



APRIL 2025

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of current registration with a Professional body (e.g., HPCSA, SANC, etc.), CPD compliance status report 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: 30 APRIL 2025

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
FORENSIC CHEMISTRY LABORATORY ADVERTS	4 – 4
CORPORATE REGION	5 – 8
EASTERN CAPE REGION	9 – 20
GAUTENG REGION	21 – 29
KZN REGION	30 – 41
LIMPOPO AND MPUMALANGA REGION	42 – 44
WESTERN AND NORTHERN CAPE REGION	45 – 47

FORENSIC CHEMISTRY LABORATORY ADVERTS

BUSINESS UNIT: FORENSIC CHEMISTRY LABORATORIES
DISCIPLINE: QUALITY ASSURANCE: FCL
LOCATION: FCL MANAGEMENT & ADMINISTRATION - PRETORIA
POSITION: BRANCH MANAGER: QUALITY ASSURANCE (FCL)
PAY GRADE: D2
REFERENCE NUMBER: FCLMAN0425/001-01 (92090-001-1317)

Key Job Responsibility

■ To develop quality management system policies and procedures in line ISO 17025 and other international standard in order to provide effective efficient laboratory services. ■ To advise the Head of FCL and facilitate implementation of the QMS to international standards throughout the region in order for laboratories to produce high quality laboratory results. ■ To advise Head of FCL on obtaining accreditation or certification to international standards within the region to meet the NHLS strategic objectives. ■ To facilitate the maintenance of the accredited/certified sites within the region in order to maintain high-quality standards. ■ To monitor the QMS in the region by auditing management processes and assessing technical procedures to monitor the quality management system in the region. ■ To provide technical expertise to Forensic Chemistry Laboratories on QMS including, PT scheme, validations and on-site verification protocols in order to maintain quality management systems in laboratories in the region. ■ To provide support on clearance of non-conformances raised, internally and externally to all laboratories/departments in the region. ■ To implement the QMS, attend QA meetings, facilitate Management review meetings and report to inform the National QA Manager and FCL Head on the performance of the laboratories / departments in the Region including attending National QA Meetings. ■ To mentor and coach relevant groups in QMS and QA related subjects to all relevant staff within NHLS by training and advising. ■ To ensure the procurement of products and services are performed in accordance with regulations and NHLS policies and procedures.

Minimum requirements & key competency

■ 4 year Degree/Advance diploma in Analytical Chemistry/Chemistry/Biotechnology (NQF Level 7) ■ Quality Management Certificate. ■ Masters in related field (NQF Level 9) (desirable). ■ 8 years in laboratory environment of which 5 years as a laboratory manager/QA supervisor ■ 5 years in ISO 17025 knowledge ■ 1 year Auditing and training (desirable) ■ 1 year Technical Assessing (desirable) ■ Legislation (OHSA, PFMA etc) ■ Accreditation and Certification requirements ■ Laboratory operations and systems ■ Business processes ■ International Standards on auditing. ■ Internal Technical Auditing Planning and organisational skills ■ Leadership and supervisory skills ■ Communication skills (written, verbal, presentation) ■ Strategic thinking ■ Computer Skills ■ Interpersonal skills.

Enquiries may be directed to [Mmalefu Manoto@nhls.ac.za](mailto:Mmalefu.Manoto@nhls.ac.za) (071) 555 0496, e-mail application to mmalefu.manoto@nhls.ac.za

CORPORATE REGION

BUSINESS UNIT: SOUTH AFRICAN VACCINE PRODUCERS
DISCIPLINE: QUALITY ASSURANCE
LOCATION: SANDRINGHAM
POSITION: PROCESS TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPSAVP0824/001-01 (99097-001-8013)

Key Job Responsibility

■ Executive planned preventative maintenance program on utilities equipment which ■ To plan and prepare immunization and bleeding solutions and the stabilization of the plasma in order to supply production with stable hyper-immunized plasma. ■ To process, purify and sterilize plasma according to SOPs and aseptic technique in order to obtain the anti-venom. ■ To fill, seal and inspect the anti-venom into correct ampules to ensure that it is ready for final packaging ■ To record and maintain production documents and logbooks in order to create audit trail. ■ To maintain good housekeeping practices and dispose of waste according to SOPs and current Good Manufacturing Practices (GMP) to create a safe work environment. ■ To review SOPs on a regular basis to ensure compliance with GMP. ■ To review, in collaboration with the Production Manager, production process in case of out of specification products to ensure corrective action is taken. ■ To raise deviations and perform investigations and perform investigations on non-conformances ■ To monitor stock availability(consumables) in order to ensure a supply for continuous operation. ■To operate, maintain and assist in the validation and calibration of production equipment to ensure equipment is in good working order and status. ■ To perform reasonable ad hoc tasks as requested by the Production Manager.

