



VACANCIES

Amref Health Africa is an independent, non-profit, Non-Governmental Organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa has over 500 employees throughout Africa with its headquarters in Nairobi, Kenya. Amref Health Africa has offices in Tanzania, Ethiopia, Kenya, Uganda, and Malawi, South Sudan and Senegal and a number of offices in Europe and North America for fundraising.

Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, newborn and Child Health, Water and sanitation, capacity building and clinical outreach.

Amref Health Africa has the following vacancy based in Dar es Salaam office.

1. LABORATORY TECHNOLOGIST (1 POSITION- BASED IN DAR ES SALAAM)

Reports To: Laboratory Manager

Job Purpose:-

To provide day to day accurate, timely and cost effective testing of patient samples to aid in the diagnosis and treatment of disease and ensuring general cleanliness of the Laboratory facility.

Duties and Responsibilities:-

- Responsible for day to day running of Laboratory including Laboratory diagnostic tests
- Responsible for implementing quality assurance processes in clinical Laboratory practice
- Responsible for Monthly, quarterly and annual planning as well as ad hoc planning of project activities in consultation and collaboration with Amref Health Africa staff, the MoHCDGEC and partners
- Responsible for Maintaining relevant databases and filing systems for optimal management of information, monthly reports
- Responsible for Maintaining the laboratory inventory and stationary supplies and utility services maintenance
- Liaising with both external and internal contacts in coordination with the project manager to ensure follow-up and execution of planned activities
- Facilitate and ensures all facilities and equipment are insured and updated to avoid unnecessary inconveniences

- Liaisons: Liaises with both external and internal contacts in coordination with the Laboratory Manager to ensure follow-up and execution of planned activities.
- To keep records of received specimens, laboratory investigations and procedures
- Coordinating activities under the REQAS project including testing, research and training

Qualifications and Experience:-

- Advanced Diploma in any of the medical laboratory sciences disciplines from a recognized School of Medical Laboratory Sciences
- Knowledge of laboratory equipment and their operations
- Knowledge of current office procedures
- Minimum of 3 years in a busy clinical and/or research laboratory
- Sufficient knowledge and skills in computer (MS Word, MS Excel, MS PowerPoint, MS Access) including Internet and browsing skills.
- Sufficient knowledge and skills in clinical laboratory testing and related subjects
- Sufficient knowledge and skills in training, supervising and mentoring others in the profession including non-laboratory health personnel.

**2. LABORATORY RECEPTIONIST (1 POSITION- BASED IN DAR ES SALAAM)
REPORTS TO: PROJECT MANAGER LABORATORY**

JOB PURPOSE:-

To provide logistic services at the diagnostic unit by receiving and recording clients' information coming for Laboratory services, enter and manage clients' database.

DUTIES AND RESPONSIBILITIES

- Responsible for day to day handling of clients and directing them to the main Lab for tests
- Responsible for recording clients' information in a Laboratory database
- Responsible for Maintaining relevant database and filing systems for management of information, monthly reports
- To keep records of received specimens, laboratory investigations
- Responsible for logistic issues of the Laboratory

QUALIFICATIONS AND EXPERIENCE

- Certificate/Diploma in any of the information/records disciplines from a recognized Institution
- Medical background from a recognized institution preferably nursing as an added advantage

- Sufficient knowledge and skills in computer (MS Word, MS Excel, MS PowerPoint, MS Access) including Internet, Intranet and browsing skills.
- Fluent in English
- 2 Years work experience in related assignment

2. LABORATORY RECEPTIONIST (1 POSITION- BASED IN DAR ES SALAAM)

REPORTS TO: Project Manager Laboratory

Job Purpose:-

To provide logistic services at the diagnostic unit by receiving and recording clients' information coming for Laboratory services, enter and manage clients' database.

DUTIES AND RESPONSIBILITIES

- Responsible for day to day handling of clients and directing them to the main Lab for tests
- Responsible for recording clients' information in a Laboratory database
- Responsible for Maintaining relevant database and filing systems for management of information, monthly reports
- To keep records of received specimens, laboratory investigations
- Responsible for logistic issues of the Laboratory

Qualifications and Experience

- Certificate/Diploma in any of the information/records disciplines from a recognized Institution
- Medical background from a recognized institution preferably nursing as an added advantage
- Sufficient knowledge and skills in computer (MS Word, MS Excel, MS PowerPoint, MS Access) including Internet and browsing skills.
- Fluent in English
- 2 Years work experience in related assignment

If you meet the criteria given above and interested in the vacancies, please send an application letter and CV combined in as one document indicating your present employer and position, daytime telephone contact, names and addresses of two referees. To be considered, your application must be received by 16.30 **HOURS** February 20th, 2019. All correspondences should be directed to: Email: jobs.tanzania@amref.org

Amref health Africa –Tanzania regrets that only short-listed candidates will be contacted.

Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy; Women and People with disability are encouraged to Apply