



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
SCHOOL OF PHARMACY
DEPARTMENT OF PHARMACEUTICAL SCIENCE

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position is currently available:

Laboratory Assistant (1 Post)
Ref:47/2023/BGM/P14

The University is looking for an energetic individual who enjoys working in the laboratory, who will be responsible for assisting with preparations for experiments according to Lecturer specifications and instructions. Further responsibilities will include the maintenance of laboratories according to set standards, stock control and health and safety. The incumbent will report to the Head of Department: Pharmaceutical Science and must meet the requirements, competencies and be responsible for the key performance areas below.

REQUIREMENTS

- Grade 12/ Matric with Mathematics and Physical Science
- Minimum of six (6) months working with chemicals in a lab environment
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)

COMPETENCIES

- Technical/ professional knowledge and skill
- Good writing, communication and presentation skills
- Good interpersonal skills
- Good problem solving skills
- Good computer literacy skills
- Accuracy and close attention to detail
- Ability to think analytically and critically
- Good time management skills
- Good planning and organising skills
- Ability to remain calm in difficult situations

KEY PERFORMANCE AREAS

- Assist Technicians/Lecturers with the preparation of laboratories for practical classes
- Clean apparatus after practical classes and ensure that laboratories are kept clean at all times
- Address the maintenance requirements of facilities and equipment
- Conduct minor repairs of the laboratory equipment, whenever necessary
- Report laboratory repair requirements
- In conjunction with the responsible Laboratory Technician ensure that the stock level for laboratory requirements is maintained and the stock records are maintained
- Ensure that health and safety rules and procedures are followed at all times
- Dispose chemicals according to the health and safety rules
- Ensure compliance with the University's safety and health policies and procedures
- Participate in safety inspections, fire drills, and any other SHE interventions
- Keep abreast of developments in professional conduct at SMU
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties assigned by the line manager

Closing date: 5 July 2023

Applications from the employment agencies will not be considered.

Typed applications quoting the reference number which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms BG Mbanjwa**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment5@smu.ac.za

Applications can also be hand delivered at (place in an a:

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3071.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment