



MAY 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: 29 MAY 2025

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CORPORATE REGION

BUSINESS UNIT: FINANCE
DISCIPLINE: FINANCIAL ACCOUNTING
LOCATION: SANDRINGHAM
POSITION: ASSISTANT FINANCIAL ACCOUNTANT (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: CORPFIN0125/001-09 (02906-002-1102)

Key Job Responsibility

■ Ensure general correctness of the accounts by processing corrective and recurring standard monthly journal as required to comply with Treasury, PFMA and GRAP regulations and other month end journals required by business, e.g. BSC purposes, stats journals for volumes purposes, etc. and ensure that manual accruals and provisions are accurately calculated and recorded in oracle ■ Ensure data integrity on the General Ledger through the maintenance of system transaction in order to enforce the Financial Department's SOPs ■ Facilitate the yearend audit process to ensure that audit deadlines are always met by preparing the audit file and attending to audit queries ■ Resolve all problems / queries raised by internal customers and resolve them taking cognizance of the culture of the business, following protocols and making sure that relevant people are informed all the time so as all the issues are resolved leaving no loose ends ■ Assist with month end processes and make sure that the deadlines should be adhered to strictly ■ Ensure that the company reports in line with standards and legislation by doing General Ledger Reconciliations for all the applicable accounts, monitor and maintain the quality of reconciliations through making reference to AC statements, IFRS, GRAP, Treasury Regulations, PFMA, etc. and by resolving outstanding issues relating to reconciliations of general ledger accounts by liaising with relevant stakeholder on outstanding reconciliation items on the General Ledger and making sure that they are resolved timeously ■ Ensure that month end deliverables are met for all items required, e.g. preparation of various report as required by the Group Financial accountant, preparing flash reports for finance management (e.g. EC1-sustainability report, exceptional reports, etc.), sustainability report, General Ledger analysis performed for BSC purposes, etc. and general analytical reviews (231 General Ledger accounts) conducted to identify any obvious anomalies and raise them with the relevant custodians or correct them ■ Ensure completion and submission of all statutory returns, e.g. Stats SA, Reserve Bank, VAT submissions, IRP6, IT14, etc. as required to comply with SARS, National Treasury and other relevant regulations ■ Assist with Financial Accounting Projects, e.g. General Ledger maintenance, delegation of authority, etc. and to perform any ad hoc request and projects ■ Assist Inventory and Fixed Asset controllers in resolving issues that they might have ■ Act as the custodian of the General Ledger in the absence of the General Ledger controller ■ Assist in maintaining the sound record keeping systems, audit trails to improve the quality and integrity of management information

Minimum requirements & key competency

■ B.Com Accounting (NQF Level 7) ■ 2 years Financial Accounting experience ■ Knowledge of PFMA, PRMA and GRAP ■ Knowledge of Oracle or a related system ■ Financial Accounting knowledge ■ MS Office Intermediate ■ Communication skills ■ Time Management ■ Planning skills ■ Interpersonal skills.

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za

BUSINESS UNIT: HUMAN RESOURCES
DISCIPLINE: BENEFITS ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: ANALYST: HUMAN RESOURCES INFORMATION (RE-ADVERTISEMENT)
PAY GRADE: C5
REFERENCE NUMBER: CORPHR0325/001-04

Key Job Responsibility

■ To monitor and maintain the HR Information System, to ensure data accuracy and integrity. ■ Conduct Monthly audits of HR data input into HRIS for Quality assurance purposes and for correction by respective HR divisions. ■ Analyse HR data and key HR metrics to generate suggestions on actionable insights. ■ To provide HR reports or information that is required, for special projects emanating from the office of HR Executive. ■ To collate collected HR information, prepare inputs for annual report, RHRC, OPSCO, EXCO & NHLS board. ■ To act as a focal point of HR information within the NHLS in order to provide credible and consistent information for different stakeholders (i.e., disability, pension and death reporting. ■ Provide support to the human resources divisional managers with information to allow them to develop reports for compliance purposes e.g employment equity reports, skills development reports, Labour relations reports. ■ Monitor and update national position hierarchy, as well as maintain organizational structure accordingly. ■ To cost the structure of the NHLS Temporary, research grants and contract workers and provide reports monthly. ■ Annual loading of the corporate HR and training budgets into the IUD budget system and adhere to National monitoring in line with budget. ■ Report on post analysis trends, as well as other HR related analytics for decision making purposes. ■ Collaborate and provide support to data management initiatives for all HR functions.

