

JAN 2023

## GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level and or grade.
5. The NHLS reserves the right, at its discretion, to remove the advertisement and or not to appoint.
6. Internal employees are required to complete a period of twelve months in current role before they can be eligible to apply for transfer.
7. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
8. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
9. Correspondence will be limited to shortlisted candidates only.
10. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
11. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
12. External applicants shall be responsible for all expenditure related to attendance of interviews.

This is an open bulletin; External applicants are welcome to apply for this bulletin.

***NB: The NHLS/ NICD is an equal opportunity employer thus the filling of posts will be guided by the NHLS/NICD Employment Equity Targets. Suitably qualified candidates from all designated groups are encouraged to apply.***

**CLOSING DATE: 06 February 2023**

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BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: MANAGER: FINANCE AND ADMINISTRATION  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0123/001-03

**To manage and oversee the corporate finance and administration support service of the NICD in line with business requirements and needs.**

#### Key Job Responsibilities

■ Implement and communicate all NICD and NHLS policies, systems, procedures and internal controls to ensure smooth operation of the NICD and compliance with audit requirements ■ Facilitate the development and implementation of branch business plans and budgets to ensure NICD compliance with National Strategic requirements and objectives ■ Monitor, control and report on financial performance of the NICD against the budget to ensure cost effective, efficient service that is compliant with PFMA requirements ■ Responsible for preparation of the NICD budget ■ Review, recommend and report on capital expenditure for authorisation by the Executive Director to ensure that expenditure remains within allocated budget and is distributed equally between various business units in the NICD ■ Facilitate the implementation of Service Level Agreements (SLA's) and contracts to ensure that the needs of customers and NICD business objectives are met. ■ Manage and oversee the overall financial systems of the NICD in accordance with the NHLS rules, policies and procedures ■ Contribute to the strategic imperatives of the NICD. ■ NICD grant related financial management ■ Manage and oversee the entire procurement function for the NICD in line with regulatory requirements and business needs ■ To ensure that staff have adequate training to conduct respective duties ■ Manage and oversee the stores and receiving offices ■ Manage and oversee the General Services (including Facilities, Security, Cleaning Services) of the NICD in order to support logistical business needs and improve overall efficiency of the NICD ■ Control flow management to ensure the availability of funds to meet the needs of the business ■ Responsible for all financial internal and external audits for NICD ■ Design and support the preparation of budget requirements for NAPHISA. ■ Engage in ad-hoc duties as allocated by Executive Director.

#### Minimum Requirements and Key Competency

■ Three year degree in Financial management or Accountancy ■ Honors degree in Financial Management or Accountancy (desirable) ■ 8 to 10 years post qualification experience in Financial and General Management. ■ Demonstrated Leadership and Supervisory experience. ■ Project Management skills ■ Completed articles at an Audit firm (Signed off by SAICA) (desirable) ■ Knowledge of PFMA Regulations ■ Knowledge of external grant management ■ Knowledge of IT Systems ■ Knowledge of HR Policies and relevant legislature ■ Basic knowledge of networks and laboratory IT systems ■ Knowledge of procurement policies and principles ■ General Management –of security, transport, facilities etc. ■ In-depth knowledge of Financial Principles ■ Knowledge of Financial Analysis. ■ Interpersonal skills ■ Problem solving skills ■ Excellent work ethic ■ Deadline driven ■ Attention to detail. ■ Advanced excel skills. Advanced reporting skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

**In line with the Employment Equity Plan and targets, preference will be given to Black males and People living with Disability. Shortlisted candidates will be required to undergo assessment/s.**

BUSINESS UNIT: NICD  
DISCIPLINE: NATIONAL CANCER REGISTRY  
LOCATION: SANDRINGHAM  
POSITION: HEAD OF DEPARTMENT (AMENDMENT AND RE-ADVERTISEMENT)  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0522/001-02

**To provide an effective and efficient service for smooth operations of the National Cancer Registry in contributing to the surveillance system and research for cancer in South Africa.**

