

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote retrospectivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HEALTH SCIENCES

**MOLECULAR LABORATORY DATA ADMINISTRATOR
(EXTERNALLY FUNDED)
(GRADE 9)
(3 YEAR FIXED TERM APPOINTMENT)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES**

REFERENCE NUMBER: LMMS03/2024

The incumbent will be required to manage Laboratory Information Management System (LIMS) and coordinating operational activities at KRISP.

Some responsibilities include:

- Configuration of LIMS according to laboratory business requirements using Visual Workflows, Crystals Reports, SQL and LIMS Basic.
- Developing and linking to LIMS reports using Excel, PowerBI and SAP Crystal Reports.
- Managing SQL server management studio security/integrity and backup procedures.
- Developing and implementing SOPs to optimize workflows with focus on quality.
- Oversee daily laboratory operations, client projects and equipment, procurement, environmental health and safety, IT support, and logistics.

Minimum requirements for the post:

- Diploma/BTech/BSc in Biology, Biotechnology Medical Science, Chemistry, Genetics, Bioinformatics, Information Management Systems or Computer Science.
- Minimum of 3 years' LabWare LIMS experience within genomics, clinical research, biobanking and testing laboratory.

Essential requirements:

- Experience in producing and evaluating SOPs and work instructions.
- LabWare training certificates.
- Knowledge of Good laboratory Practice (GLP)

Enquiries regarding this post as well as requests for job profile may be directed to Mr Muzikayise Ntuli on 031-260-4418 or email: NtuliM@ukzn.ac.za

The closing date for receipt of applications is Friday, 19 April 2024. The University however, reserves the right to accept late applications or to extend the closing date in order to facilitate further searches.

To apply for this post, please click on the following link: <https://ukzn.ci.hr/applicant/index.php> **OR copy** this link to Microsoft Edge website and search for the reference number indicated above. **Furthermore, applicants are required to complete the relevant application form for Support posts which is available on the Vacancies website at www.ukzn.ac.za and to include it as an attachment when applying on-line for this post.**

Advert reference number must be clearly stated in the subject line.