Minimum requirements & key competency

■ National Diploma (NQF Level 6) in Biotechnology/Analytical Chemistry/Electrical or Mechanical Engineering ■ Two (2) to 4 years' experience in pharmaceutical manufacturing environment, preferably steriles ■ Aseptic technique ■ GMP and GLP ■ OHSA ■ Production equipment ■ Industrial Microbiology (Desirable) ■ Computer Literacy ■ Attention to detail ■ Technical oriented ■ Problem solving skills. ■ Communication skills. ■ Interpersonal skills.

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

BUSINESS UNIT: CORPORATE
DISCIPLINE: HUMAN RESOURCES
LOCATION: PRETORIA
POSITION: HR TRAINING OFFICER (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPHR0335/001-01 (06950-002-9003)

Key Job Responsibility

■ Types and/or collates documents/reports and prepares presentations timeously as per departmental requirements ■ Email 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 ensure 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 and training events 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 and course bookings as per requirements ■ Maintains a database for the department in keeping with Skills Development procedures and other departmental requirements ■ Administration of applications for bursaries and training courses (internal and external) as well as conference/congress attendance on a regional level. It will also include the recording of all training and education interventions and reporting such training in a prescribed format against regional Workplace Skills Plans (WSP) ■ Liaises with training service providers to ensure that training offered to NHLS employees is accredited by South African Qualification Authority (SAQA) ■ Liaises with service provider and internal finance department to facilitate payment Recruitment process for students: Assist with arranging interviews, prepare interview documentation, do reference checking for candidates, contacts successful candidate ■ Consolidate regional WSP and ATR together with Regional Training Manager.

Minimum requirements & key competency

■ Diploma in HR Management/Development/training (NQF level 6) ■ Minimum 3 years' experience in Human Resources/Skills/Training/Learning & Development ■ Project Management ■ Skills Development Act, Skills Development Levies Act, Employment Equity Act & other HR legislation (desirable) ■ Knowledge of how SETAs function (desirable) ■ Good typing skills ■ General office administration skills ■ Attention to detail ■ Interpersonal skills ■ Knowledge of HRMS ■ Excellent/high level proficiency in MS Word, Excel and PowerPoint ■ A driver's license (code 08) and own vehicle (desirable)

Enquiries may be directed to Liziwe Vanga @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: CORPORATE
DISCIPLINE: HUMAN RESOURCES
LOCATION: EAST LONDON
POSITION: HR TRAINING OFFICER (RE-ADVERTISEMENT)
PAY GRADE: C2
REFERENCE NUMBER: CORPHR 0325/001-02 (06960-001-9003)

Key Job Responsibility

■ Types and/or collates documents/reports and prepares presentations timeously as per departmental requirements ■ Email 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 ensure 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 and training events 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 and course bookings as per requirements ■ Maintains a database for the department in keeping with Skills Development procedures and other departmental requirements ■ Administration of applications for bursaries and training courses (internal and external) as well as conference/congress attendance on a regional level. It will also include the recording of all training and education interventions and reporting such training in a prescribed format against regional Workplace Skills Plans (WSP) ■ Liaises with training service providers to ensure that training offered to NHLS employees is accredited by South African Qualification Authority (SAQA) ■ Liaises with service provider and internal finance department to facilitate payment Recruitment process for students: Assist with arranging interviews, prepare interview documentation, do reference checking for candidates, contacts successful candidate ■ Consolidate regional WSP and ATR together with Regional Training Manager.

