



GUIDELINES TO APPLICANTS

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

CLOSING DATE: 18 JUNE 2019

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EASTERN CAPE REGION

BUSINESS UNIT: OR TAMBO AND CHRIS HANI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: COFIMVABA HOSPITAL
POSITION: MEDICAL TECHNICIAN (AMENDMENT)
PAY GRADE: LT1
REFERENCE NUMBER: EC-ORT&CH0519/001-05(25000-001-7014)

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

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in Clinical Pathology as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CYTOPATHOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (RE-ADVERTISEMENT) (AMENDMENT)
PAY GRADE: MT2
REFERENCE NUMBER: EC-NMAL0119/001-02(23003-009-8014)

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:

- 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 & Development 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 **Cytopathology**
- Minimum of 4 (four) years of experience post qualification
- 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to phumzile.mbilini@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NELSON MANDELA ACADEMIC LABORATORY
DISCIPLINE: CLINICAL PATHOLOGY/CHEMICAL PATHOLOGY
LOCATION: NELSON MANDELA ACADEMIC HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-NMAL0519//001-04(23001-011-002-8014)

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 or Chemical 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 Phumzile Mbilini @ (047) 502 4192, e-mail application to phumzile.mbilini@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: ALFRED NZO AND JOE GQABI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ST ELIZABETH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: EC-AN&JG0519/001-03(27400-001-8014)

Main Purpose of the Job

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

Key Job Responsibility

Operational efficiency of laboratory

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

QMS

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

Assessments of results/Special stains/Interpretation of results

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

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY & SARAH BAARTMAN
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PORT ALFRED
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: ECNMB&SB0519/001-01(24001.005.8014)

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 **Chemistry 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 Ndileka Dubeni @ (041) 395 6127, e-mail application to Ndileka.dubeni@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

FREE STATE AND NORTH WEST REGION

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: CYTOLOGY
LOCATION: UNIVERSITAS
POSITION: MEDICAL TECHNOLOGIST **WITHDRAW**
PAY GRADE: MT1
REFERENCE NUMBER: UNIFS0519/001-02 (31003-007-8014)

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

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

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: CYTOLOGY
LOCATION: CYTOLOGY LABORATORY
POSITION: CLERK (LABORATORY) (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: UNIFS0519/001-03 (31003-004-7009)

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
- 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 or 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 typing test.**

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: ANATOMICAL PATHOLOGY (HISTOLOGY)
LOCATION: UNIVERSITAS
POSITION: MEDICAL TECHNICIAN (AMENDMENT)
PAY GRADE: LT1
REFERENCE NUMBER: UNIFS0519/001-04 (31002-005-7014)

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

- Grade 12/NQF Level 4
- SMLTSA Certificate
- Registration with the HPCSA as a Medical Technician in **Anatomical Pathology (Histology)**
- Health and Safety regulations
- Knowledge of Technical Appliances
- Knowledge for quality control procedures
- Troubleshooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills
- Computer Literacy
- Record keeping & filing skills
- Ability to demonstrate the use of laboratory equipment's.

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NORTH WEST
DISCIPLINE: LABORATORY SUPPORT SERVICES
LOCATION: MAFIKENG LABORATORY
POSITION: CLERK (LABORATORY) (X2 POSTS) (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: FSNW0519/001-07 (51000-004-7009) (51000.009.7009)

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 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 or 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 typing test.**

Enquiries may be directed to Palesa Nong @ 011 489 9155, e-mail application to FSNW.recruitment2@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: UNIVERSITAS ACADEMIC
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: HUMAN GENETICS DEPARTMENT
POSITION: SECRETARY (ACADEMIC) (RE- ADVERTISEMENT)
PAY GRADE: B5
REFERENCE NUMBER: UNIFS0319/001-02 (31188-001-8041)

Key Job Responsibility

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

Minimum requirements & key competency

■ Grade 12 NQF Level 4 ■ 3 years Diploma or Degree NQF Level 6/7 ■One (1) year`s Administrative or Secretarial experience ■ General Office Administration ■ Computer skills ■ Good typing skills ■ General office administration skills ■ Communication skills ■ Attention to detail ■ Interpersonal skills

