



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
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Tel: +256 417 700 650
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www.afenet.net

Job Opportunities

Date: Monday January 22, 2024

Program: Botswana Public Health Institute

Duty Station: Gaborone, Botswana

Application deadline: Monday February 5, 2024

Background:

African Field Epidemiology Network (AFENET) is a not-for-profit organization, networking and service alliance of African Field Epidemiology and Laboratory Training Programs (FELTPs), and other applied epidemiology training programs in Sub Saharan Africa. Through its member field epidemiology training programs, AFENET is dedicated to supporting African ministries of health build strong, effective, and sustainable programs with capacity to improve public health systems. AFENET's vision is to ensure a *"Healthier Africa"* by effective prevention and control of epidemics and other priority public health problems in Africa.

In October 2022, the Botswana Ministry of Health with support from technical partners such as the United States Centres for Disease Control and Prevention (US CDC) launched the Botswana Public Health Institute (BPHI). This is in line with the world's best practices in preparing for effective response to public health emergencies. The US CDC in Botswana continues to support the BPHI to establish strong and functional pillars to achieve it's intended mandate. Working with AFENET, the US CDC in Botswana will support the human resources needs for the BPHI specifically for the surveillance and laboratory pillars. Within the framework of this collaboration, the AFENET seeks to hire skilled and experienced health professionals to fill the following positions as per the detailed job descriptions below.

1. Post

Title: Laboratory Quality Assurance/Monitoring & Evaluation Manager

Number of vacancies: One (1)

Work Schedule	40 hours per week
Duty Station	National Public Health Laboratory, Gaborone – Botswana
Grade Level	D3

Position Description

Leads and manages the operation and development of the quality management system engages all laboratory team members in the delivery and embedding of the culture and practices of the quality management system.

Main duties:

- Implement, maintain, deliver, and develop a quality management system compliant with the ISO15189 and other relevant laboratory quality systems and governing documents.
- Work proactively to foster and embed a culture of continual quality improvement across the department.
- Engage all laboratory staff and stakeholders in the quality management system.
- Lead the education and training of laboratory staff in the principles and practices of the quality management system.
- Ensure that processes needed for the quality management system are established, implemented, and maintained and have buy-in from and involvement of the laboratory team.
- Ensure implementation of the quality policy using evidence-based indicators; agree and implement quality improvement actions and objectives as needed.
- Participate in the evaluation of clinical effectiveness, audit, and risk management activities of the laboratory; manage the laboratory risk register collaboratively with the laboratory manager.
- Report on the performance of the quality management system and any need for improvement to the laboratory management.
- Participate in laboratory meetings, decision-making and policy implementation.
- Chair the quality assurance meeting and other meetings as needed.
- Lead and manage annual management review meetings.
- Ensure that the quality manual is current and complies with accreditation requirements.
- Be responsible for revision and review of all quality management procedures.
- Manage the departments audit program, ensuring timely completion and clearance of non-conformities.
- Manage and review non-conformities including user complaints and internal nonconforming events.
- Co-ordinate awareness of the needs and requirements of users.
- Liaise with the technical services department on the asset register, validation program and management of maintenance/ calibration program as they apply to critical equipment and utilities.
- Participate in ensuring that effective safety procedures are in place to comply with health and safety regulations, ensuring safe working practices and a safe working environment.
- Assist and co-operate with the laboratory management team in developing procedures to prevent accidents.
- Participate with the laboratory manager in the preparation of financial reports, business cases and cost-benefit analyses for proposed investments.



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- Ensures the promotion of awareness of users' needs and requirements throughout the laboratory organization.
- Undertakes any other related duties as required to meet the exigencies of the service.

Experience

- A qualified medical laboratory scientist registered with Botswana Health Professions Council (BHPC).
- B.Sc. in any of the disciplines of allied medical profession.
- At least 5 years postgraduate recent experience working in an accredited laboratory.
- Experience of ISO15189 accreditation for laboratories or other laboratory standards

Knowledge:

- Excellent theoretical and practical knowledge of at least one area of Pathology.
- Excellent understanding of medical laboratory regulation requirements
- Excellent understanding of the requirements of a quality management system
- Good knowledge of data protection
- Good understanding of risk management
- Good working knowledge of laboratory health and safety

Skills:

- Excellent presentation skills
- Excellent communication skills
- Good computer literacy
- Excellent training delivery skills

Personal attributes:

- Leader, team-worker, collaborator, and facilitator.
- Able to influence and persuade others and advocate for the quality management system (QMS)

How to apply: Submit your resume, application letter, and relevant documentation to:

- The Administration & Human Resource Office
- African Field Epidemiology Network (AFENET)
- <https://recruitment.afenet.net> and a copy on Email: sec@afenet.net

*ONLY successful candidates shall be contacted for an interview.

Please note that all applications should be sent online by close of business 5:30 pm (EAT) Monday February 5, 2024

Note: More details about this position can be obtained from our website: www.afenet.net