

LABORATORY ASSISTANT SUPERVISOR UNITAS LABORATORY, CENTURION



WE MAKE PATIENT CARE A PRIORITY. IF YOU DO, JOIN OUR TEAM TODAY!

PathCare is a partnership of pathologists in private practice across South Africa that has been assisting doctors and healthcare professionals determine and confirm diagnoses since 1922. We are registered with the HPCSA (Health Professions Council of South Africa) and all our laboratories are SANAS accredited.

An opportunity exists for a Laboratory Assistant Supervisor to join the PathCare Vermaak team in the Clinical department at the Unitas branch. We are seeking an individual who displays a high level of ethics and integrity while consistently aligning with the PathCare values.

Key Competency Requirements

- Registered with HPCSA as a qualified Laboratory Assistant
- Computer literate with proficiency on MS Word and Excel
- Must have at least 5 years' experience as a Laboratory Assistant post HPCSA registration
- Client-focused with excellent attention to detail
- Effective communication and interpersonal skills
- Ability to solve problems and deal with telephonic queries
- Strong attention to detail
- Ability to work under pressure, independently as well as in a team
- A positive attitude & flexible work-style
- Leadership ability
- Must be fluent in English with an understanding of Afrikaans
- Must be prepared to work shifts, weekends & public holidays
- Must have an acceptable track record/performance record regarding the technical and behavioural competencies required to perform in this position

Key Responsibilities

- Act as leader which includes managing staffing, ensuring teamwork and reporting/resolving associated issues
- Establish and maintain effective relationships with all members of the team
- Training of new Laboratory Assistants/identify training needs, ensuring that efficient and adequate training is given
- Monitors, analyses and comments on staff development
- Collect, receive and store specimens
- Handle and manage distribution of specimens
- Handle and manage incompletes
- Handle queries and after-requests
- Perform administrative tasks and scan/report forms
- Comply with Quality Management Systems
- Perform and manage maintenance of equipment and housekeeping
- Monitor and advise on improvements to operations/systems

CLOSING DATE: Friday, 13 December 2024

Join the PathCare team and enjoy partnering with thought-leaders and experts in the pathology and diagnostics field while impacting on the lives of patients. **Your contribution to the company will be rewarded with a market-related remuneration package which includes a retirement fund contribution and risk benefits (Group Life & Disability Cover), a health care allowance, discounted pathology tests and payment of HPCSA annual registration.** Through our partnership with The PathCare Academy, we emphasise our commitment to lifelong learning and development of our talent.

Applicants who meet the criteria and are interested in joining our dynamic team are required to complete the attached application form and submit this together with a CV to naomi.strydom@pathcare.net

Please indicate the position you are applying for – **POST NUMBER 2972** and include a comprehensive CV and cover letter detailing the level and extent of your knowledge, skills and competencies required for this position.

Please note: by applying for this position, your application will be subject to verification checks of your driver's licence, ID document, qualifications/proof of registration, credit and criminal checks if required. Candidates must be willing to participate in a rigorous evaluation process.

PathCare is committed to the pursuit of excellence and diversity in achieving our equity targets and the organisation's approved Employment Equity plan will be considered as part of the talent acquisition process. All qualified candidates including people with disabilities are encouraged to apply.

APPLICATION FOR EMPLOYMENT



Surname			
First Names			
Title (e.g. Mr, Dr)			
Nickname			
Residential Address			
PO Box/Private Bag/Work addresses are not allowed		Postal Code	
Phone No. - Home	()		
- Work	()		
- Cell			
Private Email Address			
Postal Address (if different to residential)			
		Postal Code	
Identity Number			
Passport Number			
Tax Number			
Are you registered with SARS as a taxpayer	Yes <input type="checkbox"/>	Do you have employment in addition to Pathcare	Yes <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/>
Marital Status (for SARS)	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Community Property <input type="checkbox"/>
Next Of Kin Full Names			
Relation to you (eg. wife)			
Address			
		Postal Code	
Two Contact Numbers			

Position Applied For	
Location Of Position	

SCHOOLING RECORD	
Highest Grade Passed	
Year Obtained	
Name Of School / Institution	

TERTIARY QUALIFICATIONS		
Degree/Diploma	Institution	Year

CURRENT / LATEST EMPLOYMENT RECORD			
Company Name			
Position Held			
Period Employed	to		
Final Salary			
Reason For Leaving			
May we contact them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Manager Name			
Phone Number	()		

Employment Equity Required for statistical purposes	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
	Race	African <input type="checkbox"/>	Coloured <input type="checkbox"/>
		White <input type="checkbox"/>	Indian <input type="checkbox"/>
Mark relevant with X	Disability	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Nature Of Disability:			

PREVIOUS EMPLOYMENT RECORD	
1. Company Name	
Position Held	
Period Employed	to
Reason Left	
Manager's Name	
Phone Number	()

Professional Registration For Current Year (please mark with X)	HPCSA <input type="checkbox"/>	Nursing <input type="checkbox"/>	
	Other <input type="checkbox"/>	None <input type="checkbox"/>	
Registration Number			
Are you paid up for year?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Please attach receipt

2. Company Name	
Position Held	
Period Employed	to
Reason Left	
Manager's Name	
Phone Number	()

Have you had prior PathCare Employment?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	If yes, state Job Title	
	If yes, state Location	

Do you have any actual or potential conflicts of interest you would like to declare regarding information, products/services or relationships (family and/or friends) either within PathCare or with external service or product providers? If yes, please provide additional details:

I certify that all information given by me is, to the best of my knowledge is true and correct. I understand that any false statements could result in the termination of my contract. I hereby authorise PathCare to carry out a credit and criminal record check if it is a requirement for the position as well contact the previous employers and references. I have indicated on this form or other related documents such as my CV, etc. I hereby authorise and give consent to the Company and/or its duly authorised verification agent to process the personal information provided herein in terms of the Protection of Personal Information Act ("POPIA") for the purposes of performing the necessary background and credit checks as well as confirming employment history. I authorise the Company to further process the personal information provided herein should it proceed to employ me. I understand and agree that the Company will automatically destroy information provided herein should your application not be successful within a period of 3 (three) months.

Date _____

Signature Of Applicant _____