Minimum requirements & key competency

■ Diploma in HR Management/Development/training (NQF level 6) ■ Minimum 3 years' experience in Human Resources/Skills/Training/Learning & Development ■ Project Management ■ Skills Development Act, Skills Development Levies Act, Employment Equity Act & other HR legislation (desirable) ■ Knowledge of how SETAs function (desirable) ■ Good typing skills ■ General office administration skills ■ Attention to detail ■ Interpersonal skills ■ Knowledge of HRMS ■ Excellent/high level proficiency in MS Word, Excel and PowerPoint ■ A driver's license (code 08) and own vehicle (desirable)

Enquiries may be directed to Liziwe Vanga @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: NATIONAL PRIORITY PROGRAMME
DISCIPLINE: POINT OF CARE
LOCATION: SANDRINGHAM
POSITION: NATIONAL PROJECT MANAGER (AMENDMENT)
PAY GRADE: D2
REFERENCE NUMBER: CORPAARQA032025-001-01

Key Job Responsibility

■ The purpose of the National POCT Manager is to work with NHLS staff as well as National and Provincial Department of Health staff to provide efficient point of care testing services ■ Perform gap analysis on current state of POCT within NHLS laboratories ■ Point of Care Device Management: Oversee the selection, and implementation of point of care devices nationally ■ Quality control and assurance: Develop and implement quality control process to ensure the accuracy and reliability of POCT tests results including proficiency testing, quality control testing and calibrations nationally ■ To manage and coordinate the implementation of POCT nationally ■ Staff training: Oversee the provision of training and education to health care workers on the use and maintenance of point of care devices ■ Data management: Oversee the collection, analysis, and reporting of point of care data ■ Policy development and implementation: Work with NDOH and NHLS to develop policies and procedures including guidelines for point of care device use and quality control ■ Collaboration and communication: Work with pathologist, area managers, provincial departments of health and nursing and other medical staff to ensure effective communication and coordination of point of care services and thus ensure improved health care in the public sector ■ To develop budget plans for the implementation of POC testing nationally. .

Minimum requirements & key competency

■ National Diploma or Degree (NQF Level 6) in Medical Technology /Health Sciences or equivalent experience) ■ Registered with professional body i.e. HPCSA,SANCA ■ Minimum of 7 years' experience in a laboratory setting ■ 1-2 years point of care experience on national project manager ■ Five (5) years supervisory/management experience ■ Good Understanding of laboratory process in public health sector ■ Experience in project work, programme or project management and monitoring & evaluation ■ Experience in implementation of POC ■ Extensive knowledge and experience in QA implementation ■ Experience in public health sector with POC testing ■ Understanding of technical aspects of PIOC instruments ■ Experience in preparing budgets for POCT ■ Computer literacy-MS Office package, lab related systems, Oracle ■ Customer Relations and communications skills ■ Experience in public sector with POC testing ■ Numerical skills ■ Interpersonal and people skills ■ Time Management skills ■ Interpersonal skills and people skills

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

EASTERN CAPE REGION

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: NURSING SERVICES
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: PHLEBOTOMY OFFICER (X3 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: EC-NMAL0325/001-01 (23022-001/009/012-7015)

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 identity 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: MICROBIOLOGY/CLINICAL PATHOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL0125/001-03 (23014-009-8014)

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 in Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist/Medical Laboratory Scientist in the **Microbiology / Clinical Pathology** discipline
- 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: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EMPILISWENI HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-AN&JG0125-001-03 (24620-003-7014)

Key Job Responsibility

- 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** 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: TAYLOR BEQUEST
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: EC-AN&JG0125/001-05 (26000-002-7009)

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

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
 DISCIPLINE: CLINICAL PATHOLOGY
 LOCATION: COFIMVABA HOSPITAL
 POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
 PAY GRADE: LT1
 REFERENCE NUMBER: EC-ORT&CH0125/001-03(25000-007-7014)

Key Job Responsibility

- 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** 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to Phumzile.Mbilini@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: LIVINGSTONE -CHEM PATH
POSITION: PATHOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMB&SB1224/001-08 (24001-001-1414)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ FCPATH or MMED qualification in Chemical Pathology discipline ■ HPCSA registration for independent as pathologist in applicable discipline ■ 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 Asamkele Gonose @ (041) 395 6162, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: MICROBIOLOGY PATHOLOGY
LOCATION: PE MICROBIOLOGY
POSITION: PATHOLOGIST
PAY GRADE: PHE
REFERENCE NUMBER: EC-NMB&SB0425/001-01 (21006.002.1414)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