Minimum requirements & key competency

■ National Diploma (NQF Level 6) or degree ■ 5 years 'experience in the human resources environment with at least 2 years' experience in HR reporting ■ Knowledge of HR information Systems (Oracle SAP, or VIP etc) ■ Knowledge of Human Resources practice and procedures ■ Ability to write comprehensive reports ■ Knowledge & experience with working large data sets ■ Knowledge of HR policy

Enquiries may be directed to Mmathapelo Mthethwa @ (011) 555 0583, or e-mail application to corporate1@nhls.ac.za

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: LABORATORY SUPPORT
LOCATION: MICROBIOLOGY LABORATORY
POSITION: SECRETARY (ACADEMIC) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: UNIFS0425/001-01 (31106-001-8041)

Main Purpose of the Job

To assist and support the HOD with his/her daily tasks, planning, administration and correspondence to ensure that the office is running smoothly and efficiently. To manage the HOD's commitments and availability at all times. To submit all relevant reports/ information required from the HOD's office accurately and timeously.

Key Job Responsibility

- Manage the HOD's diary to ensure that all meetings and commitments are properly scheduled, well planned and that the HOD is informed at all times, this responsibility extends beyond office hours (including when the HOD is on national or international visits)
- To ensure schedules are sorted out timeously and early notifications are received by the HOD
- Receive, screen and action internal and external correspondences and telephone calls from senior staff within the NHLS and University by self-initiated responses to Managers, marked for the HOD's approval or advised changes
- Receive screen all correspondence and telephone calls as appropriate and indicate priority for the HOD's attention to ensure prompt and accurate responses whilst minimizing the HOD's time spent on correspondence
- Assists in the collating of information for all reports, documents requested by or representations to be prepared for the NHLS and University (Annual Report for NHLS, Quinquennial reviews for University, Monthly reports, Submission of figures (FTEs & SAPSE) for the Academic Information and Systems unit at the University
- Provide input towards various University and NHLS newsletters
- Assist with completion of documents for staff publications for Department of Education subsidies to the University
- Manage to separate and different financial and budgeting systems records for the NHLS and for the office of the HOD
- Obtaining and supplying the finance departments with quotes and string codes, CAPEX items, to ensure compliance to both systems and requirements
- Strong liaison function with both the Faculty's Finance Department as well as the NHLS Finance Department with regard to all financial and budgeting system information and reports
- To ensure that all in planning and co-ordinating of travel related aspects
- Plan and co-ordinate all travel arrangements for the HOD
- Provide travel agents with accurate and complete itineraries and check results against authorized requests for the HOD and for all guests to the Department
- Independently solving all related problems that may occur to ensure hassle-free travelling for the HOD and guests
- Co-ordinating and making all necessary arrangements for obtaining VISAs, confirmations of bookings, making of payment
- Liaise with the HR departments of both the NHLS and University regarding the related appointments and contracts
- Submit information relating to staffing issues to HR departments when requested
- Supervise the leave taken by members of staff to ensure compliance to both institutions' HR requirements
- Monitor journals and library books taken from and returned to the Department
- Obtain quotes for textbook orders and keep records of all departmental textbooks and journals
- Keep a record of and log CPD points for departmental CPD accredited meetings
- Monitor accrual of CPD points for HOD to ensure the process and opportunities for obtaining CPD points is managed efficiently and effectively
- Managing the administrative systems in the office, (which includes typing confidential documents and medical typing when required)
- Co-ordinating tasks to the departmental secretaries
- Collate and maintain records and filing of all documents according to procedures
- Keep personnel records up to date to ensure accuracy, safe-keeping, confidentiality and timeous preparation of requested documents
- Arranging of Departmental management meetings which includes minute taking and drawing up of the agenda
- Plan and organise visits by international guests and local guests
- Liaise with international leaders in pathology with regard to visits
- Planning and co-ordinating all invitations, travelling arrangements, accommodation and transport
- Co-ordinating their programmes including (meetings, lecture sessions, information needed, distribution of documents, press releases, catering etc.)
- Serving as secretary for congresses and conferences held at University, which involves HOD
- Receiving visitors, provide assistance where needed and attending to their requests
- Showing hospitality towards all visitors by offering refreshments when waiting or when meeting, upon arrival and when requested by the line manager. To ensure that the image of the NHLS is upheld.

■ Interacting and liaising with other HOD's at both national and international level as and when required. This includes researching of telephone numbers and other contact details ■ Liaise with the Colleges of Medicine of South Africa.

