



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Quality Assurance Officer
REPORTING TO	ACL Laboratory Manager
DEPARTMENT/PROGRAM/PROJECT	Amref Enterprises Limited (AEL)
PHYSICAL LOCATION	Amref KCO – Wilson-Nairobi, Kenya.

Background

The Amref Central Laboratory is ISO 15189:2012 accredited. The Laboratory has the following core services: - Clinical Laboratory diagnostics, External Quality Assessment, provision of training and capacity building for in-service medical laboratory professionals, and consultancy in Laboratory Quality Management System Implementation.

MAIN PURPOSE OF JOB

The Quality Assurance Officer (QAO) shall ensure that data results from the laboratory are accurate, quality assurance procedures are followed and ACL laboratory officers and interns are properly trained and always complying with necessary rules and regulations.

PRINCIPAL RESPONSIBILITIES

KEY AREA	Activity
Maintain the Laboratory's Quality System.	Update, revise, and maintain the Laboratory's Quality Assurance Manual, Standard Operating Procedures, and other quality documents.
	Perform internal audits of the Laboratory, including both technical and quality systems audits.
	Perform and document corrective action, including follow-up monitoring to gauge the effectiveness of the corrective action.
	Maintain the quality assurance of the laboratory by: - -Lead in performing QA/QC procedures for analytical tests -Lead in Perform sterility testing on containers for environmental sampling -Lead in calibration of pipettes, thermometers, and other measuring equipment
	Maintain training records for all laboratory staff, including Demonstrations of Capability.
	Schedule and successfully complete proficiency testing for all analytes in ACL's Scope of Accreditation.
Perform analytical tests in the laboratory.	Maintain current demonstrations of capability for all test procedures in the laboratory for which Quality Assurance oversight will be performed; -
	Perform analytical tests in the laboratory as assigned by the Laboratory Manager and immediately report any problems with tests, equipment or results to the Laboratory Manager.
	Follow all Quality Assurance/Quality Control procedures as outlined in the ACL Laboratory Quality Assurance Manual.
	Perform the following routine laboratory duties: - -Keep lab work areas clean and organized -Perform routine repairs and maintenance of lab equipment -Monitor the status of laboratory supplies -Maintain weekly schedules and report any changes to the Lab Manager -Obtain laboratory certifications and complete QA/QC assignments.
Assist with laboratory administrative	Perform laboratory administrative duties by receiving samples from customers as needed, Calculating and recording analytical results in the appropriate log book, data entry in the LIMS, Maintaining chemical/equipment traceability records, documenting

KEY AREA	Activity
duties.	QA/QC requirements, and generating control charts.
	Assist Laboratory Manager with administrative duties as necessary including but not limited to the following: - -Generating and/or reviewing analytical reports -Ordering lab supplies as needed -Contacting lab customers -Monitoring turn-around times -Maintain smooth laboratory work flow.
Other duties	Responsible for the overall compliance to standards and directives.
	Ensure effective communication between laboratory and hospital management.
	Development of sustainable laboratory business proposals.
	Assist in coordinating activities for Student Trainings, Medical Camps and Other activities that shall be assigned by the Laboratory Manager or Laboratory Director..

REQUIRED QUALIFICATIONS

Minimum Requirements

- Must be a Kenyan citizen
- Must have a valid license to practice from Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB).
- Must be registered and certified by KMLTTB.

Minimum Education

- Bachelor of Science degree in Medical Laboratory Sciences from a KMLTTB approved institution. Prior training on ISO15189 QMS implementation, Biosafety and Biosecurity, and Internal auditing process is an added advantage.

Experience

- Has served as a medical laboratory technician or technologist under supervision for a period of not less than two (2) years.
- Prior experience in laboratory implementing ISO 15189 standard.
- Must be conversant with Laws of Kenya for Medical Laboratory Technicians and Technologists Act CAP. 253A of 2012.
- Previous work experience with Amref Health Africa and or The ACL is an added advantage.
- Proficiency in MS Excel is an added advantage.

Skills

- Good interpersonal skills.
- Excellent communication skills;
- Ability to communicate with internal and external stakeholders,
- Excellent presentation skills.
- Excellent coordination and planning skills
- Report writing skills: Ability to write complex reports
- Demonstrate high levels of integrity
- Strong analytical and problem solving skills
- Excellent team player.

Work Environment

Medical Laboratory work environment.

How to apply

Interested? Please visit our website www.amref.org to make your application. You will be directed to our online portal where you will need to create an account successfully in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Please note that you will receive an email confirmation for creation of account and an acknowledgment email upon submitting your application. **Deadline for submission: 12 February 2021.** Please note that only shortlisted candidates

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy