VACANCY	
Job title:	Medical Laboratory Technician
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	The Medical Laboratory Technician will be responsible for the receipt, verification, pre-analytical processing, and storage of clinical trial biological samples in compliance with ISO/IEC 17025, Good Clinical Practice (GCP), Good Clinical Laboratory Practice (GCLP), and ALCOA+ principles. This role includes accurate sample archiving, maintenance and management of fridges/freezers, and ensuring full traceability of specimens according to study and accepted Wits-VIDA laboratory processes.
Location:	Wits VIDA, Nurses Residence, Chris Hani Baragwanath Academic Hospital, Soweto
Closing date:	14 October 2025
Submit detailed CV to:	vacancies28@witshealth.co.za
Advert reference number:	Medical Laboratory Technician
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

1. **Sample receipt and processing**

- To receive, process, log and store study participants' samples according to study and accepted Wits-VIDA laboratory processes.
- **Sample Receipt and Verification**
  - Safely and accurately receive labelled biological samples from study participants, verifying each against relevant documentation and established study criteria.
  - **Sample Logging and Documentation**
  - Log sample details accurately and in a timely manner, ensuring traceability and compliance with ALCOA+.
  - **Sample Processing**
  - Perform initial preanalytical processing as required by the study protocol, such as centrifugation, aliquoting, or preparation for testing or storage within study specific timelines.
  - **Storage and Inventory Management**
  - Store samples accurately under appropriate conditions according to protocol specifications and maintain accurate inventory records to ensure sample integrity.
  - Ensure the maintenance of fridge/freezer temperature during storage or retrieval – proactively working to prevent temperature deviations.
  - **Compliance and Quality Assurance**
  - Adhere to all relevant GCP, Wits-VIDA SOPs, and laboratory quality assurance processes. Promptly report any discrepancies or non-conformities.
  - **Collaboration and Communication**
    - Work collaboratively with study coordinators, lab technicians, and data teams to ensure smooth flow of preanalytical processes and accurate data capture.

2. **Sample retrieval and storage**
   - **Sample Retrievals:**
   - Locate and retrieve stored samples from designated storage units (e.g., freezers, refrigerators) using inventory management systems.
   - Confirm sample identifiers against the request documentation to ensure accuracy.
   - Document retrieval activity in laboratory tracking logs and electronic systems.
   - **Storage Confirmations:**
   - Perform routine checks of stored samples to confirm presence, condition, and compliance with storage conditions.
   - Update inventory records to reflect confirmation results.
   - Report and escalate any discrepancies or deviations observed.
   - **Sample Destruction:**
   - Assist with preparing samples scheduled for destruction in accordance with SOPs and ethical or regulatory requirements.
   - Ensure documentation of destruction activities is complete, witnessed where required, and retained for audit purposes.
   - Maintain chain-of-custody documentation to preserve traceability and accountability.

3. **Quality assurance and control**
   - **Documentation and Data Integrity**
   - Critically review and maintain accurate, legible, and contemporaneous written and electronic records for all sample-related activities (e.g., processing, storage, retrieval, destruction).
   - Ensure all records comply with ALCOA+ principles and are audit-ready.
   - Support Data Clarification Form (DCF) resolution by reviewing and cross-referencing source documentation and laboratory logs to address data queries promptly and accurately.

- **Quality Control of Specimens and Reagents**
  - Monitor the quality and condition of specimens upon receipt and throughout processing and storage to ensure sample integrity is preserved.
  - Check expiry dates and storage conditions of kits, kit components, and reagents upon receipt; document and report any discrepancies or quality concerns.
  - Participate in the identification and resolution of quality-related issues, escalating to laboratory management when necessary.
- **Equipment and Instrument Maintenance**
  - Perform routine maintenance and pre-use inspections of laboratory instruments to ensure optimal functioning.
  - Immediately report any malfunctions, irregularities, or safety concerns to laboratory management.
  - Assist in troubleshooting minor equipment issues and participate in equipment validation or calibration as needed.
  - **Quality Assurance and Compliance Oversight**
  - Conduct periodic checks of lab processes, records, and sample logs for accuracy and protocol compliance.
  - Assist in the implementation of Corrective and Preventive Actions (CAPAs) where deviations or non-conformities are identified.
  - Support internal audits and inspections by ensuring completeness and traceability of records and processes.
- **Workplace Safety and Organisation**
  - Promote and maintain a clean, organised, and hazard-free laboratory environment through good housekeeping practices.
  - Ensure appropriate use of Personal Protective Equipment (PPE) and adherence to health and safety guidelines.

- Report unsafe conditions or incidents to management in a timely manner

4. Laboratory administration

- **Record and Document Management:**

- Maintain and update laboratory documentation, including SOPs, training records, equipment logs, inventory sheets, and quality management records.
- Ensure all documents are controlled, filed, and accessible in accordance with GCP, ALCOA+ principles, and Wits-VIDA SOPs.
- **Inventory and Supply Coordination:**

- Monitor stock levels of laboratory supplies, reagents, and consumables.
- Initiate timely procurement processes, track deliveries, and follow up on outstanding orders.
- Maintain updated inventory logs and expiry tracking for all reagents and kits.