Minimum requirements & key competency

■ Bachelor's degree / National Diploma ■ Secretarial Diploma, Financial/Accounting course (certificates desirable) ■ 3 to 5 years experience as a Secretary within an academic environment (essential) ■ Experience within medical environment (desirable) ■ Administrative and clerical procedures and systems ■ Using the internet ■ Other office procedures ■ Understanding of relevant medical terminology ■ Knowledge of business and management processes and principles relevant to the Department ■ Good understanding of the academic, medical and business environment in which the department functions ■ Knowledge of the NHLS and university structures ■ Understanding the context of work-related documents ■ Listening skills and communicating effectively verbally & in writing (including report writing) as appropriate for the needs of audience ■ Responding quickly and adapting efficiently to changing circumstances ■ Decision making and problem-solving skills ■ Ability to Manage one's own time and the time of others ■ Understanding of Budgeting and basic accounting skills ■ Identifying complex problems and reviewing related information to develop and evaluate options and suggest / implement solutions as appropriate ■ Arranging and minute taking ■ Project management skills.

Enquiries may be directed Nomusa Sithole @ (051) 411 9946 / 066 376 6372, e-mail application to FSNW.recruitment1@nhls.ac.za

GAUTENG REGION

BUSINESS UNIT: CHARLOTTE MAXEKE TERIARY
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: CHARLOTTE MAXEKE HOSPITAL
POSITION: CLEANER: HOUSEKEEPING (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: GAUCM1024/001-01(43022-001-2112)

Main Purpose of the Job

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition. Provide a messenger service to the relevant laboratory and Provincial Hospital.

Key Job Responsibility

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition ■ Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ Washing of glassware/ equipment and cleaning of the wash-up rooms. ■ Removes laboratory waste/biohazardous waste, cleans bins and relines bins with plastic bags. ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-ordinator.

Minimum requirements & key competency

■ Grade 10 ■ 1-2 months on-the-job training ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Cleaning of high windows ■ Application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management. ■ **Preference will be given to male candidates.**

Enquiries may be directed to Sibusiso Nkosi @ (011) 489 9073, e-mail application to gaucov1.recruitment@nhls.ac.za

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: MICROBIOLOGY LABORATORY
LOCATION: TSHWANE ACADEMIC DIVISION
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUTAD0525/001-01(45006-005-8014)

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

- Perform equipment maintenance and root cause analysis, completing action reports according to SOP's ■ Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures ■ Adhere to analytical times and basic TAT for capturing/resulting ■ Verify and authorise test results ■ Collate data and statistics and basic interpretation over period of time and make recommendations thereafter ■ Identification of clerical and/or technical errors, reports and documents non-conformances
- Monitor stock for operational needs ■ Perform lot-to-lot verification

QMS

- Interpret all Quality Controls ■ Implement Corrective Action and Close Non-Conformance ■ 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 the results where necessary

Teaching, Training & Dev of Laboratory staff

- 1X CPD Presentation per annum/training presentation ■ Ensuring that continuous training takes place and ensure the implementation of training programs.

Minimum requirements & key competency

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7 ■ Registration with the HPCSA in **Microbiology / Clinical Pathology as a Medical Technologist/ Medical Laboratory Scientist** ■ **Current proof of HPCSA registration** ■ 4 years' experience post qualification within an appropriate Laboratory setting ■ Perform sampling 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 detail, strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (verbal, written and presentation) ■ Computer Literacy ■ Time management and evaluations

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

BUSINESS UNIT: CHRIS HANI BARAGWANATH
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: BHEKI MLANGENI
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUCHBA0525/001-01(42028-008-8014)

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

- Perform equipment maintenance and root cause analysis, completing action reports according to SOP's
- Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures
- Adhere to analytical times and basic TAT for capturing/resulting
- Verify and authorise test results
- Collate data and statistics and basic interpretation over period of time and make recommendations thereafter
- Identification of clerical and/or technical errors, reports and documents non-conformances
- Monitor stock for operational needs
- Perform lot-to-lot verification

QMS

- Interpret all Quality Controls
- Implement Corrective Action and Close Non-Conformance
- 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 the results where necessary

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7
- Registration with the HPCSA in **Clinical Pathology** as Medical Technologist / Medical Laboratory Scientist
- **Current proof of HPCSA registration**
- 4 years' experience post qualification within an appropriate Laboratory setting
- Perform sampling 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 detail, strive for an error free standard
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (verbal, written and presentation)
- Computer Literacy
- Time management and evaluations.