Enquiries may be directed to Nomusa Sithole @ 051 411 9946, e-mail application to FSNW.recruitment1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

CORPORATE REGION

BUSINESS UNIT: SAVP
DISCIPLINE: STABLES
LOCATION: SANDRINGHAM
POSITION: ANIMAL CARETAKER: JUNIOR (AMENDMENT)
PAY GRADE: A3
REFERENCE NUMBER: CORPSAVP0219/001-06 (99095.006.3006)

Key Job Responsibility

■ To clean the large animals stable and replace bedding and feed daily to ensure well-being of large animals ■ To groom and check the general condition of the large animals to ensure their well-being ■ To herd the large animals into designated fields and stalls daily to ensure their safety and well-being ■ To report signs of illness or injury to the team leader or supervisor ■ To assist with maintenance of the fields, paddocks and stables as required ■ To assist with reasonable ad hoc requests from the Animal Caretaker (Leader), Stable Supervisor or consultant veterinarian.

Minimum requirements & key competency

■ ■ Grade 12 (NQF 4) ■ 6 months' experience (cleaning and handling of large animals) ■ Large animal husbandry ■ Handling large animals and relevant safety measures ■ Large animal grooming ■ Attention to detail ■ Communication skills ■ Interpersonal skills ■ Basic observation skill for injury/illness ■ Basic computer literacy. Practical test to be conducted.

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

GAUTENG REGION

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: VIROLOGY
LOCATION: PRETORIA
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUTAD0519/001-01 (45008.008.8014)

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 **Virology**
- 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 Nicola Mdhuli (011) 386 6145, e-mail application to TADrecruitment@nhls.ac.za or visit the NHLS career page at <http://intranet.nhls.ac.za>

BUSINESS UNIT: TSHWANE ACADEMIC DIVISION
DISCIPLINE: ANATOMICAL PATHOLOGY (CYTOLOGY)
LOCATION: PRETORIA
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUTAD0519/001-03 (45002.023.8014)

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 **Cytology**
- 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 Nicola Mdhuli (011) 386 6145, e-mail application to TADrecruitment@nhls.ac.za or visit the NHLS career page at <http://intranet.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: HAEMATOLOGY
LOCATION: CHARLOTTE MAXEKE
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: GAUCM0519/001-05 (43004.013.8014)

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 / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Haematology or 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 Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: PCR-LAB
LOCATION: CHARLOTTE MAXEKE
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT2
REFERENCE NUMBER: GAUCM0519/001-02 (43004.008.8014)

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
- Verify QC of test results
- Refer for further testing if required
- Collate data and statistics and basic interpretation over a period of time and make recommendations thereafter
- Identification of clerical and / or technical errors, report results and document non-conformances
- Monitor stock for operational needs
- Perform lot-to-lot verification

QMS

- Interpret all Quality Controls ("QC")
- Implement Corrective Action and close Non-Conformance ("NC")
- Review/participate and submit EQA
- Print, analyse and action Rejection Report
- Action, close Customer complaints

Assessments of results/Special stains/Interpretation of results

- Reviewing the work of others and amending results where necessary

Teaching, Training & Dev of Laboratory staff

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

Minimum requirements & key competency

- National Diploma: Biomedical Technology/ Bachelor of Health Science: Biomedical Technology/ NQF level 6 or 7
- HPCSA registration as a Medical Technologist in **Clinical Pathology**
- Minimum of 4 years' of experience post qualification
- 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 Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: CHEMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE
POSITION: RESEARCH ASSISTANT **WITHDRAWN**
PAY GRADE: B2
REFERENCE NUMBER: GAUCM0519/001-05 (43001.000.5013)