### Key Job Responsibilities

■ Contribute as a member of the senior management team responsible for the strategic planning of the NCR and conducts operational planning of the NCR to ensure the achievement of all required performance objectives and alignment of the NCR to the changing needs of customers and stakeholders ■ Liaison with government departments, other NHLS units/divisions, Universities, medical research and international agencies, the private health sector and NGO's with respect to cancer surveillance and epidemiological and outcomes research ■ Engage in teaching, training and research activities of the NCR to ensure the obligations and objectives of NCR are met and provide inputs to decrease the burden of cancer ■ Develop and manages staff to ensure compliance with organisational objectives and policies and to ensure they have the skills required by the organisation and are able to achieve their performance objectives ■ Responsible for the development and management of an operational budget to ensure the most effective utilisation of financial resources and maintenance of costs within budget ■ Oversee the quality system in accordance with accreditation requirements to ensure delivery of quality results ■ Promote Research and Development in order to improve the scope, quality, cost effectiveness and turnaround times of the NCR within limited financial and human resources ■ Ensure the production of annual and other technical reports to support policy and cancer control programme interventions ■ Oversee the implementation of health, safety and environmental requirements to ensure the implementation of all necessary processes and procedures, compliance with legislation and the achievement of a healthy, safe and environmentally friendly environment ■ Source funding for research and other projects nationally and internationally to ensure availability of resources for effective operation of the units.

### Minimum requirements and key competencies

■ MBChB ■ MSc/PhD in Public Health/ Oncology/ Epidemiology ■ Registration with the HPCSA (desirable) ■ Five (5) years post qualification experience ■ Experience in cancer surveillance and/or cancer research is desirable ■ Research record as evidenced by publications in recognised scientific press ■ Financial and general management skills ■ Information management skills ■ Leadership, Supervisory and networking skills.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)

## GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST (**FIXED TERM CONTRACT – 12 MONTHS**)  
PAY GRADE: MT1  
REFERENCE NUMBER: NICDCDC0123/001-01

**Conducts and monitors a variety of diagnostic and environmental analyses of human and sewage specimens to provide accurate laboratory test results.**

### Key Job Responsibilities

- Manage human and environmental sewage sample receipt, processing and testing in support of global polio eradication
- Perform sample preparation and examination of human and environmental sewage samples
- Ensure that equipment is maintained according to defined SOP and prepare reagents and media where applicable
- Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work and equipment to obtain maximized outcomes
- Maintain safety standards in accordance with OHSA
- Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times
- Verify and report results (interpret where applicable) and ensure that results are delivered timeously
- Undertake troubleshooting where necessary
- Accurate interpretation of results
- Maintain excel and access databases of test results and patient information
- Operates, monitors and calibrates analytical equipment according to relevant standards
- Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results
- Assists with technical support and training to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants.

### Minimum Requirements and Key Competencies

- National Diploma in Medical Technology or Biomedical Technology
- HPCSA registration (Virology, Microbiology or Clinical Pathology) as a Medical Technologist
- Knowledge for the usage of specialised instrumentation
- Accuracy and organisational skills
- Attention to detail striving for an error free standard
- Computer literacy
- Knowledge of infection control and sterilization protocols
- Ability to work independently and collaboratively
- Ability to identify problems and troubleshoot
- Communication Skills (Verbal, written & presentation)
- Accuracy skills
- Time management and evaluation skills.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za) .

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR TUBERCULOSIS  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST **(FIXED TERM CONTRACT: UP UNTIL 30 SEP 2023)**  
(NO OVERTIME AND SHIFT ALLOWANCE)  
PAY GRADE: MT1  
REFERENCE NUMBER: NICDCDC0123/001-02

**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 Responsibilities

■Manage sample collection and suitability for analysis ■Monitors and controls outstanding work to ensure compliance with TAT ■Monitors stock levels in area of responsibility ■Performs validations/ verifications of new tests ■Ensure that equipment is maintained according to defined SOP and prepare reagents and media where applicable ■Manage data required for the efficient functioning of the lab in order to meet statutory and clinical requirements ■Ensure that quality services are supplied to customers by monitoring work, staff and equipment to obtain maximized outcomes ■maintain safety standards in accordance with OHSA ■Conduct, process and interpret tests in terms of prescribed procedures, monitoring quality at all times ■Verify, report and authorise results (interpret where applicable) and ensure that results are delivered timeously ■Undertakes to troubleshoot where necessary with evidence of corrective action / root cause and preventative action ■Keep abreast with research in order to make informed decision on existing lab test and technique ■Involved with training and development of peers, medical professionals to ensure the delivery of high lab service standard ■Reviews and deems staff competent which is under his/her supervision ■Interprets laboratory findings and completes technical reports. Maintains records and documentation of test results and patient information ■Operates various analytical equipment for medical microbiological tests. Monitors, calibrates and maintains devices according to relevant standards ■Adheres to quality assurance policies and procedures to ensure the accuracy of laboratory results. Coaches and provides technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants ■Liaise with healthcare Clinicians, Registrars and Pathologists ■Consults on the interpretation of results by phoning out critical and abnormal results ■Involved in the writing and review of SOPs'.