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

BUSINESS UNIT: JOHANNESBURG, SEDIBENG & WEST RAND
DISCIPLINE: HUMAN GENETICS LABORATORY
LOCATION: BRAAMFONTEIN COMPLEX
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUJSW0525/001-01 (41088-001-8014)

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

- Perform equipment maintenance and root cause analysis, completing action reports according to SOP's ■ Troubleshoot laboratory equipment and quality control independently, identifying, suggest and implement corrective measures ■ Adhere to analytical times and basic TAT for capturing/resulting ■ Verify and authorise test results ■ Collate data and statistics and basic interpretation over period of time and make recommendations thereafter ■ Identification of clerical and/or technical errors, reports and documents non-conformances ■ Monitor stock for operational needs ■ Perform lot-to-lot verification

QMS

- Interpret all Quality Controls ■ Implement Corrective Action and Close Non-Conformance ■ 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 the results where necessary

Teaching, Training & Dev of Laboratory staff

- 1X CPD Presentation per annum/training presentation ■ Ensuring that continuous training takes place and ensure the implementation of training programs.

Minimum requirements & key competency

- A National Diploma/Bachelor of Health Science: Biomedical Technology NQF 6 or 7 ■ Registration with the HPCSA in **Human Genetics / Cytogenetics** as Medical Technologist / Medical Laboratory Scientist ■ **Current proof of HPCSA registration** ■ 4 years' experience post qualification within an appropriate Laboratory setting ■ Perform sampling 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 detail, strive for an error free standard ■ Ability to identify problems and troubleshoot ■ Ability to work independently and collaboratively ■ Communication Skills (verbal, written and presentation) ■ Computer Literacy ■ Time management and evaluations.

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

KZN REGION

BUSINESS UNIT: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MURCHISON LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNMUR0325/001-13 (85200-003-8014)

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 Calvin Naidoo @ (031) 327 6728, e-mail application to calvin.naidoo@nhls.ac.za

BUSINESS UNIT: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHRIST THE KING LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNCTK0425/001-13 (81540-001-8014)

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 Calvin Naidoo @ (031) 327 6728, e-mail application to calvin.naidoo@nhls.ac.za

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: LABORATORY SUPPORT
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: PHLEBOTOMY OFFICER (X3 POSTS) (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: KZNIALCHLSS0425/001-11 (81112-003-7015) (81112-004-7015) (81112-001-7015)

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

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EKHOMBE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNEKH0525/001-01 (83450-003-8014)

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: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: GENERAL JUSTICE GIZENGA MPANZA LABORATORY
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNGJGM0325/001-01 (82105-009-8014)

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 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: CLERK LABORATORY (RE-ADVERTISEMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNNKA0325/001-04 (82300-004-7009)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: QUEEN NANDI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNQUE0325/001-05 (81660-004-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: LEMBE-KING CETSHWAYO
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: UMPHUMULO LABORATORY
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNUMP0125/001-05 (81740-002-8014)

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: MKHANYA-ZULU
DISCIPLINE: LABORATORY SUPPORT
LOCATION: NKONJENI LABORATORY
POSITION: PHLEBOTOMY OFFICER (RE-ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: KZNNKO0425/001-06 (83100-002-7015)

Main Purpose of the Job

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

Key Job Responsibility

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

Minimum requirements & key competency

- Matric (NQF 4)- Essential
- Certificate in Nursing (3 years)/ SMLTSA Certificate (Essential)
- Counselling and Good Clinical Practice (GCP) courses (Essential)
- Registration with SANC as a nurse/ Registered with the HPCSA as a Phlebotomy Technician (Essential)
- Valid Driver's Licence (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 to Shaun Govender @ (031) 327 6727, e-mail application to shaun.govender@nhls.ac.za

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE MSHIYENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST (NIGHT DUTY) (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: KZNPMMH0325/01-22 (81440-029-8014)

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

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: LIMPOPO MPUMALANGA REGIONAL OFFICE
LOCATION: REGIONAL OFFICE- PRETORIA LYNWOOD
POSITION: FINANCIAL CONTROLLER (RE-ADVERTISEMENT)
PAY GRADE: C3
REFERENCE NUMBER: LIMP10-LMP0525/001-18 (60901-001-1109)

Main Purpose of the Job

To Manage the accounts payable, bookkeeping, procurement/stores and treasury, to improve cash flow and promote efficient and effective finance and administrative procedures in the Branch, in compliance with financial standards and Treasury regulations.

