

The University of KwaZulu-Natal is (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan.

COLLEGE OF HEALTH SCIENCES

**LABORATORY ASSISTANT
(12-MONTH FIXED TERM)
HIV PATHOGENESIS PROGRAMME (HPP)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
NELSON R MANDELA SCHOOL OF MEDICINE
Ref: HPP/LAB ASSISTANT/Oct2023**

The HIV Pathogenesis Programme (HPP) is a multidisciplinary HIV pathogenesis research programme based at the University of KwaZulu-Natal's Nelson Mandela School of Medicine in Durban. The HPP, led by Scientific Director, Professor Thumbi Ndung'u, has been involved in studies of HIV-1 immunopathogenesis for over 15 years.

The HPP needs to fill a **Laboratory Assistant** position. The incumbent will carry out duties associated with receipt of samples into the laboratory, storage of samples and sample retrieval. He/she will be responsible for reagent preparation, autoclaving and cleaning of glassware; stock control; and general laboratory housekeeping, including temperature monitoring and equipment maintenance. The incumbent will be required to be highly motivated, organized, meticulous, and hard-working, and be able to work independently. The incumbent will report to the Laboratory Manager of HPP's core processing laboratory.

MINIMUM REQUIREMENTS

- Matric / Senior certificate.
- Minimum two-year work experience in a biomedical research laboratory.
- Familiarity with biomedical research laboratory procedures and safety requirements.
- Experience working with human samples.
- Experience working with a Laboratory Information Management System (LIMS).
- Intermediate level of computer literacy with standard Microsoft Office applications.
- Driver's license (code B or higher).

RESPONSIBILITIES

- Receipt of human samples into the sample reception of the laboratory.
- Registering samples onto the Laboratory Information Management System (LIMS).
- Handling repository/sample requests.
- Reagent preparation and autoclaving and cleaning of glassware.
- General laboratory housekeeping and waste removal.
- Temperature monitoring of fridges/freezers, and equipment maintenance.
- Participation in the department's various academic activities.
- Stocking up of laboratory inventory requirements.
- Training of colleagues on LIMS and reagent preparation.
- Serve as back-up courier when the department's blood sample courier is unavailable.
- Overtime work, if required.

Enquiries regarding this post and requests for the job profile may be directed to Mrs Tarryn Tomlinson (Grants & Administration Manager), leslie@ukzn.ac.za .

Terms of appointment and Selection Process

The post will be offered on a one-year, fixed term contract. The terms and conditions governing this appointment will be in compliance with those of the University of KwaZulu-Natal. The monthly cost of employment for this position will be **R15,000 – R16,000**, dependent on the experience of the successful candidate.

The closing date for receipt of applications is **31 October 2023**. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. The selection process will commence in **November 2023** and will continue until suitable candidates are appointed or a decision is taken not to fill the posts.

Applicants are required to complete the relevant application form for support staff which is available on the [UKZN vacancies webpage](#), **demonstrating specifically how they meet the minimum requirements for the position.**

Completed forms (preferably typed) must be emailed to Mrs. Tarryn Tomlinson at leslie@ukzn.ac.za.

CVs will NOT be accepted or considered.

Please quote the advert reference number - **HPP/LAB ASSISTANT/Oct2023** - in your subject line and name your application as your full name and surname, e.g. MARY GREEN.