



LABORATORY MANAGER

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment and prevention of HIV and related infections in Southern Africa.

We invite applicants to apply for this one-year contract post at the Masiphumelele Research Offices and Youth Centre, Masiphumelele, Cape Town.

Requirements:

- National Diploma in Medical Technology (Post graduate qualification is recommended – specifically inclusive of research and data management content)
- HPCSA registration
- 5 years' experience in a research environment and managing staff
- Client focus and strong interpersonal skills
- Good verbal and written communication
- Problem solving and decision-making
- Planning and organising
- Teamwork
- Work standards
- People management
- Innovation

Responsibilities:

- Managing and supervision of staff – efficient and effective use of resources; staff perform to required standards
- Specimen collection, management, documentation and dissemination – all specimens are processed according to protocol and laboratory SOP's
- Management of the Laboratory - ensure data sets are accurate and up to date; relevant SOP's are update and in place; laboratory equipment is maintained and appropriate in stock at all times
- Data entry and Quality Management (quality Assurance/Quality Control) activities – data is entered accurately and timeously
- Effective functioning and management of the Clinical Research Team

Please send an application letter, quoting the name of the position you are applying for and a CV which includes the names and contact details of at least two professional references to: The Human Resource Manager via email: jobs@hiv-research.org.za or facsimile: 021 406 6255 by 17 July 2015.

Enquiries: Dr Katherine Gill

Tel : 021 7853121

email : Katherine.gill@hiv-research.org.za

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider you application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information on our organisation please visit our website at www.desmondtutuhivfoundation.org.za