HR191	**JOB DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

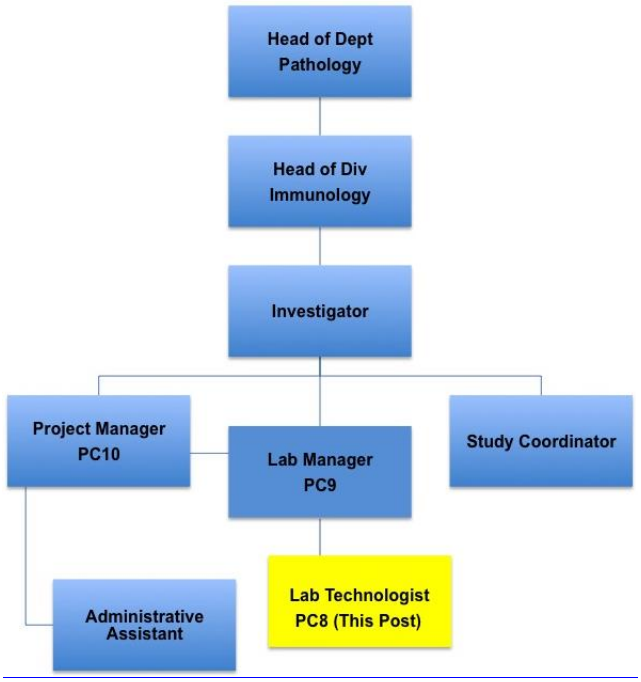
- Forms must be downloaded from the UCT website: http://www.uct.ac.za/depts/sapweb/forms/forms.htm
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Laboratory Technologist
Job title (HR Practitioner to provide)	
Job grade (if known)	Payclass 8
Academic faculty / PASS department	Health Sciences
Academic department / PASS unit	Pathology
Division / section	Immunology
Date of compilation	20.12.2017

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



PURPOSE

The Technologist in the Division of Immunology, will work with other members of the laboratory team under the supervision of the lab manager and or academic team leader. The technologist is required to perform laboratory procedures with an emphasis on cryopreservation and maintenance of biological specimens in support of the scientific goals of the research. The Technologist should adhere to good laboratory practice regulations in BSL2 laboratories and perform day-to-day general laboratory housekeeping.

JOB CONTENT

	Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Laboratory Research Support	65	a) Prepare laboratory packs for sample collection b) Performs laboratory techniques related to clinical studies as required. • Peripheral blood lymphocyte isolation and cryopreservation • Multiparameter flow cytometry • Preparation of mucosal tissues, placenta tissue etc... • Isolation of cord blood cells • Setting and analyzing Luminex and ELISA-based assays • RNA isolation and storage c) Receive, verify and ensure quality of all laboratory specimens. d) Ensures appropriate storage and preservation of laboratory specimens. e) Practices safe lab techniques and adheres to lab safety procedures.	a) Viable PBMC derived from thawed cryopreserved cells for immunology assays b) Immunohistochemistry and tissue imaging using snap frozen placenta tissue. c) T cell subsets acquired on the LSRII flow cytometer from isolated placenta cells. d) Measuring soluble cytokines in plasma e) Measuring RNA transcripts from blood and tissue.
2	Administration (SOPs, Stock Control, Data Management, Shipment) and Quality assurance	20	a) Maintains excellent notes and data storage and collection. b) Maintain operational processes to receive and process blood and tissue samples. c) Good communication skills d) Maintain stock take and inventory, Ordering reagents etc... e) Interact with the clinic staff on a daily basis. f) Maintaining the lab information system (Sample Log in Freezerworks) g) Have Good problem-solving skills, Good computer skills, Good report writing skills h) Participate in SOP management, writing of SOPs i) Optimize new assays j) Accurate retrieval of samples from freezers	a) Manual of Operations and Procedures b) Sample Log in freezerworks c) Ensure Accurate retrieval of samples from freezers d) Shipment of samples to national and international collaborators. e) Ensure appropriate quality control and efficient use of study materials f) Ensure proper maintenance and safekeeping of certain equipment, by adhering to specified servicing and maintenance requirements.

3	Teaching & Learning Support	10	a) Contribute to training of new students in laboratory activities b) Contribute to training of new Research Staff in laboratory activities	a) Keeping the laboratory in a GCLP-like condition b) Keeping control over laboratory activities and maintaining a clean area.
4	Contributing to the research agenda	5	a) Attendance of group meetings b) Keeping up to date with current research /methodologies by attending seminars, reading journals, books etc.	a) Contribute to the functioning of the BSL-2 Lab and a cohesive working environment.
	NOTE: FLEXIBLE WORKING HOURS WILL BE REQUIRED .		Arrival of clinical samples is unpredictable, expect processing after hours	

MINIMUM REQUIREMENTS

Minimum qualifications	BTech/ Bachelor of Science in Biomedical Sciences
Minimum experience (type and years)	2-3 years experience in laboratory post qualification

COMPETENCIES

Competence	Level	Competence	Level
Interpersonal Relationships	intermediate	Decision Making &Problem Solving Skills	intermediate
Results Focus	intermediate	Planning & Organising Skills	intermediate
Continuous Learning	intermediate	Communication Skills	intermediate
Resource Management Skills	intermediate	Technological Agility	intermediate
Numerical Skills	intermediate	Research Skills	intermediate
Report Writing skills	intermediate	Computer Skills	intermediate