Key Job Responsibility

■ To assist the Surveillance Officer with the identification of patients meeting the surveillance or research study case definitions ■ To collect/ assist the Surveillance Officer with collection of clinical data from patients meeting the surveillance or research study case definitions ■ Complete structured interviews and/ collect samples from patients who meet the case definition for surveillance or research projects ■ To obtain/ assist the Surveillance Officer to obtain informed consent from case patients or their next of kin ■ To receive and courier specimens such as urine, blood and respiratory samples ■ To trace results of routine investigations such as imaging and laboratory tests ■ To assist in preparation of presentations, report writing and other projects related topics ■ To assist with maintaining stocks and inventories of surveillance documents ■ To complete surveillance related documentation such as logs and case investigation forms ■ Perform patient-centered pre- and post-test HIV counseling as required ■ Prepare patient and site study files (including photocopying) ■ Help with the induction and training of new staff to the project ■ Effective team-working with other key surveillance, search and hospital-based staff ■ Attendance at any necessary programme related meetings to review performance with the study team ■ Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ File surveillance and research records on-site after data collection, according to the relevant protocol ■ Actively participate in and contribute to surveillance and research-related activities, e.g. special research studies nested within the surveillance programme ■ Perform tasks assigned by the line manager, related to respiratory illness surveillance and research programmes ■ Performance of other study related duties, such a photocopying, preparation of ethics applications and data entry from study questionnaires as requested by the senior study staff ■ To follow established policies, procedures and objectives, continuous quality improvements objectives, safety, environmental or infection control to ensure compliance ■ To provide administrative support in all surveillance activities.

Minimum requirements & key competency

■ Grade 12 plus Higher certificate / NQF level 5 / NQF level 5 equivalent ■ 2 (Two) years plus work experience ■ Published scientific research ■ Basic Knowledge of surveillance ■ Communication skills ■ Interpersonal skills ■ Accuracy skills ■ Attention to details ■ Basic Numeracy skills ■ Listening skills ■ customer care.

Enquiries may be directed to Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: CHARLOTTE MAXEKE
DISCIPLINE: ANATOMICAL PATHOLOGY
LOCATION: CHARLOTTE MAXEKE
POSITION: LABORATORY CLERK (RE-ADVERTISEMENT) (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: GAUCM0519/001-07 (43002.001.7009)

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 list of samples for distributions to laboratories
- Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines
- Responsible for appropriate packaging, recording, monitoring and of all out-going referral specimens
- Keep specimen request forms for audit purposes.
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times.
- Handle administrative queries, phone out results, initiate printing and faxing of reports.
- Advise clinicians/ nurses on type of samples and/ or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

- Grade 12
- Secretarial Certificate (Desirable)
- 1 (One) year clerical experience (Essential)
- 1 (One) year in a 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 Nomti Ralarala (011) 489 9932, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: BRAAMFONTEIN COMPLEX
DISCIPLINE: LABORATORY SUPPORT SERVICE
LOCATION: BRAAMFONTEIN COMPLEX (CYTOPATHOLOGY DEPARTMENT)
POSITION: CLERK (LABORATORY) (X2 POSTS) (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: JHBSW-0519/100-02 (41003.002.006.7009)

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 list of samples for distributions to laboratories
- Administers the distribution of samples to ensure smooth channeling of specimens to various disciplines
- Responsible for appropriate packaging, recording, monitoring and of all out-going referral specimens
- Keep specimen request forms for audit purposes.
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times.
- Handle administrative queries, phone out results, initiate printing and faxing of reports.
- Advise clinicians/ nurses on type of samples and/ or sample containers required to perform specific tests in order to prevent incorrect sample.

Minimum requirements & key competency

- Grade 12
- Secretarial Certificate (Desirable)
- 1 (One) year clerical experience (Essential)
- 1 (One) year in a 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 Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: JOHANNESBURG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HELEN JOSEPH LABORATORY
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: JHBSW 0519/001-03 (44001.002.8014)

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 **Chemistry or 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 Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: JOHANNESBURG
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CARLETONVILLE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT1
REFERENCE NUMBER: JHBSW 0519/001-04(44940.001.8014)

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 Michael Ramalepe (011) 489 9775, e-mail application to sgauteng.recruitment@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

KZN REGION

BUSINESS UNIT: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PORT SHEPSTONE HOSPITAL
POSITION: PHLEBOTOMIST (AMENDMENT)
PAY GRADE: B5
REFERENCE NUMBER: KZNPORT0519/001-06(81480.003.8022)

Main Purpose of the Job

Draw blood for testing, provides other related services including ad-hoc general nursing services as required.

