

JOB ADVERTS - DETAILED VERSION



The vacancies below have arisen in the Ministry of Health and Child Care under the Global Fund HIV, Tuberculosis (TB) and Malaria grants. Applications are therefore being invited from suitably qualified and experienced candidates to fill the posts.

Post A	Senior Medical Laboratory Scientist- NMRL; TB
Reports to	Chief Medical Laboratory Scientist
Summary of key functions	The basis of an effective TB programme is a sound network of laboratory diagnostic services which provide quality assured diagnosis. The Medical laboratory scientist is expected to provide high quality technical skills in carrying out the full spectrum of TB diagnosis from smear microscopy, Xpert MTB/Rif testing, Line Probe Assay to conventional culture and drug sensitivity testing.
Key responsibilities	<ol style="list-style-type: none"> 1. Performs smear microscopy, Xpert MTB/Rif testing, line probe assay, culture and drug susceptibility testing at NMRL TB laboratory, Sally Mugabe Hospital 2. Supervises junior laboratory staff in the departments at NMRL Laboratory 3. Validates and checks all results done by junior laboratory staff. 4. On bench teaching of junior members of staff including demonstration of how certain processes must be done. 5. Assists the Chief Medical Laboratory Scientist in developing and implementing internal and external quality control protocols. 6. Perform preventative maintenance on essential equipment. 7. Prepares reagents and culture media 8. Contributes in the national TB smear microscopy smear quality control programme. 9. Prepare monthly statistical laboratory reports 10. Assists Chief Medical Laboratory Scientist in running national drug resistance surveys
Qualifications	1. Honours degree in Medical Laboratory Science(HBLMS) or Specialist

	<p>Diploma in Medical Laboratory Sciences from a reputable University</p> <p>2. Post-graduate training in Public Health, Clinical Epidemiology or Microbiology is an added advantage</p>
Experience and skills	<p>1. 3 years post qualification experience in a Medical Laboratory</p> <p>2. Experience in working in a TB Laboratory is an added advantage</p> <p>3. Demonstrated computer skills in Microsoft word, excel, power point, and internet are required</p>
Post B	Procurement and Supply Management Manager - Head Office; Programme Coordination Unit (PCU)
Reports to	Project Coordinator
Summary of key functions	<p>Coordinates and monitors all aspects of procurement and Supply Management oversight for the Principal Recipient in accordance with the Global Fund Procurement and Supply Management policies, procedures and internationally accepted best practices. This oversight role will require regular liaison with the Directorate of Pharmacy Services (DPS), Directorate of Laboratory Services (DLS), NatPharm, the Medicines Control Authority of Zimbabwe (MCAZ) the Global Fund Pooled Procurement Mechanism, the Global Drug Facility (GDF) the Fund Administrator as well as National Programs within the Ministry of Health and Child Care (MoHCC) to ensure proper management, availability and use of pharmaceuticals and health products.</p>
Key Responsibilities	<p>1. Procurement Processes</p> <p>1.1 Ensures full compliance of procurement activities with national laws and GFATM rules, regulations, policies and strategies, including conformance to the quality assurance policies of Global Fund.</p> <p>1.2 Monitors the timely execution of procurement and supply activities funded by Global Fund grants, ensuring that supply arrives at end users according to program delivery needs.</p> <p>1.3 Ensures the procurement process is in compliance with national laws and Global Fund regulations, policy and strategy.</p> <p>1.4 Oversees and coordinates the procurement of Global Fund commodities by the Ministry of Health and Child Care.</p> <p>1.5 Oversees the update of the procurement tracking tool daily, and quarterly.</p> <p>1.6 Supports the MOHCC quantification every semester.</p> <p>1.7 Coordinates the acquisition of specifications to be used for quantification.</p>

