



LABORATORY MANAGER

(24 month contract; Payclass 10)
Desmond Tutu HIV Centre
Department of Medicine
Faculty of Health Sciences

The Desmond Tutu HIV Centre (DTHC), based at the Faculty of Health Sciences (FHS), is committed to the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We are seeking a dynamic individual to join our growing research team as Laboratory Manager. The main purpose of the position is to manage all laboratory activities at the Emavundleni Research Site, including oversight of on-site diagnostics, safe handling of specimens, QA / QC processes (IQC and EQA), reporting on GLP and GCP and accountability to all clinical trial sponsors including NIH, FDA, SAHPRA and REC.

This full-time, 24 month fixed-term (T1) contract position will primarily be based at the Emavundleni Research Site

Requirements:

- National Diploma in Medical Technology (Postgraduate qualification would be advantageous, particularly inclusive of research and data management content)
- HPCSA registration
- GCLP/QMS trained or experience working in a GCLP compliant or accredited laboratory
- IATA dangerous goods training (past or present)
- 1-3 years' experience in research environment
- 1 year of staff management experience
- Client focus and strong interpersonal skills
- Excellent verbal and written communication
- Problem - solving and decision making
- Excellent quality control and attention to detail capability
- Fully computer literate; including advanced MS Excel skills
- Excellent time management skills
- Strong planning, organizing and problem solving skills
- Innovation
- Self-management
- Ability to work with a diverse group of people

Responsibilities:

- Managing and supervision of staff
- Specimen collection, management, documentation and dissemination
- Management of the Laboratory ensuring data sets are accurate and up to date
- Data entry and quality management

The annual cost of employment is between R 273 934 to R 521 333

To apply, please e-mail the below documents in a **single pdf file** to Ms Sinxolo Bhovula at Sinxolo.Bhovula@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 6966 **Website:** www.hr.uct.ac.za

Reference number: E90311 **Closing date:** 22 March 2019

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf> For this post we seek particularly to attract black (i.e. African, Coloured or Indian) South African candidates

UCT reserves the right not to appoint.