

December 2018

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 Security clearance, Competency/Psychometric assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
5. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only. NHLS reserve the right to make appointments.
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: 21 DECEMBER 2018

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
EASTERN CAPE REGION	3 – 4
KZN	5 - 7
WESTERN AND NORTHERN CAPE REGION	8 - 9

EASTERN CAPE

BUSINESS UNIT: OR TAMBO & CHRIS HANI
DISCIPLINE: SUPPORT SERVICES
LOCATION: FRONTIER HOSPITAL
POSITION: GENERAL WORKER: CLEANER/MESSENGER
PAY GRADE: ICS1
REFERENCE NUMBER: ECORT&CH1218/001-01(24600.002.2113)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: NELSON MANDELA BAY AND SARAH BAARTMAN
DISCIPLINE: SUPPORT SERVICES
LOCATION: PORT ELIZABETH MAIN BRANCH, LABORATORY SUPPORT SERVICES
POSITION: GENERAL WORKER: CLEANER/MESSENGER
PAY GRADE: ICS1
REFERENCE NUMBER: ECNMB&SB1218/001-01(21022.004.2113)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

KZN

BUSINESS UNIT: MGUNGUNDLOVU-THUKELA
LOCATION: NORTHDALE LABORATORY
POSITION: CLEANER HOUSEKEEPER
PAY GRADE: ICS1
REFERENCE NUMBER: KZNNORTH 1218/001-01 (86201.002.1001)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: LEMBE - THUNGULU
LOCATION: NKANDLA LABORATORY
POSITION: MESSENGER / CLEANER HOUSEKEEPER
PAY GRADE: ICS1
REFERENCE NUMBER: KZNNKA1218/001-02(83200.001.1001)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

BUSINESS UNIT: LEMBE - THUNGULU
LOCATION: NGWELEZANE LABORATORY
POSITION: MESSENGER / CLEANER HOUSEKEEPER
PAY GRADE: ICS1
REFERENCE NUMBER: KZNINGW1218/001-03 (81640.001.1001)

Key Job Responsibility

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

Minimum requirements & key competency

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

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

WESTERN & NORTHERN CAPE REGION

BUSINESS UNIT:	WESTERN CAPE
DISCIPLINE:	CLINICAL PATHOLOGY
LOCATION:	MITCHELL'S PLAIN LABORATORY
POSITION:	MANAGER (LABORATORY)
PAY GRADE:	C4
REFERENCE NUMBER:	WCNC1218/001-01 (15500.001.1113)

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
- Oversee and monitor equipment calibration and maintenance to ensure accurate and reliable results, oversees and monitors the validation of new equipment for implementation in the laboratory
- 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
- 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
- Participate in the delivery and promotion of Continuing Professional Development (CPD) activities within the department/laboratory to contribute to staff development and in compliance with HPCSA requirements
- Ensures training and development of staff to ensure they have the skills required by the organization and are able to achieve their performance objectives
- Oversee the training of students for the internship and experiential programme to ensure comprehensive preparation of students for their exams
- Oversees and implements safe working conditions and procedures in order to ensure a safe working environment and compliance with all legislation
- Performs the role of a medical technologist as required in accordance with operational needs.

Minimum requirements & key competency

- 3 years Relevant Degree/ Diploma/NQF 6 or 7
- Registration with HPCSA in Appropriate Category
- Five (5) years post qualification and experience a diagnostic laboratory
- Ability to work unsupervised
- Advanced computer skills (Excel, Word)
- Good understanding of finance and management
- Excellent communication skills
- Good interpersonal skills
- Attention to detail
- Team orientated
- Good leadership skills
- Good organizing and time management skills
- Assertiveness
- Knowledge of relevant laboratory procedures and processes
- Knowledge of Health and Safety issues in a Laboratory Environment
- Knowledge of stock control
- Knowledge of TQMS
- Willingness to work unsociable hours, weekends, public holidays and call outs.

Enquiries may be directed to Chris Mxhosana @ (021) 417 9314, • Internal applicants can visit the NHLS intranet page at <http://intranet.nhls.ac.za> or log onto NHLS self – service and • External applications can visit the NHLS website at www.nhls.ac.za and click on Careers

BUSINESS UNIT: NORTHERN CAPE REGION
DISCIPLINE: CLINICAL PATHOLOGY
LOCATION: UPINGTON LABORATORY
POSITION: MEDICAL TECHNOLOGIST
PAY GRADE: MT1
REFERENCE NUMBER: WCNC1218/001-01 (35400.004.8014)

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

Enquiries may be directed to Paballo Thokoana @ (053) 831 3969 / 4188, • Internal applicants can visit the NHLS intranet page at <http://intranet.nhls.ac.za> or log onto NHLS self – service and • External applications can visit the NHLS website at www.nhls.ac.za and click on Careers