#### Minimum requirements and key competencies

■National Diploma in Medical Technology or Biomedical Technology or BSC in laboratory scientists ■HPCSA registration as a Medical Technologist in Microbiology ■One year experience as a Biomedical/ Medical Technologist (Experience in TB diagnostics will be advantageous) ■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 Zinhle Buthelezi @ 011 885 5404, e-mail application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za) .

BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: INFORMATION MANAGER (FIXED TERM CONTRACT: 12 MONTHS)  
(RE-ADVERTISEMENT)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0922/001-02

**To design, develop and maintain information systems to meet strategic and operational reporting requirements of surveillance data for the NICD with a specific focus on NMC and conduct and manage activities relating to extraction, storage, collection, management and reporting of clinical and laboratory NMC national surveillance data.**

#### Key Job Responsibilities

■ Develop the NMC surveillance data management strategy and ensure that the NMC surveillance data management strategy is aligned with the broader NICD surveillance vision and to the NDOH health information management strategy ■ Build an NMC data warehouse to coordinate the collection, storage, management and reporting of NMC surveillance data ■ Develop and manage the NMC databases; where outsourcing of services is required, manage and guide the outsourced developments ■ Support surveillance data management requirements for NICD specialist centres with a specific focus on NMC ■ Modify existing database management systems for integration into the NMC surveillance information system ■ Develop application programming interfaces to allow electronic data exchange between data systems. Develop NMC surveillance data reporting tools and processes ■ Prepare and provide datasets required for epidemiological analyses ■ Compile and automate reports, graphs, tables, spread sheets for data distribution ■ Development and management of the malaria information system (MIS) and all additional malaria related information systems maintained by the South African malaria control programmer ■ Develop and implement standards and guidance for use of database tools and the protection of confidential information including development and maintenance of standard operating procedures ■ Initiate and participate in operational research projects related to NMC surveillance data and the data systems thereof ■ Design and implement new data management applications and provide support and maintenance of existing applications ■ Sustainable integration of spatial and non-spatial data ■ Train and develop the NICD users/ data analysts to systematically identify, collect, analyse, review, share and retain important epidemiological and surveillance data ■ Establish and maintain links with relevant internal and external stakeholders (providing for Service Level Agreement with the Department of Health) ■ Develop and continuously update systems for long-term archiving of data, protecting the integrity of data for future applications and audits ■ Automation of daily tasks to ensure optimal performance of data storage environments ■ Maintain quality and strict confidentiality of information collected ■ Recruitment and management of the relevant staff ensuring skills transfer ■ Provide other tasks and contribute to organizational management as required.

#### Minimum Requirements and Key Competencies

■ Three year Degree (computer science/ Information systems or Health data management) ■ Proficiency in SQL, MS access, MS excel, .Net architecture, Microstrategy and/or other relevant data management software packages ■ Understanding of Geographic information System (GIS) (desirable) ■ Six (6) years' experience with data management software ■ Six (6) years' experience in developing datasets for further scientific analyses ■ Six (6) years' experience in generating operational and data quality reports ■ Knowledge of and insight into laboratory reporting practice with specific reference to the NHLS and NICD ■ Knowledge of development of data driven health dashboards ■ Basic understanding of the health systems in South Africa ■ Scientific publications in peer reviewed journals ■ Self-driven with good organisational skills ■ Excellent communication skills (verbal, written and presentation) ■ Exceptional relationship building skills ■ Strong time management and judgement skills ■ Strong leadership and decision making skills ■ Outstanding ability to pay attention to detail ■ Good innovative and adaptability abilities.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: ADMINISTRATION AND MANAGEMENT  
LOCATION: SANDRINGHAM  
POSITION: SENIOR ETL DEVELOPER (FIXED TERM CONTRACT: 12 MONTHS)  
(RE-ADVERTISEMENT)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0922/001-01

