



3 Woodlands Rd, Woodstock, 7925, Cape Town, South Africa

(T) +27 021 301 2020 (E) info@hiv-research.org.za
P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa
VAT No. 4750185565

JOB DESCRIPTION

| POSITION DETAILS | |
|---------------------|--|
| Position Title | Laboratory Assistant |
| Site | Masiphumelele – Aerobiology Research Centre Laboratories |
| Project | |
| Date of compilation | 20 November 2023 |

PURPOSE

The main purpose of this position is to support the Aerobiology Research laboratories activities by performing laboratory maintenance.

This includes general cleaning of the laboratories, cleaning and sterilisation of laboratory instruments and glassware, replenishing materials required for the laboratories functions, waste management, monitoring the water purification and ice machines, and monitoring the laboratories consumable stock inventory.

PASSION | INNOVATION | PROGRESS

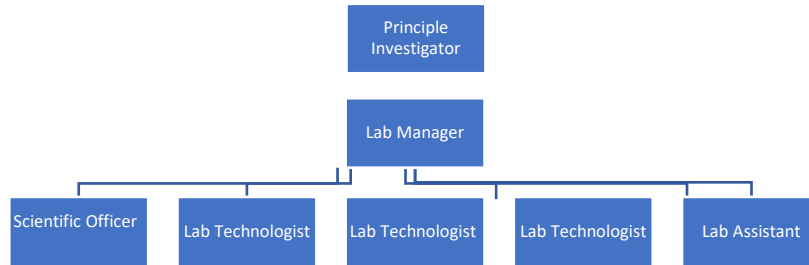
Non-Profit Company : Registration no. 1999/005072/08 ; NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof L-G Bekker; Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka;
Mr K Osborne; Mr R Appelbaum

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ORGANOGRAM *(Adjust as necessary. Include line manager, line manager's manager, all subordinates, and colleagues)*





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| Key performance areas (4 – 6) | % Of time spent | Activities / Objectives / Tasks | Results / Outcomes |
|--------------------------------------|-----------------|--|--|
| 1. General cleaning of laboratories. | 20% | <ul style="list-style-type: none"> • Mopping and sweeping of lab floors • Disinfect lab surfaces • Clean and defrost fridges and freezers • Clean and refill water baths • Mop and disinfect floors and surfaces • Clean incubators and centrifuges under supervision • Monitor and report consumable stocks for ordering • Moving lab furniture for deep cleaning on a monthly basis • Scrub and reseal lab floors at least once a quarter | <p>Ensuring uninterrupted and smooth operation of the lab. Training will be provided as required.</p> <ul style="list-style-type: none"> • Weekly or more if needed • Weekly or more if needed • Monthly or as requested • Weekly or more if needed • Monthly or as requested • Monthly or as needed • Assist with consumable and stock inventories • Monthly or as needed • Quarterly or as needed |

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| | | | |
|--|------------|---|---|
| <p>2. Waste removal and care of laboratory</p> | <p>20%</p> | <ul style="list-style-type: none"> • Remove and clean used glassware • Autoclave items for discarding where necessary • Hazardous waste (red bins) • Remove broken glass/sharps • Containers for sharps to be replaced when full • Maintain records of disposal of hazardous waste for invoicing • Non-hazardous waste removal | <p>Maintaining a clean and safe work environment. Training will be provided as required.</p> <ul style="list-style-type: none"> • Daily • Daily • Daily • Daily • Daily • Weekly– file slips monthly • Daily or weekly |
| <p>3. Washing and autoclaving</p> | <p>20%</p> | <ul style="list-style-type: none"> • Prepare used instruments for sterilisation • Operate the hot air oven • Monitor sterilisation procedures • Operate and clean autoclaves | <p>Ensuring that lab washing, and sterilisation requirements are met. Training will be provided as required.</p> <ul style="list-style-type: none"> • Daily • Daily • Daily • Weekly or as needed |

| | | | | |
|-----------------------------------|-----|--|---|--|
| 4. General laboratory maintenance | 20% | <ul style="list-style-type: none"> • Maintenance- monitoring of the of water purification systems and ice machine • Assess consumable usage and restock as required • Check -80 freezers for excess ice and clean where necessary | <p>Ensures optimum functioning of lab equipment and a constant uninterrupted supply of lab consumables. Training will be provided as required.</p> <ul style="list-style-type: none"> • Monthly or as needed • Monthly or as requested • Monthly or as requested | |
| 5. Administration | 20% | <ul style="list-style-type: none"> • Keep records, as requested, to ensure lab adherence to safety legislation and good lab practice • Assist with ad hoc duties as requested by lab manager | <p>Maintains records and provides assistance</p> <ul style="list-style-type: none"> • As per schedule, hazardous waste, consumable stocks, equipment maintenance • As requested e.g. deliveries | |



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MINIMUM REQUIREMENTS

| | |
|------------------------------------|--|
| Minimum requirements | Grade 12 |
| Minimum experience | 2 years of working as a Laboratory Assistant |
| Professional registration/ License | n/a |
| Knowledge | An understanding of laboratory health and safety practices and working with hazardous or infectious materials would be advantageous |
| Skills | Basic computer literacy Ability to work within a team and independently Good organizational skills and ability to work efficiently |
| Other requirements | Willingness to assist with ad hoc duties which arise from time to time |

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| COMPETENCIES (1-4) | | | |
|--|---|---|---|
| Analytical thinking / Problem solving | 1 | Planning and organizing / work management | 1 |
| Building interpersonal relationships | 1 | Safety awareness | 1 |
| Basic laboratory equipment maintenance | 1 | Teamwork / collaboration | 1 |
| Communication | 1 | Client/student service and support | 1 |

SCOPE OF RESPONSIBILITY

| | |
|--|--|
| Internal | Reports to the Laboratory Manager |
| External | |
| Functions responsible for | Servicing and cleaning of laboratories to ensure uninterrupted and smooth functioning |
| Amount and kind of supervision received | H&S training and training on all SOP's will be provided and day-to-day supervision as needed |
| Amount and kind of supervision exercised | Day-to-day as needed and monthly meetings with line manager |
| Decisions which can be made | Consult with line manager |
| Decisions and Proposals which must be referred | Consult with line manager |