Key Job Responsibility

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

Minimum requirements & key competency

■ Registration as a Professional Nurse or enrolled as staff nurse with the South African Nursing Council (SANC). ■ 1(One) – 2 (Two) years in-service training leading to Registration as a Professional Nurse ■ Knowledge of required Phlebotomy and related Nursing Procedures ■ Time management ■ Safety conscious ■ Interpersonal and communication skills ■ Basic numerical skills ■ Basic counseling skills ■ Team oriented.

Enquiries for Harry Gwala-Ugu Business Unit may be directed to Calvin Naidoo @ (031) 327 6728, e-mail application to calvin.naidoo@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: PRINCE STREET
POSITION: CO ORDINATOR QUALITY ASSURANCE (AMENDMENT)
PAY GRADE: C4
REFERENCE NUMBER: KZNLE-TH0519/001-07 (80190.001.1227)

Main Purpose of the Job

To monitor and strive to continuously improve the effectiveness of the quality system of the diagnostic laboratories within a Business Unit, in accordance with the principles of Good Laboratory Practice and ISO 15189.

Key Job Responsibility

- Develop, maintain and review Management Standard Operating Procedures (SOP's) database to ensure that contents are aligned with current practice and that documentation is appropriate and reflects current practice within the Business Unit.
- Undertake regular intra and inter - departmental technical audits to assess effectiveness and ensure continued improvement of the quality system in line with ISO 15189 and other regulatory body requirements.
- Liaise with the regional Quality Assurance Manager to facilitate external laboratory audits to ensure objective review of the quality system and corrective action of non-conformances raised.
- Track and monitor the clearance of non-conformances within the Business Unit.
- Monitor and assist other laboratories within the Business Unit in preparing for accreditation.
- Assist the regional Quality Assurance Manager on quality system implementation to ensure uniformity throughout the NHLS.
- Facilitate Quality Assurance meetings and co-ordinate annual management review meeting to ensure continued self-assessment.
- Train staff in Good Laboratory Practice and Business Unit Quality Systems.
- Provide input to Management on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within the Business Unit.
- Provides input to safety officer to ensure a safe working environment and compliance with all safety legislation.

Minimum requirements & key competency

- 3 (three) year relevant Medical Technology Diploma/Degree.
- Registration with HPCSA in an appropriate category (**Clinical Pathology**).
- Driver's License
- 5 years' experience post qualification within an appropriate laboratory setting.
- Knowledge of principles of good laboratory practice.
- Knowledge of quality management systems.
- Internal Auditing
- Assertiveness.
- Communication skills (written, verbal, presentation)
- Computer literacy (Word, Excel and Q pulse)
- Effective auditing skills
- Passion for quality and attention to detail
- Ability to work independently and collaboratively
- Organizational, and Time management skills.

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

Applications previously submitted that meet the minimum requirements need not to re-apply

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CATHERINE BOOTH LABORATORY
POSITION: CLERK LABORATORY (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNCAT0519/001-09 (81680.001.7009)

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

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI LABORATORY
POSITION: CLERK LABORATORY (AMENDMENT)
PAY GRADE: B2
REFERENCE NUMBER: KZNMAD0519/001-16 (87301.001.7009)

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HLABISA LABORATORY
POSITION: CO ORDINATOR QUALITY ASSURANCE (AMENDED)
PAY GRADE: C4
REFERENCE NUMBER: KZNMK-ZU0519/001-19 (87990.001.1227)

Main Purpose of the Job

To monitor and strive to continuously improve the effectiveness of the quality system of the diagnostic laboratories within a Business Unit, in accordance with the principles of Good Laboratory Practice and ISO 15189.