■ FCPATH or MMED qualification in Microbiology Pathology discipline HPCSA registration for independent as pathologist in applicable discipline . ■ 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 Asamkele Gonose @ (041) 395 6162, e-mail application to Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY /MICROBIOLOGY
LOCATION: PE-TB LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMB&SB0325/001-02 (21014-004-8014)

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 / 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 Asamkele.gonose@nhls.ac.za

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: SUPPORT FUNCTION
LOCATION: PE SUPPORT LABORATORY
POSITION: SECURITY: OFFICER (RE-ADVERTISEMENT)
PAY GRADE: A3
REFERENCE NUMBER: EC-NMB&SB0225/001-15 (21022-006-2115)

Key Job Responsibility

Ensure proper implementation of established security standard, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, intrusion alarms, following emergency response procedures. ■ Write security-related documents, such as incident reports, recording observations, information, occurrences. ■ Interviewing witnesses and obtaining signatures. ■ Conduct physical examination of property, i.e. monitoring and surveillance of equipment, buildings, access points permitting entry to ensure compliance with security policies and regulations. ■ Ensures operations of equipment by completing preventative maintenance requirements; following manufacturer instructions; troubleshooting malfunctions; calling for repairs. ■ Communicate security status; updates and actual or potential problems using established protocols. **Minimum requirements & key competency**

■ Minimum of a Grade 12 certificate (NQF Level 4) ■ Registered with PSIRA as a grade D security certificate ■ Driver's Licence is essential ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA. ■ Working Knowledge of public safety and security procedures/ protocols. ■ Ability to operate detecting systems ■ Surveillance skills and experience ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Strong interpersonal skills ■ Attention to detail ■ Good Communication skills ■ Time management ■ Good driving skills ■ Surveillance skills and experience. ■ Assertiveness

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

BUSINESS UNIT: BUFALLO CITY AND AMATOLE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WILLOWVALE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-BCA0325/001-07 (25020-002-8014)

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**
- 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) 708 2218, e-mail application to lindokuhle.mbele@nhls.ac.za

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

Key Job Responsibility

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

Minimum requirements & key competency

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

Enquiries may be directed Lindokuhle Mbele @ (043) 708 2218, e-mail application to lindokuhle.mbele@nhls.ac.za

BUSINESS UNIT: EASTERN CAPE REGIONAL OFFICE
DISCIPLINE: QUALITY ASSURANCE
LOCATION: EC REGIONAL OFFICE - EAST LONDON
POSITION: BRANCH MANAGER: QUALITY ASSURANCE
PAY GRADE: D2
REFERENCE NUMBER: EC-ELREG 0225/001-01 (09927-005-1317)

Main Purpose of the Job

To develop, monitor and continually improve the effectiveness of the quality management system of the diagnostic laboratories and department is within a region to the relevant international standard/ s and NHLS policies and procedures.

Key Job Responsibility

■ To develop Quality Management System Policies and Procedures in line with the international standard in order to provide effective efficient laboratory services. ■ To advance the AM/ BM and facilitate the implementation of the QMS to international standards throughout the region in order for laboratories to produce high quality laboratory results. ■ To advise AM/ BM to obtain accreditation all certification to international standards within the region. ■ To meet the NHLS strategic objectives to facility the maintenance of the accredited certified sites within the region in order to maintain high quality standards. ■ To monitor the QMS in the region by auditing management processes and assessing technical procedures in order to monitor the quality management system in the region. ■ To provide technical expertise to Laboratories on QMS including PT schemes and on site verification protocols in order to maintain Quality Management Systems in laboratories in the region. ■ To provide support on clearance of non-conformances raised internally and externally to all laboratories/ departments in the region. ■ To review the implementation of the QMS by QA meetings and management review meetings and Report to inform the national QA manager and am on the performance of the Laboratories departments in the region. ■ To mentor and coach relevant groups in QMS and QA related subjects to all relevant staff within NHLS by training and advising. ■ To ensure the procurement of products and services are performed in accordance with the regulations and NHLS policies and procedures.

Minimum requirements & key competency

■ National Diploma in Medical technology/ MSc in Pathology related field (essential) Experience: ■6-8 years' post – registration experience (essential) ■ 2 years Laboratory Management experience. ■1-year Auditing ■ 1-year Technical Assessing (desirable) Related Skills: ■ Planning and Organising ■Leadership and Supervisory Skills ■ Communication Skills (written, verbal, presentation) ■ Strategic thinking ■ Computer Skills ■ Interpersonal Skills.

