

VACANCY

Job title:	Clinic Clerk (X2) (12 Month Fixed Term)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To perform administrative duties and assist with data capturing tasks as required by the project.
Location:	1 Modderfontein Road, Sandringham
Closing date:	07 April 2026
Submit detailed CV to:	vacancies12@witshealth.co.za
Advert reference number:	DM – – Clerk
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

- Responsible for the receiving, capturing and distribution of all specimens to ensure correct information is obtained and recorded and to facilitate the speedy processing of specimens in terms of service objectives
- Verifies the suitability of specimens for processing
- Receives, registers, labels and sorts specimens for testing according to the SOP's
- Captures patient's information into the system
- Creates shipping lists of samples for distributions to laboratories
- Administers the distribution of samples to ensure smooth channelling of specimens to various disciplines
- Receipt and downloading of electronic referrals to correlate specimen received with information provided and follow up accordingly, in order to improve turnaround times
- Responsible for appropriate packaging, recording, and monitoring of all specimens
- Files specimens request forms and other relevant documentation for audit purposes according to SOPs
- Handle administrative queries, initiate printing and faxing of reports
- Assists with capturing data into electronic database.
- Ensure the security and confidentiality of all data.
- Assists with stock distribution
- capturing of results or other information in the appropriate lab information system or data base.

Required minimum education and training

- Grade 12 / NQF Level 4
- 1 (One) year clerical experience
- 1 (One) year laboratory experience (Desirable)
- Knowledge of Laboratory Information System
- General administration knowledge
- Computer skills
- Communication skills (Verbal, written, presentation)
- Ability to work independently and collaboratively
- Attention to detail
- Candidates will be required to do a typing competency test.

Desirable additional education, work experience and personal abilities

Systematically thinking.
 Ability to Prioritise.
 High Attention to Detail.
 Admin Orientation.
 Professionalism.
 Team member.
 Time Management.

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Intermediate communication skills.

Organisation Skills.

Able to work under pressure with efficient multi-tasking.

Ability to meet deadlines.

Required minimum work experience

A minimum of 1 year's working experience as an administrator/clerk within a research environment.

Should you be interested in applying for this vacancy, please send an email to vacancies12@witshealth.co.za.

The subject heading of the email must read **DM - - Clerk** and 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.