



**MARCH 2019**

### **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. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
7. Correspondence will be limited to shortlisted candidates only.
8. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
9. 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.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.

**CLOSING DATE: 26 MARCH 2019**

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## GRANTS REGION

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
LOCATION: LIMPOPO AND MPUMALANGA REGION (BASED IN NELSPRUIT)  
POSITION: COORDINATOR: CLINIC LABORATORY  
(FIXED - TERM CONTRACT 05 MONTHS)  
GRADE: C4  
REFERENCE NUMBER: CORPNPP0818/001-01

### 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.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA or SANC registration and qualifications, to Ms. Maria Ntlailane @ (011) 386 6187, via e-mail: [corporate1@nhls.ac.za](mailto:corporate1@nhls.ac.za). Please indicate the reference number of the post, name of the post and the specific discipline.

BUSINESS UNIT: ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
DISCIPLINE: PROFICIENCY TESTING  
LOCATION: SANDRINGHAM  
POSITION: QUALITY CONTROL TECHNOLOGIST  
(FIXED - TERM CONTRACT 05 MONTHS)  
GRADE: C2  
REFERENCE NUMBER: CORPAARQA0319/001-02

### Key Job Responsibility

■ To prepare Quality Control (Internal and External) material for participating facilities/laboratories. ■ Characterisation of Quality Control material using validated test methods. ■ Collation of results received from participants. ■ Preparation of and analysis of statistical data. ■ Provision and distribution of technical reports to the Stakeholders. ■ Attend to participants queries and perform a root cause analysis where needed. ■ Perform various laboratory testing as required. ■ Assist with piloting of new schemes. ■ Assist with training of the use of Quality Control material. ■ Attend meetings and represent the department with relevant Stakeholders.

### Minimum requirements & key competency:

■ National Diploma in Biomedical Technology (NQF Level 6) / Bsc Honours in Medical Sciences (NQF Level 8) / National Diploma in Biotechnology (NQF Level 6) ■ 5 (Five) years Post qualification experience in a medical laboratory ■ Knowledge of QA and QC Systems ■ Knowledge of Proficiency testing ■ HPCSA Registration (desirable) ■ Computer literacy (MS Office, excel & power point) ■ Communication skills (verbal and written) ■ Leadership skills (desirable) ■ Report writing skills (desirable) ■ Time management skills ■ Interpersonal skills ■ Analytical skills ■ Problem solving skills ■ Attention to detail ■ Ability to work accurately and independently ■ Ability to perform routine serological laboratory testing ■ Programme management skills (desirable) ■ Willingness to work unsociable hours, Shifts, weekend and public holidays

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**BUSINESS UNIT:** ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
**DISCIPLINE:** ACCREDITATION  
**LOCATION:** SANDRINGHAM  
**POSITION:** OFFICER: QUALITY ASSURANCE  
**(FIXED - TERM CONTRACT 05 MONTHS)**  
**GRADE:** B3  
**REFERENCE NUMBER:** CORPAARQA0319/001-03

### **Key Job Responsibility**

■ Responsible for typing, drafting, editing and maintaining SOP's, manuals and methods on Q-Pulse to ensure uniformity in the application thereof and to satisfy the laboratories requirements in the organization ■ Responsible for updating SANAS Regulatory requirements and checklists for the NHLS to ensure compliance with SANAS procedures for accreditation purposes ■ Liaising with representatives of Expert Committees with regard to review and approval of controlled documents to ensure uniformity in the application of laboratory methodologies in the organisation ■ Responsible for capturing and processing Internal Audit Summary report data into spreadsheets for the compilation of management reports ■ Responsible for filing and archiving of quality related documentation for record keeping ■ Photocopy and dispatch documents to laboratories and capture their findings for management report purposes ■ Assists with client queries to ensure they are speedily resolved

### **Minimum requirements & key competency:**

■ Grade 12 ■ Certificate in TQM (desirable) ■ 1 (One) year relevant experience ■ 1(One) year administration experience ■ Knowledge of administrative systems ■ Knowledge of the organisations policies and procedures ■ Knowledge of the Accreditation Systems and Q-Pulse ■ Communication Skills (Verbal, written & presentation) ■ Organisational Skills ■ Interpersonal Skills ■ Accuracy ■ Attention to detail ■ Computer Literacy.

