

## VACANCY

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| <b>Job title:</b>   | Laboratory Assistant (6 Months Fixed Term Contract)   |
| <b>Type:</b>  | Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>  |
| <b>Main purpose of the job:</b>   | To support the implementation of clinical research studies through the accurate processing, storage, tracking, and shipment of biological specimens in accordance with study protocols, Good Clinical Practice (GCP), and laboratory quality standards. |
| <b>Location:</b>  | SYNPASE Research Clinici, Edendale Lay Ecumencial Center Clinic, Edendale, Pietermaritzburg   |
| <b>Closing date:</b>  | 13 March 2026   |
| <b>Submit detailed CV to:</b>   | <b>Mamosa Phashe</b> at <a href="mailto:vacancies15@witshealth.co.za">vacancies15@witshealth.co.za</a>  |
| <b>Advert reference number:</b>   | MP – 041 - Laboratory Assistant   |
| 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. Specimen Processing and Handling

- Process biological specimens according to study protocols and laboratory SOPs.
- Perform centrifugation, aliquoting, labelling, and packaging accurately and within required timelines.
- Ensure correct sample identification and prevent cross-contamination.

#### 2. Specimen Storage and Inventory Management

- Maintain appropriate storage conditions (e.g., refrigerators, freezers, liquid nitrogen if applicable).
- Monitor and record temperatures daily and escalate deviations promptly.
- Maintain accurate specimen inventory and storage logs.

#### 3. Sample Tracking and Documentation

- Maintain accurate chain-of-custody documentation.
- Ensure all specimens are logged, labelled, and tracked in study-specific databases or tracking systems.
- Reconcile sample logs with source documents and laboratory records.

#### 4. Shipment Coordination

- Prepare and package biological specimens for shipment in accordance with protocol, IATA guidelines, and sponsor requirements.
- Coordinate courier collection and maintain shipment documentation.
- Ensure timely dispatch and confirmation of receipt.

#### 5. Quality Compliance and Laboratory Support

- Adhere to Good Clinical Practice (GCP), SOPs, and study-specific procedures.
- Support internal and external monitoring visits and audits.
- Maintain cleanliness, organisation, and readiness of the laboratory environment.

#### 6. Communication and Team Collaboration

- Communicate proactively with study coordinators and clinicians regarding specimen issues.
- Report deviations, equipment malfunctions, or discrepancies immediately.
- Participate in team meetings and required training.

### **Required minimum education and training**

Minimum: Matric with appropriate experience, training or qualifications  
Fluent in English and isiZulu preferred

### **Required minimum work experience**

- 2-4 years' experience in an a clinical trial setting
- 1-2 years' experience in a research laboratory environment

### **Desirable additional education, work experience and personal abilities**

- Proficient in a range of laboratory processing procedures.
- Familiarity with lab equipment calibration, maintenance, and troubleshooting.
- Understanding of quality control, assurance processes, and temperature controlled storage of specimens.
- Experience with stock management.
- Good communication skills – for working with clinical staff, patients, and research coordinators.

Should you be interested in applying for this vacancy, please send an email to [vacancies15@witshealth.co.za](mailto:vacancies15@witshealth.co.za). The subject heading of the email must read **MP – 041 – Laboratory Assistant** 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