



## **LABORATORY ASSISTANT: H3D DRUG DISCOVERY CENTRE** (Payclass 05; 3-year contract)

### **Drug Discovery & Development Centre (H3D)** **Faculty of Science**

The Drug Discovery and Development Centre (H3D) is an interdisciplinary, soft-funded research unit at the University of Cape Town (UCT) with > 75 staff members and post-doctoral researchers. H3D staff and laboratories are situated across two sites on the UCT Campus. H3D is seeking to appoint a Laboratory Assistant on a 3-year contract (renewable) as soon as possible. This position will predominantly be responsible for ensuring that the H3D chemistry laboratories are well-stocked for operational purposes and for assisting with general sample management and inventory management of chemical reagents and samples.

#### **Requirements**

- Relevant qualification at NQF level 4 with chemistry or physical sciences as a subject
- 2 years' experience working in an analytical or chemical laboratory
- Basic Lab skills (e.g. correct use of balance, correct use of pipette, safe handling of chemicals)
- Basic MS Excel skills
- Ability to lift and move heavy equipment (~30kg)

#### **Advantages**

- Basic knowledge of scientific disciplines aligned to drug discovery (chemistry/pharmacology/biology etc) would be an advantage
- Strong communication, organizational skills and problem-solving skills
- Familiarity with GLP (Good Lab Practice)

#### **Responsibilities**

- Procurement support
  - Update consumable and reagent order tracking sheet
  - Ensure staff and students complete the required information when placing orders
  - Restock the lab with general consumables and glassware
  - Receive deliveries, including bulk solvents (up to 30kg drums) and notify scientists
- Sample management support
  - Accurate weighing and dispensing of solid chemical samples
  - Weekly sample delivery to H3D biology and pharmacology labs
  - Packing and shipping of samples
- Chemical Inventory Management
  - Populate chemical inventory sheet with reagent information
  - Label new chemicals
  - Pack chemicals in correct storage locations according to strict H&S regulations
  - Add donated/miscellaneous reagents to chemical inventory on an ad hoc basis
  - Assist with annual stock take
  - Management of the chemical storage facilities in accordance with Health and Safety protocols
- Administrative Duties:
  - Label printing for sample and reagent labelling
  - Prepare and manage waste disposal, delivery and lab cleaning rosters
  - Ensure the lab is presentable and visitors have appropriate personal protective equipment (PPE)
  - Arranging laundering of lab coats

The annual remuneration package for 2024, including benefits is R232 648 - R273 699.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms. Chanté Foentjies at [chante.foentjies@uct.ac.za](mailto:chante.foentjies@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- A letter of motivation
- Curriculum Vitae (CV)
- Copy of South African passport or ID

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

**Telephone:** 021 650 5405

**Website:** [www.h3d.uct.ac.za](http://www.h3d.uct.ac.za)

**Reference number:** E241011

**Closing date:** 18 October 2024

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UCT reserves the right not to appoint.