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**BUSINESS UNIT:** ACADEMIC AFFAIRS RESEARCH AND QUALITY ASSURANCE  
**DISCIPLINE:** ACCREDITATION  
**LOCATION:** NELSPRUIT LABORATORY  
**POSITION:** OFFICER: QUALITY ASSURANCE  
**(FIXED - TERM CONTRACT 05 MONTHS)**  
**GRADE:** B3  
**REFERENCE NUMBER:** CORPAARQA0319/001-04

### **Key Job Responsibility**

■ Responsible for typing, drafting, editing and maintaining SOP's, manuals and methods on Q-Pulse to ensure uniformity in the application thereof and to satisfy the laboratories requirements in the organization ■ Responsible for updating SANAS Regulatory requirements and checklists for the NHLS to ensure compliance with SANAS procedures for accreditation purposes ■ Liaising with representatives of Expert Committees with regard to review and approval of controlled documents to ensure uniformity in the application of laboratory methodologies in the organisation ■ Responsible for capturing and processing Internal Audit Summary report data into spreadsheets for the compilation of management reports ■ Responsible for filing and archiving of quality related documentation for record keeping ■ Photocopy and dispatch documents to laboratories and capture their findings for management report purposes ■ Assists with client queries to ensure they are speedily resolved

### **Minimum requirements & key competency:**

■ Grade 12 ■ Certificate in TQM (desirable) ■ 1 (One) year relevant experience ■ 1(One) year administration experience ■ Knowledge of administrative systems ■ Knowledge of the organisations policies and procedures ■ Knowledge of the Accreditation Systems and Q-Pulse ■ Communication Skills (Verbal, written & presentation) ■ Organisational Skills ■ Interpersonal Skills ■ Accuracy ■ Attention to detail ■ Computer Literacy.

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**BUSINESS UNIT:** CHARLOTTE MAXEKE TERTIARY  
**DISCIPLINE:** CHEMICAL PATHOLOGY  
**LOCATION:** CHARLOTTE MAXEKE TERTIARY  
**POSITION:** ENROLLED NURSE  
**(FIXED - TERM CONTRACT 05 MONTHS)**

**GRADE:** B5  
**REFERENCE NUMBER:** CORPAARQA0319/001-05

### Key Job Responsibility

■ To obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data ■ To complete case report forms by interview and / or record review and submit to the NHLS timeously ■ To adhere to turn around times with regard to queries raised on the case report forms ■ To take specimens as per relevant protocol ■ To monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording ■ To file surveillance and research records on-site after data collection, according to the relevant protocol ■ To compile site statistics and reports as dictated by the project activities or as required by line manager ■ To actively participate in and contribute to surveillance-related activities, e.g. special research studies nested within the surveillance programme, programme evaluations, etc. [it may include activities such as patient enrollment into research projects, follow-up of patients, collecting specimens from patients, travel to patient homes or health facilities in the local area, obtaining information from clinics or hospital management as well as any reasonable task assigned by the line manager] ■ To work effectively with existing NHLS / DoH systems in the district / region and attend all required meetings to achieve the objectives within the project / program ■ To assist to obtain permission and ethics approval for surveillance and research activities in the region ■ To perform tasks related to the surveillance and research project as dictated by the project activities or as assigned by the line manager ■ To fill in at another site if there are staff shortages ■ To conduct monthly stock taking accordingly in compliance with the inventory policy and timeously request stock via the line manager ■ To keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development

### Minimum requirements & key competency:

■ Nursing Diploma ■ Registered with SANC as an Enrolled Nurse ■ Valid drivers license (desirable) ■ 3 years post-qualification experience clinical work ■ 2 years research / surveillance experience (desirable) ■ Epidemiology / Public Health experience (desirable) ■ Supervision of staff (desirable) ■ Knowledge of good Clinical Practice ■ Knowledge of surveillance and research methodologies (desirable) ■ Computer literacy ■ Strong written and verbal communication skills ■ At least one vernacular besides English – vernacular of the area ■ Excellent interpersonal skills ■ Attention to detail ■ Ability to work under pressure ■ Ability to maintain confidentiality of data ■ Administrative skills ■ Research skills (desirable) ■ Supervision of staff (desirable) ■ People management skills (desirable)

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