- **Reporting and Compliance Support:**

- Assist in compiling lab metrics, progress reports, and compliance documentation for audits or sponsor requirements.
- Support the preparation and follow-up of internal audits, inspections, and regulatory reviews.

5. Communication, customer service and accountability

- **Professional Communication and Conduct:**

- Act in a courteous, professional, and approachable manner in all interactions, including email, phone, and face-to-face communication.
- Represent the organisation positively in dealings with colleagues, sponsors, study teams, and other stakeholders.
- Handle sensitive or confidential information with integrity, discretion, and in line with data protection protocols.

Customer Service Delivery:

- Respond to all queries and correspondence in a timely, accurate, and respectful manner.
- Ensure full understanding of queries or requests prior to responding, seeking clarity when needed.
- Coordinate internally to provide accurate information or solutions to stakeholders.

Accountability and Escalation:

- Monitor the timely completion of tasks by team members and escalate delays, risks, or unresolved matters using appropriate channels.
- Follow up on escalated issues to ensure resolution and maintain service quality.
- Uphold team accountability by addressing performance or compliance concerns constructively and professionally.

Team Collaboration and Support:

- Promote open, solution-oriented communication within the team.
- Support colleagues when needed and maintain awareness of team responsibilities and deadlines.
- Share relevant updates or risks with supervisors to support decision-making and problem-solving.

Documentation and Traceability:

- Maintain accurate records of communications, follow-ups, and resolutions for audit readiness and quality assurance.
- Ensure communication logs and query resolution records are stored securely and in compliance with organisational standards

6. Effective self-management and performance ownership:

Personal Accountability:

- Take ownership of assigned tasks and responsibilities, ensuring timely and accurate completion with minimal supervision.
- Accept responsibility for outcomes and follow through on commitments.

Time and Priority Management:

- Plan and manage time effectively to meet deadlines, adapt to shifting priorities, and balance multiple tasks.

- Proactively identify and address workload challenges or delays.

Initiative and Problem Solving:

- Demonstrate a proactive attitude by identifying opportunities for improvement and resolving issues independently where appropriate.
- Contribute constructively to team goals and operational efficiency.

Performance Monitoring:

- Regularly assess personal performance and seek feedback for growth.
- Track progress against objectives and implement action plans for improvement where needed.

Adaptability and Resilience:

- Remain focused and productive under pressure or during change.
- Respond positively to feedback and changing work requirements.

Professional Conduct and Continuous Development:

- Uphold ethical standards, professionalism, and organisational values.
- Engage in relevant training, learning opportunities, and personal development activities.

Required minimum education and training.
National Diploma in Medical Technology (3 years) or equivalent

Required minimum work experience.
Minimum 3 years of experience in a research laboratory or laboratory involved in clinical trials.

Desirable additional education, work experience, and personal abilities

- Certification and demonstrated understanding of Good Clinical Laboratory Practice (GCLP) and basic understanding of health and safety protocols within a clinical research environment.
- Highly organised, systematic, and analytical approach to work, with strong attention to detail.
- Proven administrative and organisational skills, including the ability to maintain accurate records and manage multiple tasks efficiently.
- Proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint), with a working knowledge of Laboratory Information Management Systems (LIMS), preferably FreezerPro as well as the continuous temperature monitoring system - iMonnit.
- Ability to perform effectively under pressure and meet strict deadlines without compromising data integrity or compliance.
- Assertive and confident, with excellent interpersonal communication skills suitable for collaborative work in multidisciplinary teams.

Desirable additional education, work experience, and personal abilities

Physical Demands:

- Frequent handling of biological specimens, requiring adherence to biosafety protocols.
- Regular exposure to low temperatures (e.g., −20°C, −80°C freezers, dry ice and liquid nitrogen storage).
- Manual handling of sample shipments and storage containers; prolonged periods of standing or working at benches.
- Use of personal protective equipment (PPE) and adherence to infection prevention measures.

Cognitive and Emotional Demands:

- High concentration required to ensure accurate sample logging, data entry, and compliance with GCP/ALCOA+ standards.
- Ability to manage competing priorities and time-sensitive tasks in a fast-paced, regulated environment.
- Adaptability to respond to unexpected sample deliveries, protocol deviations, or freezer malfunctions with professionalism and precision.

Work Schedule:

- Primarily weekday working hours; however, flexibility is required for after-hours or weekend work to support clinical trial timelines, audits, or urgent sample logistics.
- Participation in a shared, rotational on-call schedule for freezer alarm response and urgent quality-related interventions is required.

Should you be interested in applying for this vacancy, please send an email to vacancies28@witshealth.co.za. The subject heading of the email must include the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV