


HR191	<b>POSITION DESCRIPTION</b>	 <b>UNIVERSITY OF CAPE TOWN</b> IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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**NOTES**

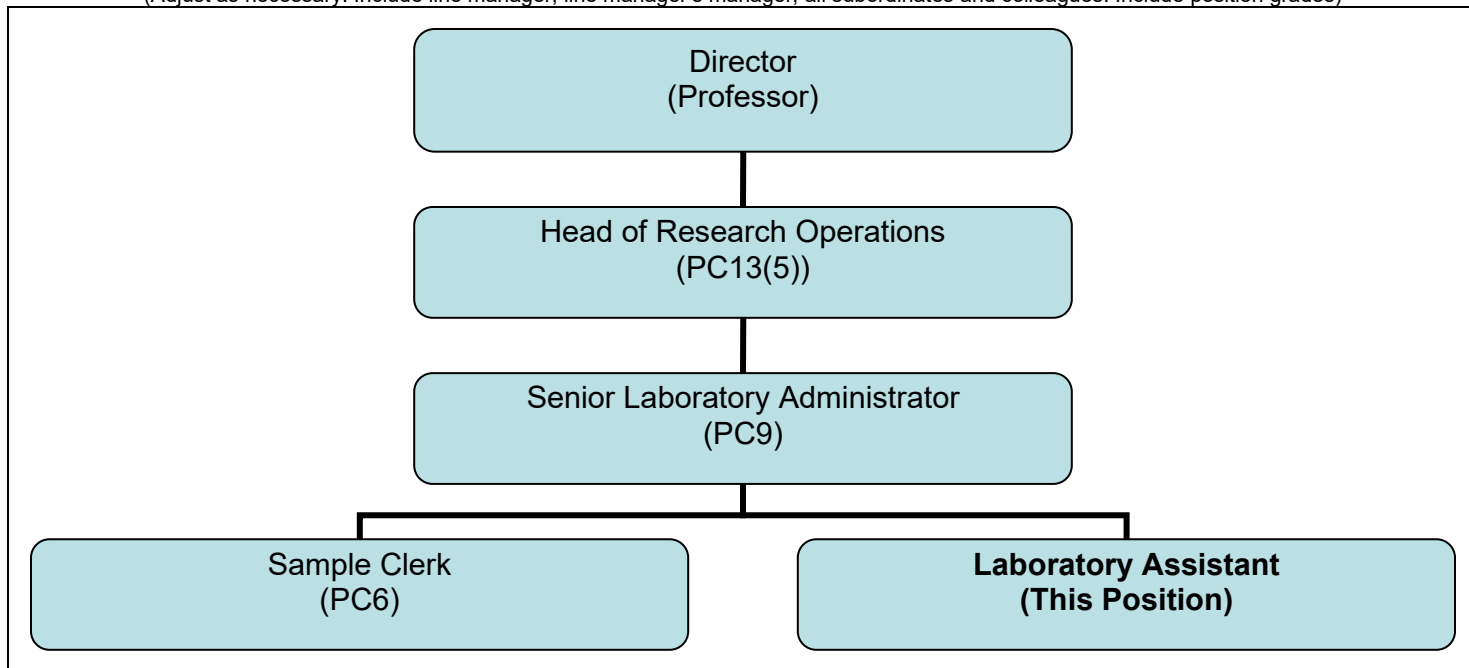
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Laboratory Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC05	Date last graded (if known)	06 July 2021
Academic faculty / PASS department	Science		
Academic department / PASS unit	Chemistry		
Division / section	H3D Drug Discovery and Development		
Date of compilation	24 February 2021 (minor modification 9 September 2024)		

**ORGANOGRAM**

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



**PURPOSE**

The main purpose of this position is to assist the Senior laboratory administrator to ensure that the H3D-chemistry lab is well-stocked for operational purposes. The Lab assistant will assist with sample management for all H3D drug discovery projects, managing the chemical inventory and stock-take of the general lab consumables and reagents.

Accountabilities and responsibilities include:

Scientific & Research Impact:

- Conduct a variety of tasks in a drug discovery laboratory in support of day-to-day operations
- Perform routine tasks as scheduled and directed by supervisor
- Responsible for management solid sample library
- Responsible for sample delivery to H3D sites
- General lab management support
- Organizational support
- Help implement improvement in the laboratory
- Share progress/results with supervisor on an ongoing basis
- Work collaboratively with all teams and lab members

- Actively participate in lab and team meetings as needed

Scientific/Technical & Operational Know-how:

- Demonstrate ability to work safely in a drug discovery laboratory
- Demonstrate ability to follow SOP's
- Perform duties with appropriate knowledge of relevant laboratory tools and procedures
- Demonstrate a working knowledge of relevant research policies, guidelines and procedures; assist in the preparation of SOPs for H3D, where appropriate; complete compliance training as required
- Help identify and report unsafe equipment, conditions and practices so that they may be corrected prior to an incident

Decision Making:

- Seek understanding of how own responsibilities fit into overall research goals and organize day-to-day work accordingly

Desired Behaviors:

Apply H3D Values & Behaviors with a specific focus on:

- Proactively share technical expertise with other members of the team/laboratory Interact with others in a positive, collaborative manner and help resolve conflicts in a constructive manner
- Support H3D mission and leadership decisions and, with help of supervisor, prioritize own tasks in support of these decisions and towards accomplishing project goals