**To use data warehousing and business intelligence skills to technically assist the corporate data warehouse in delivering value to stakeholders through the optimised processing of data into data marts that will support analytics and BI Reporting.**

#### Key Job Responsibilities

■Develop and maintain new and existing data marts and ETL processes which enable the acquisition of source system into CDW ■Ensure integrity of data from the source systems into the respective marts in the CDW to ensure accuracy of the reporting from CDW ■Develop new functionality in order to support the broader stakeholder business intelligence ■Assist in the development and maintenance of business intelligence back end processes in order to provide the foundation for data transformation and data cleansing ■Assist with data aggregation in order to optimize performance and improve end user experience ■Support the collection, integration and transformation of large volumes of data with data structures ranging from simple to highly complex in order to process the laboratory information ■Utilize methods in the data integration environment that maximise speed flexibility and effectiveness when building, deploying and updating data warehouse objects ■Liaise with users, analysts and support staff in order to maximise the efficiencies of the CDW team ■Collaborate or actively test new development to ensure accuracy of information ■Mentor junior members of the team.

#### Minimum Requirements and Key Competencies

■BSc Degree/ National Diploma in Information Systems ■Post graduation qualification or other courses in data warehousing/ ETL ■Four (4) years data warehousing/ ETL experience ■Practical Data Warehouse Development Life Cycle ■SQL programming ■Trouble shooting with Informatica ETL design tool ■Oracle database/ other mainstream relational database/ data warehouse appliance ■Knowledge of Informatica ■Dimensional Data modelling and design understanding ■ETL development knowledge ■Knowledge of methodologies underlying data warehouse development ■Knowledge of data warehouse appliances ■Understanding of BI reporting tools ■Well developed communication skill ■Ability to work under pressure ■Team work ■ Assessment and information interpretation skills ■Research/ information collection skills ■ Report writing ■Supervisory and mentoring skills ■Deadlines oriented ■Customer oriented ■Planning and organising skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)



BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR TUBERCULOSIS  
LOCATION: SANDRINGHAM  
POSITION: DATA MANAGER (FIXED TERM CONTRACT – 12 MONTHS)  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC0123/001-03

**To coordinate, manage and maintain TB surveillance and research study databases to ensure accurate data for analysis.**

#### Key Job Responsibilities

- Manage, maintain and update surveillance and research study databases within designated NICD Centres
- Manage and develop data staff members so that they acquire skills required for optimal performance
- Compile and automate standard & adhoc reports, graphs, tables and spread sheets for data distribution
- Perform daily back up and security for databases and ensure that data can be easily retrieved
- Perform data audits as and when required
- Develop data collection tool to ensure effective capturing of information /data
- Ensure all fields on data collection forms match those the database
- Oversee the technical aspects of electronic data collection tools
- Maintain quality and strict confidentiality of information collected
- Contributes to the recruitment and selection process of new data staff members
- Develop new databases for projects as required
- Contribute to the development and implementation of standard operating procedures for use and acquisition of database tools and the protection of confidential information
- Oversee the development and maintenance of a filing system for all studies
- Set up and run data cleaning programmes for logical data checking which will then generate error reports or queries requiring validation (ie ensure all dates correlate admindte, collectdte, outcomedte, dob, etc; ensure all sex related questions tie together – no pregnant men; ensure death questions match outcome of death; and other outliers of numbers, observations, etc)
- Liaise with surveillance sites and laboratory staff with respect to data queries and manage the flow of queries in order to improve the quality of data
- Provide clean, good quality datasets available for quarterly analysis
- Ability to drawdown required datasets for analysis
- Participate in epidemiologic research related to surveillance data.

