



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
SCHOOL OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF BIOCHEMISTRY AND BIOTECHNOLOGY

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: 71/2019/NGM/P14

The University is looking for a dynamic and energetic individual who will be responsible for maintenance of the laboratories according to set standards, stock control and health and safety as well as assisting with preparations of the laboratories for the experiments according to lecturer specifications and instructions. The incumbent will be reporting to the HOD: Biochemistry and Biotechnology and must meet the following requirements, competencies and be responsible for the following key performance areas:

REQUIREMENTS

- Matric / Grade 12 with Mathematics and Physical Science
- At least six (6) months experience in general laboratory administrative duties
- Working with chemicals in a laboratory environment is an added advantage
- Computer literacy

COMPETENCIES

- Technical/professional knowledge and skill
- Quality commitment
- Planning and organising skills
- Building interpersonal relationships
- Communication (written and verbal)
- Adaptability
- Contributing to team success
- Client/student centric
- Continuous learning
- Ability to work in a team and independently
- Safety awareness

KEY PERFORMANCE AREAS

- Cleaning and maintaining of laboratories according to set standards
- Preparing of the laboratories for student practicals according to lecturer specifications and instructions
- Handling and storing of laboratory chemicals
- Ensuring that the stock level for laboratory requirements is maintained
- Acting as a messenger for the department
- Contributing to the overall development of SMU and actively improving institutional culture
- Performing any other duties as determined by the HOD

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Closing date: 28 March 2023

Applications from 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 Mrs NG Motsamai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment1@smu.ac.za

The applications must be posted OR hand delivered (placed in an application box) to:

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, 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) 521-3893

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.