



Faculty of Natural and Agricultural Sciences

Institute for Groundwater Studies

Bloemfontein Campus

Analyst (post level 9)

Job ID: 5541

This post was previously advertised as Job ID 5409. All applications received in response to the previous advertisements, will automatically be considered again. Previous applicants therefore do not need to reapply.

KINDLY TAKE NOTE: Applications may only be submitted online through the official UFS vacancy website: <https://ufs.hua.hrsmart.com/hr/ats/JobSearch/viewAll> - Applications submitted through any other platform will not be considered.

Please ensure that all relevant documentation is attached to your application.

- A detailed curriculum vitae and cover letter.
- Copies of qualifications (please provide the SAQA accreditation in the case of foreign qualifications).
- A copy of your identity document (ID or passport in the case of foreign nationals).
- Proof of registration with a Professional Body (if applicable).
- A copy of your driver's license (if applicable).
- Confirmation of employment from current employer / last employer if unemployed (only applicable to external applicants).

Duties and responsibilities:

- Receive sample(s), assist clients to complete submission forms and inform clients of procedures and policy of the laboratory.
- Maintain and manage client samples in compliance with privacy and security regulations.
- Dispatch laboratory work appropriately.
- Maintain a professional reception area.
- Handle samples and perform analyses according to SOPs and test methods
- Perform chemical analyses and the use of the relevant equipment.
- Prepare media and reagents for the analyses of samples.
- Test, check and record the suitability of reagents (standards, buffers), where necessary.
- Maintain and calibrate equipment where applicable, keeping record of all related activities.
- Capture, interpret and handle validation of sample results.

- Assess own data to ensure accuracy and validity of the reported results.
- Assist in the reporting of data to clients.
- Help to coordinate external audits SANAS, to ensure compliance with ISO/IEC 17025:2017 requirements.
- Perform risk assessments and opportunities for improvement on the entire system during internal audits.
- Assist with compiling, commenting, recommendations and follow-up on non-conformances.
- Develop, design and maintain the Laboratory web pages using appropriate web publishing, editing and graphics applications per request.
- Support the Laboratory in the future implementation of a LIMS system, acting as a liaison between the laboratory users and the vendor to address laboratory and end user requirements.
- Develop new and maintain existing automation scripts in Visual Basic & C/C++ on request.
- Ability to work in an SQL server environment writing SQL Queries.
- Assist in the use of specialised equipment software.
- Perform Method development, validation and verification.
- Identify and report risks in the laboratory.
- Assist in the effective running and maintenance of the Quality Managements System documentation.
- Write notification of failure reports (non - conformances).
- Provide training to new staff members in the laboratory environment on *ad hoc* basis.
- Ensure that the accreditation standards are upheld in the laboratory.
- Perform audits of suppliers when necessary.
- Request quotations from suppliers.
- Evaluate quotations.
- Approval of quotes and posting of PO directly on websites of chemical companies/suppliers.

Inherent requirements:

- Master's degree in chemistry or equivalent qualification on NQF Level 9.
- Proven knowledge of the ISO 17025 standard and the application thereof.
- Experience in programming using languages such as C# or C/C++ and development tools such as MS Visual Studio.
- Experience with interrogating databases (e.g. LIMS) using SQL.

Recommendation:

- Experience operating laboratory equipment.
- Experience with laboratory internal auditing.

Required competencies:

- **Results Orientated:**

- The ability to stick with tasks, not give up, and overcome obstacles in completing one's task.
- The ability to be reliable, responsible, dependable and to fulfil obligations.
- **Strategic thinking**
 - The ability to deal with several activities at a time.
 - The ability to focus on details, work towards perfection, and approach work in a neat and organized manner.
- **Business Acumen:**
 - The ability to adhere to rules and strictly follow work regulations.
 - Good organisational skills, the ability to manage multiple complex projects individually and in a team environment.
 - Good interpersonal and communication skills.
 - A positive attitude, motivation and commitment.
 - Proficient in MS Office.
- **Leading:**
 - The ability to maintain high levels of personal motivation, energy, and enthusiasm.
 - The ability to be cooperative with others, display a good-natured attitude, and encourage people to work together.
- **Building coalitions:**
 - The ability to be self-assured and at ease with people in all types of social situations.
 - The ability to make decisions through consultation, collaboration and working with close supervision.

Assumption of duties:

A soon as possible.

Closing date:

19 November 2023

Salary:

The salary scale is available on request.

Fringe benefits:

(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

Enquiries:

For enquiries, please feel free to contact me at 051 401 9813 or email at PhokaR@ufs.ac.za or Recruit@ufs.ac.za. Additionally, kindly contact 051 401 2979 / 9810 / 9814 for assistance.

General:

The UFS is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups, including candidates with disabilities. Our Employment Equity Policy is available at:

 [https://ufsacza.sharepoint.com/:b:/r/sites/supportservices/hr/Employment%20Equity/EEA13_EE%20Plan%20UFS%201%20March%202022%20\(003\).pdf?csf=1&web=1&e=TjtoXH](https://ufsacza.sharepoint.com/:b:/r/sites/supportservices/hr/Employment%20Equity/EEA13_EE%20Plan%20UFS%201%20March%202022%20(003).pdf?csf=1&web=1&e=TjtoXH)

The University processes personal information in line with its obligations under the Protection of Personal Information Act (POPIA). Any personal information provided to the University will be treated as confidential and processed per the rights provided to data subjects under POPIA.

The University reserves the right not to fill the post. The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Applications that are incomplete will not be considered. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.