Enquiries may be directed Rebecca Jempi @ (043) 700 8700, e-mail application to rebecca.jempi@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: CENTRAL FINANCE
DISCIPLINE: PROCUREMENT DEPARTMENT
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: PROCUREMENT SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: GAUFIN0225/100 - 01 (40940-001-1124)

Main Purpose of the Job

To oversee capital expenditure and sourcing of all requirements in line with NHLS policy and procedure as well as PFMA and PPPFA to ensure timeous delivery of goods in the area of responsibility.

Key Job Responsibility

■ To create an enabling environment via RFQ/tender process by purchasing/sourcing based on business requirements to ensure that correct inventory levels are available 2. To ensure required goods are delivered timeously, according to specification, NHLS policy and procedure 3. To source relevant / alternative suppliers based on business requirements as per PFMA and PPPFA 4. To approve orders as per the delegation of authority 5. To ensure that the system cleaned up by monitoring that open orders are closed in accordance to procedure 6. To compile and submit monthly reports, e.g. price, buyers and supplier performance including overdue purchase orders, CAPEX, etc. 7. To guide, train and support staff on the day-to-day procurement activities 8. To provide professional advice with regards to procurement to regional staff on NHLS policy, procedure, PFMA and PPFA 9. To maintain good relations with internal and external customers and maintain supplier relations by means of supplier meetings, calls, etc. 10. To train, develop and manage staff to ensure they have the skills required by the organisation and are able to achieve their performance objectives 11. To assist the Manager - Procurement Operations with tasks and / or Projects as requested. 12. To oversee capital expenditure and sourcing of all requirements in line with NHLS policy and procedure as well as PFMA and PPPFA to ensure timeous delivery of goods in the area of responsibility.

Minimum requirements & key competency

■ Diploma / Degree Logistics, Supply Chain Management, Business Administration, Purchasing [NQF 6] ■ 5 years procurement experience ■ Knowledge of an ERP system [Oracle, SAP, etc.] ■ Knowledge of relevant acts and treasury regulations, e.g. PFMA, PPPFA and BBBEE ■ I-procurement / RFQ purchasing ■ Basic financial management ■ Communication skills [written and verbal] ■ Computer literacy (Advanced MS Excel) ■ Prioritising skills ■ Time management ■ Supervision of staff ■ Planning and Organisational skills ■ Deadline driven ■ Attention to detail ■ Numeric skills ■ Presentation skills ■ Interpersonal skills ■ Negotiation skills ■ Ability to cope in a high-pressured environment

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

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: THELLE MOGOERANE LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUEKTS1124/001-10 (44800-005-5012)

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 list of samples for distributions to laboratories ■ Administers the distribution of samples to ensure smooth channelling of specimens to various disciplines ■ Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turn- around times ■ Responsible for appropriate packaging, recording, monitoring and of all out-going referral specimens ■ Keeps specimens requests 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) ■ 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 typing test.

Enquiries may be directed to Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: KALAFONG LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: GAUEKTS0125/001-09 (64150-002-8022)

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 identity 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

■ Grade 12/NQF level 4 ■ Certificate in Nursing (3 years)/ SMLTSA Certificate ■ Counselling and Good Clinical Practice (GCP) courses ■ Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician ■ 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 specialised 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, ■ Knowledge of various test regimes, ■ Knowledge of specimen safety precautions ■ Understanding and applying correct procedures, Working in hazardous environment and being safety conscious ■ Sound knowledge of all required phlebotomy related nursing procedures and relevant disease process/laboratory tests ■ Computer literate ■ Project management skills ■ Data capturing and analysis skills, ■ Interpersonal and Counselling skills, ■ Written and verbal communication skills ■ Time management and initiative ■ Good communication ■ Ability to maintain confidentiality.

