

APPLICATIONS ARE HEREBY INVITED FOR THE FOLLOWING CATEGORY:

**COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
SCHOOL OF AGRICULTURE AND LIFE SCIENCES
DEPARTMENT OF LIFE AND CONSUMER SCIENCES
FLORIDA CAMPUS**

LABORATORY TECHNICIAN (Fixed Term) (P9)

(Ref: CAES/NM/-2021)

The objective of this post is to ensure the smooth rendering of technical support aspects / activities of / in the laboratory and the proper functioning of equipment, and to provide technical assistance to academic staff and students.

Requirements

- Relevant Honours degree in the field of Life and Consumer, Agricultural or Environmental Sciences

Experience

- Preferably at least three (3) years practical experience regarding laboratory technical support duties.
- Hands-on experience in operating high-end Cell Biology and Physiology research equipment.

Knowledge, skills and capabilities

- Technical skills
- Interpersonal relations / People skills
- Client relationship management
- Computer literacy (MS Office)
- Communication skills
- Professionalism
- Proficiency in English
- Initiative and discretion

Recommendations:

- Specialized Laboratory Equipment / Techniques
- Occupational Health and Safety Regulations
- Broad knowledge of SA regulatory environment with regards to the use and care of laboratories and laboratory equipment
- Knowledge of the SA higher education regulatory environment
- Supervisory responsibilities
- Budget and Resource planning
- Office administration

Duties

- Ensure technical preparation of laboratory for instructional and / or research purposes
- Design laboratory technical experiments
- Ensure the availability of correct materials for particular teaching / research activities
- Do trials of experiments prior to lessons
- Provide technical assistance to academic staff and students
- Demonstrate use of equipment
- Assist in the smooth running of practicals
- Maintain all technical equipment and the conditions of the Laboratory

- Oversee use of laboratories technical and related equipment
- Monitor and maintain the status and stock levels of stores (chemicals and / or other consumables)
- Enforce relevant laboratory health and safety rules
- Ensure the maintenance of registers/forms and the provision of equipment required for the effective management of the Laboratories
- Maintain effective recording and reporting systems and processes for the Laboratories and its use
- Ensure proper access control to the laboratories
- Perform scheduled and unscheduled audits of equipment and materials
- Assist laboratory technologists in laboratory where necessary
- Monitor and maintain status of specialized areas such as walk-in refrigerators and hot rooms
- Liaise with academic staff to determine needs
- Assist with organization of field trips / excursions
- Schedule practicals, tutorials, tests and practical exams
- Manage lab bookings
- Communicate regularly with stakeholders and clients and build client relationships
- Undertake workplace safety and risk compliance inspections on a weekly basis and maintain records thereof
- Ensure that relevant OHS regulations are complied with
- Ensure that workplace is free of hazardous substances
- Ensure that warnings signs and guidelines are displayed where hazardous substances are used
- Ensure that required safety equipment is available and in good condition
- Ensure that persons who use the laboratory are aware of their responsibilities with regard to OHS
- Report incidents of injuries to OHS officer at protection services

Assumption of duty : As soon as possible.
Salary : Remuneration is commensurate with the seniority of the position
Enquiries : (011) 471 3197 Mrs G Dibetle (Bruny)
Closing date : **1 October 2021**

- **The completed prescribed application form HR-CA 102(a) must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - all educational qualifications,
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- **UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.**
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form is obtainable from Unisa Intranet – Human Resources – Forms**
- **Late, incomplete and incorrect applications will not be considered.**
- ***Appointments will be made in accordance with Unisa’s Employment Equity Plan and other applicable legislation.***

We welcome applications from Persons with Disabilities



Applications must be **submitted in an envelope clearly marked with the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.**

Application can be forwarded by email to: CAES1PA@unisa.ac.za
All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.