



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	National Integrated Specimen Referral System Officer
REPORTING TO	Project Manager
DEPARTMENT/UNIT	Global fund TB
DURATION OF CONTRACT	One Year
DUTY STATION	Nairobi, Kenya

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

Laboratory systems are a crucial part of providing reliable and timely diagnostic services, essential for informing clinical and public health decisions. With support from the Global Fund, Kenya has significantly improved access to quality laboratory diagnostics. However, there is still a critical need for system strengthening, such as developing a robust sample referral system, to meet disease-specific targets for HIV, TB, and Malaria. The ISRS coordinator will help to coordinate and strengthen the system for all the 47 counties in Kenya

### JOB PURPOSE

To improve service delivery and systems capacities to support Laboratory diagnostics, pandemic preparedness and response in Kenya, the ISRS Coordinator will ensure the guideline components (program management, Finances, HR, supplies and equipment, Transport & logistics, system design, data systems and M&E) are implemented and the ISRS tracking system is operational throughout the engaging period. ISRS coordinator is envisioned to work in collaboration with the National ISRS committee and the 47 counties to ensure seamless implementation of the system. This position will be embedded within the MOH-Division of National Laboratory Services to ensure sustainability and facilitate vertical and horizontal coordination, collaboration, and communication. The objective of this position is to support the ISRS coordination both at the national and county level. The ISRS Coordinator will be required to maintain an efficient and effective specimen referral system that ensures timely and accurate transportation of specimens from healthcare facilities to diagnostic laboratories, thereby supporting comprehensive disease surveillance, accurate diagnostics, and improved public health

outcomes.

## **KEY DUTIES AND RESPONSIBILITIES**

- Be responsible for the collation and analysis of information from all the network, manage feedback and complaints from the network
- Take charge of the general administration of National ISRS for the Ministry of Health
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- Liaise with all the stakeholders to ensure that ISRS resources are mapped and facilitate the resupply of commodities to the country
- Coordinate Quarterly stakeholders' review meetings on ISRS activity implementation and operationalization
- Ensure compliance with regulatory requirements, including IPC standards, Biosafety and biosecurity through ongoing training and adherence to established protocols.

## **PRIMARY RESPONSIBILITIES**

- Receive and review quarterly report from the county ISRS focal persons
- Serve as the primary point of contact for specimen-related inquiries from internal departments, external partners, and clients
- Maintain detailed records of specimen transfers, including chain of custody documentation, tracking logs, and incident reports
- Generate regular reports on specimen volume, turnaround times, and quality metrics for management review
- Stay informed about relevant regulations and guidelines governing specimen handling, transportation, and privacy

## **EDUCATION, EXPERIENCE AND ABILITIES**

### **Education and experience**

- Hold a Bachelor's degree or Master's degree in laboratory Sciences with integrated results-based management as applied in the health sector as one of the areas of expertise
- Minimum of 5 years of experience in Laboratory management; experience working with national and counties, especially in program implementation
- Officer should be registered and a valid a license from the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB).
- Strong knowledge and work experience in planning and implementing sample transportation strategies including monitoring and evaluation is required.

### **Knowledge, Skills and Competencies**

- Familiarity with the Government of Kenya health policies, systems and structures will be a strong asset
- Demonstrated ability to transfer skills
- Excellent communication skills and fluent in English (comprehension, written, and spoken)
- Capacity to work in a multi-cultural environment, and ability to create a team-based participatory work
- Excellent computer skills.

- Excellent analytical and report writing skills will be required.
- Excellent interpersonal and communication skills are essential.

#### **Work Environment**

- The role will require a combination of office-based work and on-site project management.
- Travel to counties when necessary, and the candidate must be comfortable working in various weather conditions and environments.
- The ISRS Coordinator is required to work for the Ministry of Health-Division of Laboratory Services in Kenya.

#### **HOW TO APPLY**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account 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. Closing date will be **30<sup>th</sup> July 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

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