Enquiries may be directed to Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: KALAFONG LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EKTS1024/001-06 (64150-007-8014)

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 ■ Registration with the HPCSA in the **Clinical Pathology** as Medical Technologist / Medical Laboratory Scientist ■ Current proof of HPCSA registration; ■ 0-3 years' work experience essential. ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

Enquiries may be directed to Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: CHEMISTRY DEPARTMENT
LOCATION: KALAFONG LABORATORY
POSITION: SUPERVISOR LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EKTS0125/001-08 (44700-003-1231)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year relevant Diploma or degree in in Medical Technology.
- Registration with the HPCSA in **Clinical Pathology**
- Current proof of HPCSA registration
- Minimum of 4 years' experience as Medical Technologist in a diagnostic laboratory
- Knowledge of laboratory instruments.
- Interpret numerical laboratory results.
- Quality assurance.
- 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 Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: LABORATORY SUPPORT SERVICE DEPARTMENT
LOCATION: TAMBO MEMORIAL LABORATORY
POSITION: SUPERVISOR (LABORATORY SUPPORT SERVICE) (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: EKTS1124/001-01 (44700-001-1134)

Main Purpose of the Job

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

Key Job Responsibility

■ Supervises the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required. ■ Assists manager with review and change to standard operating procedures in order to ensure the laboratory support service is constantly able to provide a high quality, cost effective and safe service. ■ Supervise and monitor laboratory support processes and maintain the laboratory support service to ensure accurate registering / pre-analytical processing of specimens and recording reliable results. ■ Participate in asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure the most availability of required stock at all times. ■ Assist with the generation of management reports as required monitoring work and performance status of the laboratory support service and taking corrective action when required. ■ Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the service of the NHLS. ■ Aids the maintenance of the quality system that governs the laboratory support service and components of the department to ensure compliance with principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements. ■ Assists with the monitoring of expenses against budget in order to control costs and maximize the profitability of the section. ■ Correctly applies all NHLS policies and procedures to ensure compliance. ■ Assist in planning and supervising the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources. ■ Participate in the delivery of training of staff within the department to ensure that they have skills required by the organization and are able to achieve their performance objectives. ■ Assists with provision of safe working conditions and procedures in order to ensure a safe working environment and compliance.

Minimum requirements & key competency

■ 3 (three) year relevant Diploma or degree in Medical Technology. ■ Registration with the HPCSA in Clinical Pathology ■ Current proof of HPCSA registration ■ Minimum of 4 years' experience as Medical Technologist in a diagnostic laboratory or support service environment is essential ■ Knowledge of laboratory processes and procedures. ■ Assertiveness. ■ skills ■ Interpersonal skills. ■ Analytical skills. ■ Problem solving skills. ■ Attention to detail. ■ Supervisory skills. ■ Computer Literacy skills. ■ Team Leadership

Enquiries may be directed to Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: EKURHULENI TSHWANE
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: TEMBISA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EKTS0325/001-06 (44710-013-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- Registration with the HPCSA in the **Clinical Pathology** as Medical Technologist / Medical Laboratory Scientist
- Current proof of HPCSA registration;
- 0-3 years' work experience essential.
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialised instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

Enquiries may be directed to Vivian Sithoga @ (011) 489 9076, e-mail application to gaucov3.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: IMMUNOLOGY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUTAD0325/001-001 (45007-002-8014)

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 ■ Registration with the HPCSA in the **Immunology** as Medical Technologist / Medical Laboratory Scientist ■ Current proof of HPCSA registration; ■ 0-3 years' work experience essential. ■ Perform sampling and analysis of blood, tissue and body fluid ■ Preparation of samples for examination ■ Knowledge for the usage of specialised instrumentation ■ Knowledge of infection control and sterilization protocols ■ Accurate interpretation of results ■ Establish and monitor programmes that ensure data accuracy ■ Accuracy and organisational skills ■ Attention to detail strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (Verbal, written & presentation) ■ Computer Literacy ■ Time management and evaluation Skills.

Enquiries may be directed to Rendani Banda @ (011) 489 9245, e-mail application to TAD.Recruitment@nhls.ac.za

BUSINESS UNIT: CHARLOTTE MAXEKE TERIARY
DISCIPLINE: ANATOMICAL PATHOLOGY LABORATORY
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: MANAGER LABORTAORY (RE-ADVERTISEMENT)
PAY GRADE: D1
REFERENCE NUMBER: GAUCM0325/001-001 (43002-001-1312)