	<p>1.8 Updates quantification plan for all 3 programmes quarterly.</p> <p>1.9 Facilitates contract administration of bidders for tenders.</p> <p>1.10 Compiles PSM related technical overall reports monthly and quarterly.</p> <p>1.11 Ensures that all necessary reporting on grant related PSM activities is undertaken, this will include ensuring that reports on PSM activities to key stakeholders, in particular TMT of the MoHCC and CCM, are completed in a timely manner.</p> <p>1.12 Contributes to accurate budget forecasting and budget development with respect to pharmaceuticals and health products funded by Global Fund grants.</p> <p>2. Supply Chain Management</p> <p>2.1 Monitors stock levels of pharmaceuticals and health products procured through Ministry of Health and Child Care, Global Fund grants and other donors.</p> <p>2.2 Monitors quality of health and non-health commodities.</p> <p>2.3 Ensures the harmonization of distribution systems for health commodities.</p> <p>2.4 Monitors security of procured commodities safety of all goods purchased through the Ministry and Global Fund.</p> <p>2.5 Facilitates tax exemptions, insurance, clearance, and transportation of procured commodities.</p> <p>2.6 Facilitates the development of a Logistics Management Information System that produces the required information.</p> <p>3. Coordination</p> <p>3.1 Ensures coordination of procurement and supply of pharmaceuticals and health products funded by Global Fund grants with procurement and supply funded by the other partners.</p> <p>3.2 Coordinates with the relevant departments of the MoHCC and Fund Administrator (FA), for the implementation of the procurement of non-health products and ensures that arrangements in place are efficient, cost effective and in compliance with the Government laws and policies and the Global Fund procurement and supply management policies.</p> <p>3.3 Coordinates and facilitates the completion and implementation of Procurement and Supply Management (PSM) Plan for Global Fund</p>
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grants managed by the MoHCC, including timely forecasting, quantification and monitoring and evaluation of resource utilization.

4. Selection

- 4.1 Liaises with Laboratory Services Directorate to obtain specifications and requirements of Laboratory commodities.
- 4.2 Attends National Medicines and Therapeutics Policy Advisors committee responsible for selection of essential medicines in Zimbabwe.
- 4.3 Liaises with NMCP the relevant department to obtain specifications of all health and non-health commodities required.
- 4.4 Liaises with Directorate of Pharmacy services to obtain specifications and requirements of pharmaceuticals required for the Malaria Programme.
- 4.5 Liaises with NTP to obtain specifications of all non-health commodities required for the TB programme.
- 4.6 Liaises with the Finance and administration Directorate on non-health commodities requirements and procurement.

5. Capacity Building and Infrastructure Projects

- 5.1 Facilitates the review of current procurements laws, to ensure they support all PSM activities and are aligned with the Global Fund requirements.
- 5.2 Facilitates the revision of all procurement standard operating manuals and policies.
- 5.3 Facilitates the training of all relevant staff members on the revised manuals and policies. PSM related issues.
- 5.4 Facilitates the coordination and implementation of PSM priority areas.
- 5.5 Oversee infrastructural developments projects at health facilities in collaboration with Hospital Planning and Projects Management.

6. Quality Assurance

- 6.1 Ensure that Quality assurance programmes are done in accordance to Global Fund Quality Assurance Plans and Guidelines.
- 6.2 Ensure that Post Marketing surveillance activities are conducted as per MCAZ guidelines and in accordance to Global fund requirements.

	<p>7. Reporting</p> <p>7.1 Ensure that all necessary reporting on grant related PSM activities is undertaken. This will include ensuring that reports on PSM activities to key stakeholders, in particular the Management Committee, senior officers of the MoHCC and the CCM, are completed in a timely manner.</p> <p>7.2 Prepare technical and status/progress reports on health logistics system performance and implementation activities.</p> <p>8. Regional and International Cooperation</p> <p>8.1 Increased regional and International cooperation on PSM.</p> <p>9. Normative Guidance (Environment)</p> <p>9.1 Updates guidelines, manual, SOPs.</p> <p>9.2 Develops guiding documents.</p> <p>9.3 Rational Medicines use ensure that all medicines procured through the grants are rationally used.</p>
Qualifications	<ol style="list-style-type: none"> 1. A degree in pharmacy. 2. A higher qualification Master’s degree in relevant field such as Public Health, Pharmacy or Supply Chain Management is an added advantage. 3. Registered with the Pharmacists Council of Zimbabwe.
Experience and Skills	<ol style="list-style-type: none"> 1. At least five years’ experience in supply chain management of health and / or pharmaceutical products; with knowledge, experience and understanding of the national regulations on health and pharmaceutical products and public procurement legislation of Zimbabwe. 2. Familiarity with the Global Fund Procurement and Supply Management policies and procedures, and with programmatic requirements for successful implementation of grants funded by the Global Fund. 3. Strong written and oral communication skills, including professional level English language skills. 4. Competency in Microsoft Office Word, PowerPoint and Excel skills, and familiarity with computerized pharmaceutical stock management and information systems. 5. Ability to work independently while being a strong team player 6. Knowledge of the GF New Funding Model processes and other

