

17th March 2023

1. JOB ADVERTISEMENT FOR THE POSITION OF MEDICAL LABORATORY TECHNOLOGIST

a) Key duties and responsibilities









- i. Preparing reagents;
- ii. Examining specimens;
- iii. Writing and recording results;
- iv. Decontaminating working benches;
- v. Receiving and scrutinizing laboratory requisition forms/specimens for accuracy;
- vi. Prepare clients for collection of specimens;
- vii. Receiving/collecting labeling and registering specimens;
- viii. Transferring specimens to specific sections for processing and analyzing; and
- ix. Dispatching the results for clinical management.
- x. Applying quality control on working reagents to ensure conformity with the set standards.
- xi. Verification of results; and
- xii. Preparing sectional reports.

b) Job Specifications.

For appointment to this grade, an Officer must have: -

- i. Served in the grade of Technician (Medical Laboratory) for a minimum period of three (3) years or in a comparable position.
- ii. Certificate in Medical Laboratory Sciences or equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.
- v. Proficiency in Computer Applications.
- vi. Fulfilled the requirements of Chapter Six (6) of The Constitution of Kenya, 2010.
- vii. Shown merit and ability as reflected in work performance and results.

c). Competencies

-  Effective communication skills.
-  High Communication Skills.
-  Responsive, Prompt and effective provision of Services.
-  Ability to work under minimal supervision.
-  Good time management.
-  Team player.
-  Excellent interpersonal skill.
-  Client service support and public relations.

2. JOB ADVERTISEMENT FOR THE POSITION OF PHARMACEUTICAL TECHNOLOGIST

a) Job Descriptions

This is the entry grade and training for this cadre. An officer at this level will work under the supervision of a senior officer.

Duties and Responsibilities at this level entails:

- I. Dispensing drugs/medicines to patients;
- II. Receiving, interpreting, and processing prescriptions;
- III. Recording prescriptions in a pharmacy unit;
- IV. Pre-packing, repacking and writing instructions on labels;
- V. Educating patients on usage of drugs;
- VI. Maintaining drug registers/books;
- VII. Stock-taking of drugs and medicinal devices on monthly basis; and
- VIII. Consulting with seniors on drug issues.
- IX. Promoting rational drug/medicine use;
- X. Preparing and submitting reports;
- XI. Providing health education on rational use of drugs/medicine;
- XII. Receiving complaints and documenting/reporting adverse drug reactions; and
- XIII. Receiving and documenting/reporting poor quality medicine.
- XIV. Must be ready to superintendent the Hospital.

b) Job Specifications

For appointment to this grade, a candidate must have:

- i. Served for a minimum period of three (3) years or in a comparable position.
- ii. Diploma in Pharmacy or its equivalent qualification from a recognized institution approved by the Pharmacy and Poisons Board.
- iii. Certificate Registration awarded by the Pharmacy and Poisons Board (PPB).
- iv. Valid practicing license.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Competencies

- ✚ Effective communication skills.
- ✚ High standards of professional ethics.
- ✚ Responsive, prompt and effective provision of services.
- ✚ Ability to work under minimal supervision.
- ✚ Good time management.
- ✚ Team player.
- ✚ Excellent interpersonal skills.
- ✚ Client service support and public relation.

How to Apply

Qualified and interested applicants should submit their applications with copies of their national identification cards, updated CVs, academic certificates and other testimonials to the following e-mail before 28th March 2023: hr.katitomedicalcentre@gmail.com