



KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

Opening date: March 15, 2022

Vacancy number CGHR/264/03/22

This program is a collaboration between the Kenya Medical Research Institute (KEMRI), and the US Centers for Disease Control and Prevention (CDC). It involves conducting research and program support for activities related to outbreak response and surveillance of various diseases in the country and the region. It is within this remit that the Diagnostic and Laboratory Systems Program within the Division of Global Health Protection is seeking applications from energetic, motivated and innovative candidate to fill the position of Quality Officer within the DSLP laboratory. The successful applicant will be responsible for all the Quality Assurance aspects of the Diagnostic and Laboratory Systems Program (DLSP) laboratories in Nairobi. S/he will work closely with the laboratory staff, data analysts and field workers and will work as part of the DLSP Laboratory Systems team under the Laboratory manager.

Position: Research Scientist (Quality Assurance Officer) –J/G KMR 6 (1 position)

Reports to: Laboratory manager

LOCATION : DLSP, Nairobi

Job Specifications

The duties and responsibilities will be, but not be limited to the following.:

- i. Oversee a quality control program appropriate for tests performed in the DLSP laboratories
- ii. Ensures delivery against QA department goals and objectives i.e. Meeting commitment and Coordinating overall quality assurance schedules.
- iii. Tie breaker- performs test; implementing statistics and process control tools; maintaining effective compliance and corrective actions procedures.
- iv. Responsible and accountable of flagging the timing of interdepartmental deliverables and quality of their output i.e. time schedules and time plans or layout
- v. Implement improvements to laboratory testing procedures to improve efficiency, resource utilization, decrease turnaround time, etc., utilizing new and established laboratory policies and procedures.
- vi. Work with project managers to develop project schedules and resource allocation models for QA related projects and other activities such as software deployment, customer integration, and professional services validation.
- vii. In consultation with laboratory management, stop further processing of any work until the quality problem has been corrected
- viii. Develop, perform, and manage an audit program that encompasses all phases of laboratory practices and field sample collection and provide assurance that, documentation, and record-keeping requirements are met.
- ix. Perform scheduled and unscheduled checks on bench scientists.
- x. Administer the proficiency testing and EQA.

- xi. Maintain current and accurate records of all relevant communications, audits, corrective action plans, and effectiveness monitoring.
- xii. Maintain current and accurate records of all personnel qualifications, certifications and contact information.
- xiii. Review, track and communicate information regarding process variations and quality control samples as required by laboratory quality assurance procedures.
- xiv. Check validation systems for all pieces of equipment to ensure maximal function (service schedules, daily panel runs, etc)
- xv. Train/supervise training of laboratory staff and document such trainings.
- xvi. Review and maintain all laboratory SOPs
- xvii. Review test results and reports for accuracy, completeness and compliance to requirements to ensure that quality assurance standards and regulatory requirements are met.
- xviii. Maintain familiarity with laboratory procedures in order to effectively perform laboratory quality assurance functions.
- xix. Liaise with the KEMRI QA group in developing and implementing CDC/KEMRI QA GCP/GLP objectives
- xx. Train staff on quality control/assurance issues.
- xxi. Plan and work towards ensuring DLSP Nairobi laboratory maintains ISO 15139 accreditation status.
- xxii. Perform other duties as assigned by the laboratory Director, laboratory manager or Principal Investigator.

b) Person Specification

For appointment to this grade, a candidate must have: -

- i. At least two (2) years' relevant work experience
- ii. Bachelor of Science degree in any of the following disciplines: Medical Laboratory Science, Medical Microbiology, Biomedical Science, Molecular Biology, Virology, Biochemistry or any other equivalent qualification from a recognized institution.
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) Where applicable
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board where applicable;
- v. Proficiency in Computer Application;
- vi. Good knowledge of GLP/GCLP
- vii. Trained in ISO 15189 implementation
- viii. Fulfil the requirements of Chapter Six of the Constitution.

c) Key Skills and Competencies

- i. Fluency in both written and spoken English and Swahili
- ii. Ability to work and make decisions independently.
- iii. Excellent communication skills,
- iv. Ability to work well in a team,
- v. Proven leadership skills, and
- vi. ability to take initiative

Terms of Employment: A one-year renewable contract as per KEMRI scheme of service and a probation period for the first 3 months.

Remuneration: Salary is negotiable within the appropriate KEMRI pay grade depending on education and experience

Applications MUST include the following:

- Letter of Application (**INDICATE VACANCY NUMBER**)
- Current Curriculum Vitae with telephone number and e-mail address
- Three letters of reference with contact **telephone numbers and e-mail addresses of the referees**
- Copies of Certificates, Diplomas or Transcripts

Note: Applications must include copies of certificates, Diplomas and Transcripts. Applications without this will be disregarded.

All the applications to be done through **KEMRI Website www.kemri.go.ke/e-recruitment - E-Recruitment Portal** on or before **4th April 2022** latest 5.00 p.m.

Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND DISABLED PERSONS ARE ENCOURAGED TO APPLY. KEMRI/CDC AND DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY TO RELEVANT AUTHORITY.

Only short-listed candidates will be contacted