

Job Title	:	Medical Technician / Technologist
Department	:	Research Department
Reports to	:	Research Laboratory Manager
Location	:	Ndevana Community Research Site
Duration	:	Fixed-term contract until 31 July 2026
Annual salary range	:	R425,145 – R495,825

(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).

Purpose of the position:

The main purpose of this position is to support all laboratory operations at the Ndevana Community Research Site, ensuring accurate and timely testing, specimen handling, and reporting in line with Good Clinical Laboratory Practice (GCLP), Good Clinical Practice (GCP), and study protocols. The role contributes to the smooth functioning of the research site by ensuring the integrity of laboratory processes and supporting compliance with regulatory and sponsor requirements.

Scope of work:

- Perform laboratory work in accordance with regulatory, donor, and laboratory standards.
- Conduct rapid tests and accurately report results.
- Process, store, and ship specimens according to protocol while ensuring specimen integrity.
- Ensure that all laboratory equipment is calibrated and maintained, coordinating with the relevant team for calibration and maintenance.
- Implement and follow laboratory quality improvement plans and Standard Operating Procedures (SOPs).
- Review and update laboratory SOPs as required to ensure continuous high-quality laboratory operations.
- Assist in the validation of methods and the establishment of new assays when required.
- Prepare for laboratory audits and implement corrective actions as needed.
- Maintain a safe and compliant working environment, adhering to safety and biosafety regulations.
- Manage the application process for relevant documentation from the Department of Health for shipping specimens into and out of South Africa.
- Oversee the handling, storage, and disposal of biohazardous and toxic materials.

- Manage laboratory stock and inventory by placing orders, verifying deliveries, updating inventory records, and monitoring expiry dates.
- Ensure the availability of correct specimen collection materials and maintain accurate supplier records.
- Coordinate the transport and shipping of specimens to ensure timely and correct delivery.
- Ensure accurate and complete documentation of laboratory processes, procedures, and results.
- Maintain a clean and safe laboratory environment, following all safety protocols.
- Assist with laboratory staffing and related administrative duties as required.
- Participate in meetings and contribute to study start-up and close-out activities.
- Perform any other reasonable tasks assigned by the Laboratory Manager to contribute to the successful operation of the research site.

Qualifications and registration:

- Diploma or degree in Medical Laboratory Science, preferably Clinical Pathology (essential).
- Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Laboratory Technician or Technologist and CPD compliant (essential).
- Post graduate qualification specifically inclusive of research and data management content (advantageous).
- Valid Certification in Good Clinical Practice (GCP) and Good Clinical Laboratory Practice (GCLP) (advantageous).
- Valid Dangerous Goods / IATA training certificate (advantageous).

Experience:

- 3 – 5 years of post-registration experience in a clinical or research laboratory environment.
- 1 - 2 years of experience with clinical trial protocols and laboratory regulatory compliance.
- Knowledge of laboratory quality management systems.
- Familiarity with shipping biological specimens and regulatory documentation.

Additional requirements:

- Proficiency in reading, speaking, and writing English.
- Proficiency in Microsoft Office.
- Valid driver's license.
- Willingness to travel.
- Willingness to work reasonable flexible hours when required, in accordance with the BCEA.

Application process:

Interested candidates should apply by accessing the following link:

<https://vacancies.fpdsiu.co.za/>

Closing date for applications:

7 August 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organisation. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

Please note:

Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The company reserves the right not to make an appointment.