Key Job Responsibility

- Develop, maintain and review Management Standard Operating Procedures (SOP's) database to ensure that contents are aligned with current practice and that documentation is appropriate and reflects current practice within the Business Unit.
- Undertake regular intra and inter - departmental technical audits to assess effectiveness and ensure continued improvement of the quality system in line with ISO 15189 and other regulatory body requirements.
- Liaise with the regional Quality Assurance Manager to facilitate external laboratory audits to ensure objective review of the quality system and corrective action of non-conformances raised.
- Track and monitor the clearance of non-conformances within the Business Unit.
- Monitor and assist other laboratories within the Business Unit in preparing for accreditation.
- Assist the regional Quality Assurance Manager on quality system implementation to ensure uniformity throughout the NHLS.
- Facilitate Quality Assurance meetings and co-ordinate annual management review meeting to ensure continued self-assessment.
- Train staff in Good Laboratory Practice and Business Unit Quality Systems.
- Provide input to Management on policy and planning in respect of quality systems in order to facilitate continuous improvement and uniformity within the Business Unit.
- Provides input to safety officer to ensure a safe working environment and compliance with all safety legislation.

Minimum requirements & key competency

- 3 (three) year relevant Medical Technology Diploma/Degree.
- Registration with HPCSA in an appropriate category (Clinical Pathology).
- Driver's License
- 5 years' experience post qualification within an appropriate laboratory setting.
- Knowledge of principles of good laboratory practice.
- Knowledge of quality management systems.
- Internal Auditing
- Assertiveness.
- Communication skills (written, verbal, presentation)
- Computer literacy (Word, Excel and Q pulse)
- Effective auditing skills
- Passion for quality and attention to detail
- Ability to work independently and collaboratively
- Organizational, and Time management skills.

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

Applications previously submitted that meet the minimum requirements need not re-apply

BUSINESS UNIT: MGUNGUNDLOVU-THUKELA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: LADYSMITH HOSPITAL
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNLADY0519/001-03 (87000.005.8014)

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 or Chemical 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 for Mgungundlovu-Thukela Business Unit may be directed to Calvin Naidoo @ (031) 327 6728, e-mail application to Calvin.naidoo@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: HARRY GWALA-UGU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CHRIST THE KING HOSPITAL
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNCTK519/001-05 (85200.001.8014)

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 or Chemical 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 for Harry Gwala-Ugu Business Unit may be directed to Calvin Naidoo @ (031) 327 6728, e-mail application to Calvin.naidoo@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: CATHERINE BOOTH LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNCAT0519/001-10 (80010.004.8014)

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 or Chemical 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 for Lembe-Thungulu may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: EMPANGENI LABORATORY
POSITION: MEDICAL TECHNICIAN - **WITHDRAWN**
PAY GRADE: LT1
REFERENCE NUMBER: KZNEMP0519/001-11 (81660.001.7014)

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

- Grade 12 / NQF 4
- SMLTSA Certificate
- Registered with HPCSA in Clinical Pathology as a Medical Technician
- Knowledge of health and safety regulations
- Knowledge of technical appliances
- Knowledge of quality control procedures
- Trouble shooting skills
- Attention to detail
- Use of laboratory equipment
- Analytical skills
- Communication skills
- Interpersonal skills.
- Computer literacy
- Record keeping and filing skills
- Ability to demonstrate the use of laboratory equipment's.

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

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: ESHOWE LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNESH0519/001-12 (82200.004.8014)

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 or Chemical 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 for Lembe-Thungulu may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: LEMBE-THUNGULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NGWELEZANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNNGW0519/001-13 (81640.010.8014)

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 or Chemical 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 for Lembe-Thungulu may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MADADENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNMAD0519/001-17 (87300.004.8014)

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 or Chemical 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 for Maju-Mzinyathi Business Unit may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: DUMBE LABORATORY
POSITION: LABORATORY MANAGER - **WITHDRAWN**
PAY GRADE: C2
REFERENCE NUMBER: KZNDUM0519/001-20 (83400.001.1113)

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 need.

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 fulfillment of SANAS accreditation requirements
- 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 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 Medical Technologist as required as per operational needs.

