

VACANCY

Job title:	Laboratory Coordinator (12 Months)
Division	Wits Diagnostic and Innovation Hub
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To administer the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of protocol and service objectives.
Location:	Parktown
Closing date:	03 June 2025
Submit detailed CV to:	vacancies33@witshealth.co.za
Advert reference number:	Lab Coordinator - DIH
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Specimen Reception:

- Receiving of specimens from couriers.
- Liaise with clinical sites and inform couriers bringing samples to laboratory.
- Checking of clinical requisition forms in comparison to data captured on LIMS.
- Data entry specimens according to defined protocols for private patients, clinical trials, etc.
- Separation and labelling of samples.
- Generation of specimen worklists.
- Co-ordination of sample shipping.
- Data capturing of worklist received from LDMS.
- Perform QC checks, suitability of samples received in the lab.
- Specimen distribution of workbenches and referral sites.
- Ensure suitable cleaning and preparation of equipment components such as racks and glassware.
- Report any problems with equipment (e.g. centrifuge) to supervisor.
- Sign log sheets to ensure that instruments have been maintained and are in proper working order.
- Store specimen in the fridge/freezer as per laboratory procedures.

Recording of requisition forms:

- Scan requisition forms for storing purposes on an electronic system (Collaborator).
 - Send original documents to archive for filing.
 - Retrieve and print documents on the collaborator system.
 - General filing of records of the results/reports.
- Keep records of data filed or filed or removed in order to allow easy retrieval of documents.

Quality Assurance and Control:

- Monitor and maintain professional body registration and CPD.
 - Report all non-conformances within the QMS to management.
 - Conduct and maintain calibration of equipment.
- Review and implement changes to SOP's to ensure Laboratory is constantly able to provide high quality standards.

Laboratory Administration:

- Monitor and control stocks levels and advice if goods have to be ordered.
- Monitor and control work workflows and Turn Around Times.
- Perform relevant administration i.e. filing, emailing, copying, etc.
- Report any quality issues to lab manager.
- Demonstrate cost consciousness and assist in meeting budgetary targets.
- Assist with training on new SOP's.
- Print outstanding lists at the end of the shift to ensure all tests have been captured and those that needs to be referred are sent to referral labs.

Required minimum education and training

Grade 12

Required minimum work experience

Minimum of 2 years working experience.

Professional body registration

Registered with Health Professions Council of South Africa as a Laboratory Assistant.

Desirable additional education, work experience and personal abilities

- The ability to work on shift rotation in a 12-hour day.
- Ability to work weekends and public holidays if and when required.
- Physical ability to handle specimens in the Laboratory.

Should you be interested in applying for this vacancy, please send an email to vacancies33@witshealth.co.za. The subject heading of the email must read **Lab Coordinator - DIH** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV