



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

TABLE OF CONTENT

TABLE OF CONTENT	PAGE
AARQA	3 - 3

ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE UNIT

Joint Appointment

MEDICAL OFFICER (2 Years Fixed Term Contract)

Universitas Academic Complex	- Histopathology (Ref: UNIFS0319/001-01) (X1 Post)
IALCH Academic Complex	- Histopathology (Ref: KZNHISTO0319/001-01) (X2 Posts)
Dr George Mukhari Tertiary Business Unit	- Histopathology (Ref: DGM0319/001-01) (X2 Posts)
Tshwane Academic Division	- Histopathology (Ref: TAD0319/001-01) (X2 Posts)
Charlotte Maxeke Tertiary Business Unit	- Histopathology (Ref: CMT0319/001-01) (X2 Posts)
Nelson Mandela Academic	- Histopathology (Ref: NMAL 0319/001-01) (X2 Posts)
Polokwane Laboratory	- Histopathology (Ref: LIMP0319/001-01) (X2 Posts)

Main Purpose of the Job

■ To contribute towards histopathological and cytology diagnostic service output in accordance with departmental policies, procedures and quality standards as prescribed.

Key Job Responsibility

■ To assist with service, research and teaching work of the department within a framework of accreditation to ensure the functions of the department are performed in accordance with good laboratory practice. ■ To participate in "outreach" training for nurses and doctors to ensure that correct specimen collection techniques are applied in order to ensure that the specimen quality is adequate for cytological diagnosis thereby minimising the need for repeat testing. ■ To provide telephonic advice, in consultation with senior staff as required, to doctors, nurses and patients in order to resolve queries and allay fears and concerns related to the biopsy procedure or underlying disease in a professional and timely manner. ■ To do quality assurance to ensure that the required standards are met in order to protect the patient. ■ To contribute to medical technologist / technician, undergraduate teaching and the departmental CPD program to ensure that the departmental objectives and obligations in this regard are met. ■ To keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development, perform appropriate research and publish in relevant scientific journals. ■ To compile reports and perform administrative tasks in order to ensure accurate record management as prescribed in policies and procedures. ■ To perform administrative tasks in the Division as required by Head of Department, Business Manager, Laboratory Manager and NHLS. ■ To attend routine FNA clinics as the need arises, for the purpose providing a routine FNA collection service as agreed with various healthcare providers.

Minimum requirements & Key competencies

■ MB BCH or an equivalent is essential ■ Registration with HPCSA as a General Practitioner ■ Minimum 4 (four) years' experience working in histopathology laboratory as a registrar or MO ■ **Preference will be given to ex-registrars who meet the minimum requirement** ■ Professional ethics ■ computer literacy ■ Health policies and health & safety rules ■ Updated with CPD points as required ■ Ability to work under pressure ■ Time management / Meeting patient care deadlines ■ Flexibility / Adaptability ■ Planning and organising skills.

Interested persons who meet the requirements are invited to send their CVs, ID, HPCSA registration and qualification, to Ms. Mathapelo Dlamini, enquiry telephone number (011) 386 6099 or via e-mail: aargahr@nhls.ac.za . Please indicate the center and reference number of the post.