	policies.
Post C	Monitoring and Evaluation (M&E) Officer- Head Office; Programme Coordination Unit (PCU)
Reports to	Monitoring and Evaluation Manager
Summary of key functions	The M & E Officer will be responsible for data collection and analysis to assess program performance and present this in comprehensive reports; training of the SRs on effective M & E practices including data quality and data use, conducting routine and ad hoc M&E field visits at the SR and SSR levels to ensure timely and quality data on GF funded activities.
Key Responsibilities	<p>1. <u>PLANNING, DEVELOPMENT AND IMPLEMENTATION</u></p> <p>1.1 Participates and contributes to the development of Monitoring and Evaluation Frameworks.</p> <p>1.2 Develops and updates as necessary the Monitoring and Evaluation plans for grants, consistent with the national M&E framework, in consultation with the SRs.</p> <p>1.3 Works with the M&E Manager and M&E Officers of SR and SSRs, strengthen, harmonize and standardize the existing data collection, analysis and reporting system, in line with the national strategic plans and Programme indicators.</p> <p>1.4 Assists in the development of systems and data collection tools to capture data on programme indicators in the performance framework.</p> <p>1.5 Ensures that data and activity validation problems are reported to the M&E Manager for follow-up.</p> <p>1.6 Develops a regular review process with field sites to evaluate the utilization and impact of ongoing monitoring tools in order to measure improvements in programme quality, giving feedback to field sites, SR, SRRs and M&E Specialist.</p> <p>1.7 Works with the M&E staff of SRs and SSRs to collate and analyse all monthly and sentinel site data for reporting.</p> <p>1.8 Validates the quality of collected data (through sample analysis).</p> <p>1.9 Assists in the identification of potential implementation problems and bottlenecks.</p> <p>1.10 Participates in external supervision and evaluation missions of the GFTAM and other agencies by facilitating access to M&E data as required.</p> <p>1.11 Conducts preparedness assessments on SRs and SSRs.</p>

	<p>1.12 Assists in coming up with manuscripts for publication.</p> <p>2. <u>CAPACITY BUILDING AND TRAINING</u></p> <p>2.1 Provides technical support to the Sub-Recipient (SR) and Sub Sub-Recipients (SSRs) to strengthen their monitoring and evaluation systems for TB/Malaria/ HSS programmes.</p> <p>2.2 Assists the M&E Manager to develop and deliver trainings/capacity building in M&E and HIS for SRs and other implementing partners personnel. This will include the development of training manuals, materials and facilitation of the training workshops.</p> <p>2.3 Ensures facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation.</p> <p>2.4 Conducts ad-hoc M&E and capacity building activities with SRs as per the instruction of the M&E Manager.</p> <p>3. <u>REPORTING</u></p> <p>3.1 Provides a supporting role during the preparation of reports e.g. quarterly, annual and other programme reports in a timely manner. Contributes to the compilation of Progress Update Disbursements Request (PU DR) report on a quarterly basis and is submitted twice per year.</p>
Qualifications	<p>1. University degree in Monitoring and Evaluation, Social Sciences, Statistics or Health closely related qualification.</p> <p>2. Master in Monitoring and Evaluation or Statistics an added advantage</p>
Experience And Skills	<p>1. Two to three years' experience in M&E</p> <p>2. Demonstrate knowledge and experience in monitoring and evaluation of public sector programs</p> <p>3. In-depth appreciation of Health Management information systems like DHIS-2</p> <p>4. Working appreciation of Global Fund M&E requirements</p>
Post D	Pre-Elimination Coordinator-Head Office; National Malaria Control Programme
Reports to	Director NMCP
Summary of key functions	The Malaria Pre-Elimination Coordinator is a senior level position based at the National Level. The Coordinator will liaise with members of Provincial Health Executives to ensure smooth implementation of activities.
	<p>The officer will act as the Focal Point for pre-elimination activities with the following expected outputs:</p> <p>1. In consultation with Provincial Health Teams, coordinate the</p>