Key Job Responsibility

- Reviews accounts payable to ensure that suppliers are paid timeously for continuous supply of stock and services to the Laboratories.
- Manage the daily cash flow position in order to maximise the utilisation and returns on cash on hand to liaise with Finance Department (Head Office) to achieve this objective.
- Manage the bookkeeping within the Branch to ensure accuracy of accounting records.
- Manage the stores and procurement functions within the Branch to ensure cost-effective and continual supply of stock and services to the Laboratories and maintenance of services to Clients
- Reports in compliance with standard operating procedures to ensure that Finance and Administration is accurately and effectively administered within the branch. These activities include the monitoring of expenditure against budget
- Liaises with clients (internal and external) to ensure efficient resolution of payments which may occur daily
- Participate in setting up of major projects to ensure correct management of financial resources in line with budget and business needs
- Training staff on financial and administrative standard operating procedures and budget requirements to ensure the constant interaction and application of NHLS financial and administrative standards
- Assist in financial planning and budgeting during the budget process
- Oversee all Oracle management reports for the labs and all stores at the Branch
- Perform verification of assets and update the Asset register to keep track of all NHLS assets

Minimum requirements & key competency

- 3 year Diploma in Finance related studies (NQF level 6) (Essential)
- Minimum 4 years' experience in a financial environment (Essential)
- Intimate knowledge of Financial Systems (Essential)
- Knowledge of Oracle System (Essential)
- Knowledge of Treasury Regulations (Essential)
- Knowledge of Public Finance Management Act
- Advanced Computer Skills
- Interpersonal skills
- Communication Skills
- Analytical Skills
- Numerical Skills
- Investigation Skills
- Team Work.

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

WESTERN AND NORTHERN CAPE REGION

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: MICROBIOLOGY LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT3
REFERENCE NUMBER: WCNC1024/001-01 (12006.002.8014)

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

- Formulate, co-ordinate and executive emergency response plan
- Manage and take accountability for the integrity of data and/or results captured by technical and/or clerical staff
- review SOP's annually with the view of ensuring appropriateness. Ensure document control is current
- Identify errors and conduct root cause analysis
- Conduct trend analysis, develop, implement and monitor improvement
- Resolve and complete Non-Conformances within prescribed time-frames and ensure that documentation is current
- Assess and organize the workload to optimize efficiency and quality of patient care
- Review results of lot-to-lot verification and signs them off
- Monitor stock for operational needs.

QMS

- Implement appropriate quality assurance procedures, audit the QC results and takes the appropriate action
- Establish and perform preventive measures for failures in quality control and equipment
- Weekly and Monthly QC reviews-LJ charts
- Analysis and Review of QC
- Trend Analysis and Review of Non-Conformances and Corrective Actions
- Review, analyse Customer complaints trend

Assessments of results/Special stains/Interpretation of results

- Review results in comparison with international standards & best practice
- Effective response to customer queries regarding specialised tests
- Consult Clinicians and advise on rationale laboratory service use.

Teaching, Training & Dev of Laboratory staff

- Develop and implement a training programme
- Review and analyse training competency of laboratory staff
- Conduct operation research and development to improve procedures
- Conduct Training of students e.g. technicians, technologists, scientists and registrars.

Minimum requirements & key competency

- National Diploma / BHSc in Biomedical Technology (NQF 6 / 7)
- Registration with the HPCSA as a Medical Technologist in **Microbiology / Clinical Pathology**
- minimum of 7 years' experience post-qualification experience in a diagnostic laboratory 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 result
- Establish and monitor programmes that ensure data accuracy
- Accuracy and organisational skills
- Attention to detail strive for an error free standard
- Willing to work unsociable hours, weekends, public holidays and call outs.
- Ability to identify problems and troubleshoot
- Ability to work independently and collaboratively
- Communication Skills (Verbal, written & presentation)
- Computer Literacy
- Time management and evaluation Skills.