Minimum requirements & key competency

- 3 year relevant Degree / Diploma / NQF level 6 or 7
- HPCSA registration in Clinical Pathology
- Five (5) years post qualification and experience in a diagnostic laboratory
- Knowledge of usage of Laboratory Equipment
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of Laboratory Procedures and process
- Knowledge of TQMS
- Knowledge of stock control
- Assertiveness
- Interpersonal skills
- Staff management
- Basic understanding of finance and general management and computer skills
- Ability to work under pressure
- Communication skills
- Planning, Organising and Process Management
- Analytical skills.

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

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: HLABISA LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNHLA0519/001-21 (87820.003.8014)

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 or Chemical 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 for Mkhanya-Zulu Business Unit may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MKHANYA-ZULU
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NKONJENI LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNNKO0519/001-22 (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 or Chemical 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 for Mkhanya-Zulu Business Unit may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: ETHEKWINI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: MAHATMA GANDI MEMORIAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNMGMH0519/001-23 (81911.009.8014)

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 or Chemical 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 for Ethekwini Business Unit may be directed to Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: MAJU-MZINYATHI
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: NEWCASTLE LABORATORY
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNNEW0519/001-18 (87400.003.8014)

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 or Chemical 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 for Maju-Mzinyathi Business Unit may be directed to Shaun Govender at (031) 327 6727, e-mail application to Shaun.govender@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: ACADEMIC COMPLEX
DISCIPLINE: HAEMATOLOGY
LOCATION: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
POSITION: MEDICAL TECHNOLOGIST - **WITHDRAWN**
PAY GRADE: MT1
REFERENCE NUMBER: KZNHAEM/001-26 (81108.007.8014)

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 / NQF level 6 or 7
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology or Chemical 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 for Ethekwini Business Unit may be directed to Promise Mncube @ (031) 327 6768, e-mail application to promise.mncube@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

LIMPOPO AND MPUMALANGA REGION

BUSINESS UNIT: CAPRICORN
DISCIPLINE: MICROBIOLOGY
LOCATION: POLOKWANE LABORATORY
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT2
REFERENCE NUMBER: LIMP04-C0519 -001-09 (61006.009.8014)

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:

- 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 & Development of Laboratory staff:

- 2 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
- Registration with the HPCSA as a Medical Technologist in **Microbiology**
- Minimum of 4 years of experience post qualification
- 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 Jeaneth Masibigiri and Nondumiso Mhlanga @ (015) 296 3910 , or e-mail application to LIMPRregion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: GERT SIBANDE & NKANGALA
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: WITBANK LABORATORY
POSITION: MEDICAL TECHNOLOGIST (AMENDMENT)
PAY GRADE: MT2
REFERENCE NUMBER: LIMP05-GSN0519 -001-19 (71000.005.8014)

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 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 & Development 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
- Registration with the HPCSA as a Medical Technologist in **Clinical Pathology**
- Minimum of 4 years of experience post qualification
- 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 Jeaneth Masibigiri and Nondumiso Mhlanga @ (015) 296 3910 , or e-mail application to LIMPRRegion@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

GRANTS REGION

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH
LOCATION: LIMPOPO AND MPUMALANGA REGION
POSITION: COORDINATOR: CLINIC LABORATORY (WITHDRAWN)
(5 MONTHS FIXED TERM CONTRACT)
PAY GRADE: C4
REFERENCE NUMBER: CORP0319/001-01