Main Purpose of the Job

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

Key Job Responsibility

- Manages the correct application of quality assurance processes and standard operating procedures to ensure corrective actions are taken as required
- Reviews and recommends change to standard operating procedures in order to ensure the laboratory is constantly able to provide a high quality, cost effective and safe service
- Overseeing and monitoring equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory
- Oversees asset management and procurement of goods to ensure the most effective utilization of resources, optimize stock levels, reduce costs and ensure availability of required stock at all times
- Generate management reports as required to monitor work and performance status of the laboratory and take corrective action when required
- Liaises with customers in order to resolve service related issues, maintain a positive image of the organization and promote the services of the laboratory
- Accountable for the implementation and maintenance of the quality system that governs the laboratory and service components of the department to ensure compliance with the principles of Good Laboratory Practice and the fulfilment of SANAS accreditation requirements
- Participates in the involvement and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Contributes to the development of an annual operational budget, and monitors and controls expenses against budget in order to control costs and maximize the profitability of the lab
- Oversee the implementation and correct application of all NHLS policies and procedures to ensure compliance.
- Plans and manages the activities of staff to ensure they achieve their performance objectives and ensure the most optimal utilization of available resources
- Ensures Training and development of staff to ensure they have the skills required by the organization and are able to achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of a medical technologist as required as per operational needs..

Minimum requirements & key competency

- 3 (three) year degree/diploma in Medical Technology / Biomedical Technology / Bachelor in Health Science NQF level 6 or 7
- Registration with HPCSA in **Histopathological Technique**
- 7(Seven) years post qualification and experience in the diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and Processes
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management & computer skills
- Ability to work under pressure
- Communication skills
- Planning, organizing and process management
- Analytical skills.

Enquiries may be directed to Jeanette Dhlamini @ (011) 489 9036, e-mail application to cmah.recruitment@nhls.ac.za

KZN REGION

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GREYS LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGREYS0325/001-07 (86100-010-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: MIDLANDS-INLAND
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LADYSMITH LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X3 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNLAD0325/001-08 (87001-002-8014) (87001-003-8014) (87000-008-8014)

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

- 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: MIDLANDS-INLAND
 DISCIPLINE: CLINICAL PATHOLOGY
 LOCATION: NORTHDALE LABORATORY
 POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
 PAY GRADE: MT1
 REFERENCE NUMBER: KZNNOR0325/001-09 (86200-002-8014)

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**
- 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: LABORATORY SUPPORT SERVICES
LOCATION: VICTORIA MXENGE HOSPITAL
POSITION: ASSISTANT LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: KZNVMH0325/001-17 (81111-007-5003)

Main Purpose of the Job

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

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 requirement; which include: Specimen centrifugation and aliquoting, Protection against light, Stain preparation, tracking missing samples, Focal point equipment competence, Ziehl Neelsen staining of slides for Mycobacterium, Labeling and sorting of slides and forms for parity, ■ Monitoring of relevant equipment to ensure it is maintained and in good working order. ■ Stores, retrieves data, samples and media (where applicable), in accordance with procedures. ■ Disposal of waste in accordance with standard operating procedures and legislation. ■ Monitor and request stock on the bench to ensure continuous supply of relevant stock in the lab. ■ Comply with policies and procedures of the NHLS, Quality Standards and 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

■ Grade 12 / Matric / NQF level 4 /N2 ■ HPSCA registration as a Laboratory Assistant ■ 1 (one) year experience in a laboratory environment (desirable) ■ Knowledge of Laboratories ■ Knowledge of Occupational Health and Safety Act ■ Computer literate ■ Technically orientated ■ Attention to detail ■ Team orientated ■ Communication skills.

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HLABISA LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNHLA0325/001-10 (87820-012-7014)

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
- SMLTSA certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- 1 year working experience
- Health and safety regulations (1 month)
- Knowledge of technical appliances (3-6 months)
- Knowledge of quality control procedures (1 year)
- Trouble shooting skills (1 year)
- Attention to detail (6 months) is desirable
- Use of laboratory equipment (6 months to 1 year)
- Analytical skills (6 months)
- Communication skills (3 months)
- Interpersonal skills (6 months) is desirable.

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ITSHELEJUBA LABORATORY
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: KZNITS0325/001-11 (83500-009-7014)

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
- SMLTSA certificate
- Registered with HPCSA in **Clinical Pathology** as a Medical Technician
- 1 year working experience
- Health and safety regulations (1 month)
- Knowledge of technical appliances (3-6 months)
- Knowledge of quality control procedures (1 year)
- Trouble shooting skills (1 year)
- Attention to detail (6 months) is desirable
- Use of laboratory equipment (6 months to 1 year)
- Analytical skills (6 months)
- Communication skills (3 months)
- Interpersonal skills (6 months) is desirable.