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HUMAN GENETICS LABORATORY
LOCATION: GROOTE SCHUUR HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0525/001-01 (12088-010-8014)

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

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

BUSINESS UNIT: GROOTE SCHUUR ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: RED CROSS CHILDREN'S HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0425/001-01 (13002-002-7014)

Key Job Responsibility

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

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Histology**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

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

BUSINESS UNIT: TYGERBERG ACADEMIC
DISCIPLINE: HISTOLOGY LABORATORY
LOCATION: TYGERBERG HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT)
PAY GRADE: MT1
REFERENCE NUMBER: WCNC0425/001-01 (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

BUSINESS UNIT: WESTERN CAPE REGIONAL LABORATORIES
DISCIPLINE: KARL BREMER LABORATORY
LOCATION: KARL BREMER HOSPITAL
POSITION: CLEANER (HOUSEKEEPING) / MESSENGER (5/8 post) (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: WCNC0425/001-01 (15400.001.2112)

Main Purpose of the Job

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition. Provide a messenger service to the relevant laboratory and Provincial Hospital.

Key Job Responsibility

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition. ■ Interpersonal skills in dealing with clients Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ Removes laboratory waste/biohazardous waste, cleans bins and relines bins with plastic bags ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-ordinator. ■ Collect specimens and deliver reports to the hospital wards according to set procedures to facilitate work flow and report delivery. ■ Sorts and distributes internal/courier mail in the receiving office to ensure correct delivery of mail to departments. ■ Sort and deliver collected specimen to different laboratory departments.

Minimum requirements & key competency

■ Grade 10 ■ 1-2 months on-the-job training ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management Interpersonal skills in dealing with clients.

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: SPRINGBOK HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0425/001-01 (35500-001-7014)

Key Job Responsibility

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

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Clinical Pathology**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

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

BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: SPRINGBOK HOSPITAL
POSITION: CLEANER (HOUSEKEEPING) / MESSENGER (5/8 post) (RE-ADVERTISEMENT)
PAY GRADE: A1
REFERENCE NUMBER: WCNC0425/001-01 (35500-001-2112)

Main Purpose of the Job

To perform housekeeping duties, undertake cleaning in areas as directed to ensure the offices and rooms are kept in a clean and hygienic condition. Provide a messenger service to the relevant laboratory and Provincial Hospital.

Key Job Responsibility

■ To clean the different venues/ offices/ rooms/ kitchens/ hallways and stairs on a daily basis to ensure a clean and hygienic condition. ■ Interpersonal skills in dealing with clients Responsible for vacuuming carpeted areas and spot cleaning carpets. ■ To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, and shelves. ■ Sweeping and mopping of floors. ■ To wash dishes in the kitchens, replenish kitchen supplies and wash/ clean fridges. ■ To empty waste bins and take waste to designated areas. ■ To clean toilets, urinals, hand basins, sinks, showers etc. to ensure hygienic toilet facilities. ■ To replenish consumable items (Soap/ toilet rolls/ paper towels) and ensure that stock is always available. ■ To set up tables/ chairs and equipment for events as needed. ■ Removes laboratory waste/biohazardous waste, cleans bins and relines bins with plastic bags ■ Follow health and safety regulations and use chemicals as directed. ■ Report deficiencies or needs to the Co-ordinator. ■ Collect specimens and deliver reports to the hospital wards according to set procedures to facilitate work flow and report delivery. ■ Sorts and distributes internal/courier mail in the receiving office to ensure correct delivery of mail to departments. ■ Sort and deliver collected specimen to different laboratory departments.

Minimum requirements & key competency

■ Grade 10 ■ 1-2 months on-the-job training ■ Previous experience in a Laboratory environment ■ Knowledge of health and safety ■ Basic understanding of health and safety ■ Knowledge of cleaning machinery/ cleaning materials and chemicals ■ Knowledge of logistics of campus / hospital /laboratory departments ■ Cleaning of high windows, application of various cleaning procedures (e.g. wax) ■ Strong interpersonal skills ■ Attention to detail ■ Communication skills ■ Time management ■ Interpersonal skills in dealing with clients.

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BUSINESS UNIT: NORTHERN CAPE
DISCIPLINE: CLINICAL PATHOLOGY LABORATORY
LOCATION: TSHWARAGANO HOSPITAL
POSITION: LABORATORY TECHNICIAN (RE-ADVERTISEMENT)
PAY GRADE: LT1
REFERENCE NUMBER: WCNC0425/001-01 (35540-003-7014)

Key Job Responsibility

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

Minimum requirements & key competency

■ Qualified as a Medical Technician. ■ Registration with HPCSA as a Medical Technician in **Clinical Pathology**. ■ Relevant post-qualification experience in a diagnostic laboratory as a Medical Technician. ■ Experience in a laboratory environment ■ Knowledge of laboratory system (TRAK) ■ Attention to detail. ■ Technically orientated. ■ Communication, analytical and interpersonal skills.

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