Key Job Responsibility

■ **Compliance to NHLS Laboratory Handbook:** ■ Ensure the use of the appropriate request forms and assist in the promotion of the order entry system where applicable ■ Laboratory requests comply to the PHC ELL to promote rational laboratory use ■ Gather analyse and disseminate information to appropriate departments in order to contribute to the effectiveness of operation ■ Support facilities in implementing quality assurance plans for sites, providing Point of Care Testing. **Turn-Around-Time on results:** ■ Advise users on the correct way of sample collection, package and storage ■ Ensure results are delivered accurately and timeously ■ Ensure users are registered on Web View ■ Advise the users on the SMS printers' management in terms of maintenance and delivery thereof ■ Review courier routes and schedules ■ Participate in the design, implementation and evaluation of a system to track specimen and test results. **Technical Support:** ■ Provide technical support for stakeholder forums ■ Analyse and communicate rejection reports and provide training interventions ■ Advise PHC on stock/inventory management in terms of forecasting, ordering, handling and usage of equipment. **Training Facilitation:** ■ Provide training to internal and external stakeholders to ensure efficient utilisation of Laboratory Services ■ Manage, train, mentor and support POCT including roll-out of RTQ11, implementation of IQC and enrolment in PT (Proficiency Testing). **Monitoring and Evaluation:** ■ Develop and maintain close working relationships with area management teams, district support partners and healthcare facilities ■ Assist in promoting and monitoring the use of unique patient identifier ■ Assist in promoting and monitoring compliance to algorithm such as GeneXpert.

Minimum requirements & key competency

■ National Diploma Biomedical Technology (NQF Level 6) / Professional Nursing Degree (NQF Level 7) ■ Registration with HPCSA as Medical Technologist or with SANC as Professional Nurse ■ 5 (five) years post qualification experience as a Medical Technologist or as a Professional Nurse ■ Knowledge of Pathology Laboratory Policies & Procedures ■ Customer relations and communication skills ■ Facilitation and coordination. Data Analysis and interpretation skills ■ Good understanding of laboratory processes and the (PHC) / health sector ■ Computer Literacy – MS Office package and laboratory related systems- LIS, Thusano, TCL, Oracle will be an advantage ■ Project Management ■ Valid driver's license ■ Candidate should be willing to travel extensively.

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>

BUSINESS UNIT: NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE: TOXICOLOGY DEPARTMENT
LOCATION: NIOH BRAAMFONTEIN
POSITION: ADMINISTRATOR (RE-ADVERTISEMENT)
(GRANT FUNDED FIXED TERM CONTRACT -3 YEARS)
PAY GRADE: B5
REFERENCE NUMBER: NIOHGRANT1118/001-01

Main Purpose of the Job

Organise and maintain an archiving system for Toxicology. Perform general administrative tasks within the department and coordinate and monitor financial issues of grant funded projects to ensure that funds are available and spent appropriately to meet the projects financial needs.

Key Job Responsibility

Archivist tasks

■ Responsible for assembling, preserving and managing all records related to past and current projects /studies within the Toxicology Section ■ Arrange and describe the records in order to allow efficient and effective access and retrieval ■ Create and maintain accessible retrievable computer archives and databases ■ Organise archival records and develop classification systems to facilitate access to archival materials.

Administrative tasks

■ Responsible for general office administration tasks ■ Assist with all procurement requirements for Oracle ■ Perform general clerical functions to ensure timely receipt /dispatch of documentation ■ Typing minutes of departmental meetings ■ Assisting with processing and follow-up of training forms, travel arrangements, S&T claims etc. for staff members ■ Assisting with admin for organizing conferences and workshops ■ Assisting with Flight /Accommodation booking for staff members and for invited visitors/ speakers ■ Processing documentation for payments of accounts /reimbursements.

Grant coordinator

■ Produce and analyse grant financial accounts for reporting purposes in order to meet grantor and legislative requirements ■ Maintain grant fund contracts and other documents to ensure that records are kept and updated ■ Administrative coordination of projects and research in Toxicology ■ Liaise with principal investigators, project manager, sponsors, clients and site personnel ■ Attend technical cooperation meetings, prepares notes and undertakes follow-up actions related to project implementation.

Minimum requirements & key competency

■ National Diploma in administration/ equivalent relevant qualification (NQF level 6) ■ 1 (One) year post qualification relevant experience ■ Computer literate ■ Attention to detail ■ Methodical and logical ■ Communication skills ■ Interpersonal and people skills ■ Report writing skills (Scientific/ financial).

Enquiries may be directed to Maria Ntlailane @ (011) 386 6187, or e-mail application to corporate1@nhls.ac.za or visit the NHLS career page at <http://careers.nhls.ac.za>