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Procurement	35	<ul style="list-style-type: none"> <li>Maintain and update the consumable and reagent order tracking sheet daily, including adding purchase order numbers (PO)</li> <li>Ensure that the correct information is provided by staff &amp; students when placing orders</li> <li>Work closely with the Admin Assistant to ensure that orders are processed timeously</li> <li>Re-stock the lab with general consumables</li> <li>Obtain quotes from suppliers &amp; order general consumables</li> <li>Order monthly dry ice for H3D and KC academic group</li> <li>Monitor usage and place orders for solvents and general reagents for H3D and KC lab</li> <li>Restocking laboratory solvents as needed</li> <li>Order glassware for new staff</li> <li>Notify the scientists once their goods have arrived</li> </ul> <p>Receiving, checking, unpacking and distributing orders for H3D and KC labs:</p> <ul style="list-style-type: none"> <li>Daily collection of deliveries from level 4 PD Hahn for KC and H3D labs; including dry ice deliveries on Mondays &amp; Wednesdays</li> <li>Report spillages or incorrect deliveries to the Senior lab administrator</li> </ul> <p>Inventory Management</p> <ul style="list-style-type: none"> <li>Maintain an inventory of all items in locked storage cabinet:</li> <li>Store general stock such as: NMR tubes, gloves, syringes &amp; needles, glassware, label printing cartridges, pH strips, filter paper, cork rings, spatula's, magnetic stirrer bars, trays (chemicals) and miscellaneous items</li> </ul>	<p>Ensure that all purchase orders for general supplies, specific reagents and equipment are processed in a timely fashion and tracked from inception until delivery</p> <p>Communicate when goods are delivered/delayed in order for scientists to plan their work accordingly</p> <p>Ensure that sufficient stock is available for smooth operation of the H3D-chemistry lab</p>

2	Sample management	35	<ul style="list-style-type: none"> <li>• Accurate weighing and dispensing of solid chemical samples on an ad hoc basis</li> <li>• Weekly delivery of samples to H3D biology and pharmacology labs.</li> <li>• Assist with organizing packaging and shipping of samples/vials when needed</li> <li>• Assist with sample data capturing, quality control and storage compliance as needed</li> <li>• Disposal of empty sample vials according to strict H&amp;S regulations</li> <li>• Assist with the preparation of sample stock solutions in DMSO on an ad hoc basis</li> </ul>	<p>Samples are distributed to the various H3D sites on a weekly basis at the scheduled time</p> <p>Samples/vials are packaged correctly with the correct documentation and shipped to collaborators in a timely manner</p> <p>To ensure that H3D has a functional sample management system and compound library</p>
3	Chemical Inventory Management	20	<ul style="list-style-type: none"> <li>• Populate the chemical inventory sheet with reagent information (Catalogue number, hazard information, chemical structures, CAS numbers etc.) for upload into the Dotmatics Inventory management system by the Senior lab administrator</li> <li>• Prepare and print labels for all new chemicals</li> <li>• Label all chemical containers and pack them away in the correct storage locations according to strict H&amp;S regulations</li> <li>• Assist with annual stocktake of H3D chemical inventory and the sample inventory</li> <li>• Add donated/miscellaneous reagents to chemical inventory on an ad hoc basis</li> <li>• Management of the chemical storage space, including tidying areas for chemical storage and replacing damaged trays as per Health and Safety protocols.</li> </ul>	<p>Ensure that the integrity of the chemical inventory is maintained at the highest possible standard</p>

4	Administrative duties	10	<p>Assisting external groups:</p> <ul style="list-style-type: none"> <li>• Assist students from external groups with borrowing dry ice/ chemicals/consumables as per agreement with the student's supervisor</li> <li>• Manage the waste disposal, delivery and lab cleaning rosters for the H3D chemistry lab</li> <li>• Ensuring that the lab is maintained in a presentable manner when visitors are expected, and that clean lab coats &amp; safety goggles are available</li> </ul> <p>Label printing:</p> <ul style="list-style-type: none"> <li>• Update the SOP for label printing as needed</li> <li>• Update label printing software as needed to ensure it is always functional</li> <li>• Label printing as needed in the laboratory</li> </ul> <p>Outsourcing laundering of lab coats for H3D:</p> <ul style="list-style-type: none"> <li>• Manage collection and delivery of lab coats by First Garment</li> <li>• Rental for weekly laundering; report poor service to Senior Lab administrator</li> <li>• Arrange lab coat fittings for new staff members</li> <li>• Assign space on the rail for lab coats; and a pigeonhole for spare lab coats</li> </ul>	<p>Track borrowed items to monitor usage and possible billing</p> <p>Ensure that all visitors adhere to H&amp;S procedures by providing suitable PPE</p> <p>To ensure that scientists conform with the required safety standards and good laboratory practices</p>
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### MINIMUM REQUIREMENTS

Minimum qualifications	NFQ4 with chemistry or physical sciences as a subject			
Minimum experience (type and years)	2 years laboratory experience actively working in an analytical or chemical laboratory			
Skills	Basic Lab skills, basic MS Excel skills, communication skills, organizational skills, problem-solving skills, ability to lift and move heavy equipment (~30kg)			
Knowledge	Familiarity with GLP (Good Laboratory Practice)			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	N/A			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking	2	Research support skills	2
	Planning and organizing / work management	2	Teamwork / collaboration	2
	Communication	2		
	Professional knowledge and skill	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Assist with day-to-day functioning of the H3D lab and maintenance of solid sample & chemical inventories
Amount and kind of supervision received	Daily oversight by more senior staff member
Amount and kind of supervision exercised	N/A
Decisions which can be made	N/A
Decisions which must be referred	Purchasing decisions, organizational decisions, HR decisions etc.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	H3D staff and students
External to UCT	Supplier sales representatives and H3D visitors