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NKONJENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNKO0325/001-12 (83100-001-8014)

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

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MONTEBELLO LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNON0325/001-02 (86400-005-8014)

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 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: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NKANDLA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNNKA0325/001-03 (82300-003-8014)

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 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: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI
POSITION: LABORATORY SUPERVISOR (RE-ADVERTISEMENT)
PAY GRADE: C4
REFERENCE NUMBER: KZNPMMH0325/001-08 (81440-002-1231)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- 3 (three) year relevant Diploma or Degree in Medical Technology
- Registration with the HPCSA in the relevant discipline
- 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 of chemistry
- Communication skills
- Customer care.
- Interpersonal skills.
- Coaching.
- Analytical skills.
- Problem solving skills.
- Attention to detail.
- Supervisory skills.
- Computer Literacy skills.
- Clinical Pathology candidates should have a solid experience in Chemical Pathology.

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

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DR. PIXLEY KA ISAKA SEME HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNDRP0325/001-08 (81701-002-8014)

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**
- Perform sampling and analysis of blood, tissue and body fluids
- Preparation of samples for examination
- Knowledge of the usage of specialised instrumentation
- Knowledge of infection control and sterilisation protocols
- Accurate interpretation of results
- Establish and monitor programmes that data accuracy
- Accuracy and organisational skills
- Attention to detail, striving for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication skills (verbal, written & presentation)
- Computer Literacy
- Time Management and evaluation skills.

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

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY (CYTOGENETICS)
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: KZNHAEM0524/001-20 (81108-006-8014)

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

■ 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

■ 1 x CPD presentation per annum ■ 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 **Cytogenetics** ■ 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 ■ 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

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: GERT SIBANDE AND NKANGALA
LOCATION: ERMELO LABORATORY
POSITION: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: LIMP05-LIMP0125/001-18 (71500-002-7009)

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 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 samples.

Minimum requirements & key competency

■ Grade 12 (Essential) ■ Secretarial Certificate (Desirable) ■ 1-year clerical experience (Essential) ■ 1-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 typing test of 30wpm and 70% accuracy.**

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: MICROBIOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (X2 POSTS)
(FIXED TERM CONTRACT 11 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: LIMP04-CAP0325-01 (61006.001.8014) (61006.016.8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Laboratory Science
- HPCSA registration as a Medical Technologist in **Microbiology**
- 0-3 years' experience including internship
- Perform sampling and analysis of blood, tissue and body fluid
- Preparation of samples for examination
- Knowledge for the usage of specialized instrumentation
- Knowledge of infection control and sterilization protocols
- Accurate interpretation of results
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organizational skills
- Attention to detail strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRegion@nhls.ac.za

BUSINESS UNIT: CAPRICORN
DISCIPLINE: MICROBIOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: LABORATORY TECHNICIAN (X2 POSTS)
(FIXED TERM CONTRACT 11 MONTHS) (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: LIMP04-CAP0325-01 (61006-001-7014) (61006-016-7014)

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 Microbiology as a Medical Technician
- 0-3 years' experience in laboratory environment post qualification
- Health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory achieve their performance objectives
- Oversees the training of students to ensure comprehensive prepare
- Performs the role of a medical technologist as required as per operational needs.

Enquiries may be directed to Helen Matetoane @ 072 346 8157 / Jeaneth Masibigiri @ 015 296 3910 / Silindile Nxumalo @ 0872606871, or e-mail application to LIMPRegion@nhls.ac.za

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: CHEMICAL PATHOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (X3 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0125/001-01 (11001-003-8014) (11001-014-8014) (11001-016-8014)

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 Chemical Pathology or 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 Zinhle Buthelezi (021) 938 4169, e-mail application to zinhle.buthelezi@nhls.ac.za

BUSINESS UNIT: GREEN POINT & WEST COAST
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: GREEN POINT COMPLEX
POSITION: ASSISTANT LABORATORY (REGISTERED) (RE-ADVERTISEMENT)
PAY GRADE: B3
REFERENCE NUMBER: WCNC0125/001-01 (14022-003-5003)

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

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

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0824/001-01 (11002-005-8014)

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 **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 to Zinhle Buthelezi (021) 938 4169, e-mail application to zinhle.buthelezi@nhls.ac.za