16000-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: BEAUFORT WEST HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0624/001-01 (16200-002-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: BEAUFORT WEST HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (16200-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: KIMBERLEY HOSPITAL (BASED IN CAPE TOWN)
POSITION: SERVICE PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: WCNC1017/001-01 (35202-001-1414)

Key Job Responsibility

■ Responsible for the final diagnostic report sent out to the clinicians ■ Interaction and consultation with clinicians to ensure that routine requested investigations and proposed diagnosis are appropriate. ■ Provide expert advice to all customers in order to resolve clinical and diagnostic queries in a professional and timely manner. ■ 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. ■ To contribute in the design, development and maintenance of quality system. ■ To comply with the principle of good laboratory practice, full SANAS accreditation requirements and relevant legislation. ■ To contribute to the overall management of the laboratory. ■ Contributes towards teaching and training Registrars, Scientists, Technologists and Technicians. ■ Contributes towards teaching and training of undergraduate students in accordance with University requirements. ■ Contribute to the departmental CPD programmes. ■ To conduct research in order to contribute to publications and towards translation of policy and service.

Minimum requirements & key competency

■ MBCHB and M Med / FC Path within Chemical Pathology ■ Registration with HPCSA as a Pathologist (Independent practice category).
■ Laboratory safety procedures. ■ Medical conditions, in particular clinical pathology correlation. ■ Principles of analytical methodology.
■ Method validation including statistical calculations. ■ Laboratory quality assurance processes. ■ Principles of applied research methodology. ■ Practical laboratory techniques where relevant. ■ Biopsy interpretation in order to advise clinicians. ■ Computer literacy.
■ Communication and Presentation Skills. ■ Analytical and diagnosing. ■ Problem solving. ■ Conducting research.

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

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: MICROBIOLOGY / VIROLOGY LABORATORY
LOCATION: KIMBERLEY HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (35204-010-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: PROCUREMENT STORE
LOCATION: KIMBERLEY HOSPITAL
POSITION: STORES ASSISTANT (RE-ADVERTISEMENT)
PAY GRADE: B1
REFERENCE NUMBER: WCNC0324/001-01 (35206-001-3001)

Key Job Responsibility

■ Packing of goods received from suppliers, after verification by Clerk, onto designated shelves in the store room ■ Picking of goods for dispatch as per order to be verified by clerk ■ Hand delivers goods to requesting laboratory or department ■ Responsible for cleaning the store room to ensure that goods are replaced in designated areas ■ Assist in stock taking under supervision as per instruction.

Minimum requirements & key competency

■ Grade 12 ■ 6 months-1 year in an appropriate Procurement / Stores environment. ■ Basic computer literacy ■ Physically able to move and/or carry boxes and stock items ■ Attention to detail ■ Team orientated ■ Communication skills.

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: DE AAR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (35300-004-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: DE AAR HOSPITAL
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: WCNC0624/001-01 (35300-004-7009)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 ■ 1 year clerical experience ■ Knowledge of Laboratory Information System ■ General administration knowledge ■ Computer skills ■ Communication skills (Verbal, written, presentation) ■ Ability to work independently and collaboratively ■ **Candidates will be required to do a typing competency test.**

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: UPINGTON LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (35400-005-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: SPRINGBOK HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (35500-003-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TSHWARAGANO LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0324/001-01 (35540-005-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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