#### Minimum requirements & key competencies

- Degree / Diploma in Information Technology / Epidemiology or other relevant qualifications
- Three (3) years' experience in data management
- Experience in database development using MS Access or SQL
- Knowledge of epidemiology information
- Proficiency in statistical packages
- Computer literacy
- Communication skills (verbal and written)
- Report writing skills
- Ability to deal with or handle confidential information
- Attention to detail
- Management skills
- Problem solving skills
- Accuracy skills
- Analytical skills
- Interpersonal skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to [Recruiter2@nicd.ac.za](mailto:Recruiter2@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: CENTRE FOR VACCINES AND IMMUNOLOGY  
LOCATION: SANDRINGHAM  
POSITION: MEDICAL TECHNOLOGIST (MATERNITY REPLACEMENT – 6 MONTHS)  
PAY GRADE: LEVEL 2  
REFERENCE NUMBER: NICDCDC0123/001-04

**Conduct and monitor a variety of diagnostic analyses of specimens to provide accurate laboratory test results to aid in and confirm clinical and environmental diagnosis in support of the Global Polio Eradication Initiative.**

#### Key Job Responsibilities

##### **Operational efficiency of laboratory**

- Conduct a range of virology-related diagnostic and environmental tests, including cell culture, virus isolation, microscopy and PCR as part of routine testing in accordance with SOPs, monitoring quality at all times
- Manage data required for the efficient functioning of the lab in order to meet project and clinical requirements
- Ensure that quality services are supplied to customers by monitoring work, stock, staff and equipment
- Maintain safety standards in accordance with OHSA
- Undertake to troubleshoot where necessary
- Verification and validation of equipment and/or test methods for routine implementation
- Interpret laboratory findings and completes technical reports
- Maintain records and documentation of test results and patient information
- Operate various analytical equipment for medical virology tests
- Efficient stock control on bench
- Liaise with healthcare Clinicians, Registrars and Pathologists.
- Database entry and management for accurate distribution to stakeholders'
- Attend to and close off customer complaints.

##### **QMS**

- Monitors, calibrates and maintains devices according to relevant standards
- Monitors, calibrates and maintains devices according to relevant standards
- Perform preventive equipment maintenance performed as per set schedule
- Adhere to quality assurance policies and procedures to ensure the accuracy of laboratory results
- Log non-conformances, identify corrective and preventive actions and determine root cause
- Trend analysis of non-conforming events with appropriate corrective and preventive measures
- Participate in EQA up to review and distribution of results.

##### **Assessments of results/Interpretation of results**

- Verify and report results (interpret where applicable), manually and electronically and ensure that results are delivered timeously
- Perform Data Checks as per SOP.

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

- Training, coaching and provide technical support to Lab Technicians, Student Medical Technologists, Registrars, Pathologists and Laboratory Assistants.

#### Minimum requirements and Key Competencies

- National Diploma in Medical Technology or Biomedical Technology or Bachelor of Health Sciences: Biomedical Technology
- Registration with HPCSA in Clin Path, Microbiology/Virology advantageous
- Four (4) years' experience post qualification experience
- Perform sampling and analysis of human and environmental samples
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail and 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
- Able to accommodate overtime requirements in order to deliver timeous and accurate results.

Enquiries may be directed to Kgaugelo Mkwanazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)

BUSINESS UNIT: NICD  
DISCIPLINE: SEQUENCING CORE FACILITY  
LOCATION: SANDRINGHAM  
POSITION: SEQUENCING - MANAGER LABORATORY  
**(FIXED TERM CONTRACT – 12 MONTHS) - AMENDMENT**  
PAY GRADE: D1  
REFERENCE NUMBER: NICDCDC1222/001-01

**To manage a Next-Generation Sequencing laboratory and ensure that the laboratory constantly provides a high quality and efficient service in line with customer and business needs.**

#### Key Job Responsibilities

- Manage the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Review and recommend change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory
- Oversee asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Participate in research and development to assess the appropriateness of Next-Generation Sequencing (NGS) applications improving on existing protocols and optimizing new applications
- Monitor and manage sequencing requests/projects to ensure objectives are achieved in terms of turnaround times, cost control, quality and service, liaises with customers/staff in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS 17025 accreditation requirements
- Contribute to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximise the profitability of the lab
- Oversee the training of students
- Perform the role of a medical technologist as required as per operational needs.

#### Minimum requirements and Key Competencies

- Three (3) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7/BSc Hons in Science field
- Registration with HPCSA desirable
- Seven (7) years post qualification and experience in a laboratory environment
- Knowledge of usage of NGS Laboratory Equipment
- Knowledge of data quality metrics produced by NGS Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and Processes
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management & computer skills
- Ability to work under pressure
- Communication skills
- Planning, organizing and process management
- Analytical skills.

**Applicants who applied in the previous advert do not need to re-apply**

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to [Recruiter3@nicd.ac.za](mailto:Recruiter3@nicd.ac.za)