	<p>development of the elimination plans and oversee their implementation</p> <ol style="list-style-type: none"> 2. In consultation with the Provincial Health Executes, establish a notifiable system for all malaria cases and ensure all malaria cases are reported 3. Reorient public and private health delivery structure towards the new goal of malaria elimination in the country. Develop a Pre-elimination Framework for the private sector health care providers. 4. Set up an elimination database, including GIS-based data on foci, cases, vectors, parasite isolates and interventions Establish an epidemiological investigation system for all malaria cases in pre-elimination districts. 5. Assist provinces in delimiting Malaria areas and establish an inventory of transmission foci (mapping) Working together with the Assistant M&E officer to carry out critical analysis of malaria pre-elimination data to track progress towards malaria elimination in the country. 6. Establish and/ or maintain joint cross borders activities with the aim of standardising control interventions across borders. 7. Ensure classification of every malaria case, after case investigation, is done. 8. Perform retrospective analysis of the timing of IRS versus the onset of local transmission in sprayed localities 9. Facilitate training of health workers in malaria case investigation, contact tracing and case follow up for malaria pre-elimination 10. Facilitate the training of the community and its leadership on their roles in malaria pre-elimination activities 11. Coordinate the development of training manuals focussing on pre-elimination.
<p>Qualifications and experience</p>	<ol style="list-style-type: none"> 1. A Bachelor’s degree in Health Sciences 2. Masters degree in Health Sciences is an added advantage 3. At least five years’ experience working in the public health delivery especially at district or provincial levels.
<p>Post E</p>	<p>Assistant Vector Control Officer - Head Office; National Malaria Control Programme</p>

Reports to	Vector Control Officer
	<ol style="list-style-type: none"> 1. Assists the VCO with planning, implementing, supervision and evaluation of vector control interventions in partnership with provinces and implementing partners. 2. Assists the VCO in establishing and strengthening vector control contact points in all provinces affected by malaria. 3. Assists in establishing vector control programme monitoring and evaluation systems in all malaria affected provinces. 4. Assist VCO in strengthening malaria vector surveillance through operationalization of field insectaries in provinces conducting malaria vector control. 5. Assists in establishing and nurturing a culture of environmental compliance (EC) on the handling and use of insecticides and disposal of waste from field operations 6. Participates in the quantification of vector control commodities and annual preparatory trainings for Indoor residual spraying and LLINs distributions 7. Participate in the quantification of vector control commodities and enablers 8. Assists the VCO/MoHCC in insecticide and vector control commodities' tender processes for timely procurement and delivery of insecticides and other logistics 9. Assists in distribution and prepositioning of vector control commodities and enablers to provinces where vector control is undertaken. 10. Participates in the coordination and guidance of malaria vector control activities through development and adoption of standard guidelines and protocols. 11. Assists in organizing and conducting training of vector control partners and practitioners in programme implementation and monitoring. 12. Participates in periodic data quality checks for the purpose of ensuring that implementation of projects complies with requirements of the programme and financing agents. 13. Assists in coordinating vector control data collection, consolidation, timely reporting and dissemination in response to malaria programme information systems and in close liaison with other

	<p>NNMCP Officers</p> <p>14. Ensures availability at MOHCC-NMCP of data and reports submitted to the programme from provinces, districts and partners</p> <p>15. Contributes in organizing malaria control seminars, conferences, national Vector Control forums and other such meetings.</p> <p>16. Assists and participates in the development of funding proposals for Vector Control activities.</p> <p>17. Provides assistance to all programmes as and when necessary, in their bid to achieve set objectives.</p> <p>18. Performs other duties as assigned by the VCO and NMCP Director.</p>
Qualifications	<ol style="list-style-type: none"> 1. Diploma in Environmental Health 2. Bachelor of Science degree in Environmental Health or equivalent is an added advantage
Experience and required skills	<ol style="list-style-type: none"> 1. At least 5 years experience in the public health delivery at district or provincial level focusing on the following areas: <ul style="list-style-type: none"> -IRS -LLINs distribution -Entomological surveillance 2. Competency in Microsoft Office Word, PowerPoint and Excel skills 3. Training skills in vector control 4. Communication and report writing skills
Post F	Provincial Monitoring & Evaluation Officer X 2- Midlands and Bulawayo Metropolitan
Reports to	Provincial Medical Director (PMD)
Key responsibilities	<ol style="list-style-type: none"> 1. Development and implementation of monitoring and evaluation strategies and frameworks for the province 1. Implement, and manage an M&E system that will generate timely information and feedback to stakeholders 2. Liaise and collaborate with staff of different departments at provincial level as well as with other partners of Ministry of Health and Child Care to harmonize M&E strategies and optimize health information systems 3. Provide information to key decision makers to communicate and facilitate efficient decision-making. 4. Compile, analyze and present data for reporting of program progress and impact, and quality assurance.

	<ol style="list-style-type: none"> 5. Capture lessons learned and best practices, documentation and dissemination of information, assisting developing presentations, abstracts, articles, etc. 6. Plan for and conduct monitoring activities and ensure accurate and timely reporting to line managers and national level. 7. Develop monitoring and evaluation capacity at provincial, district levels and facility level 8. Design and implement studies when necessary <p>Support and supervise the operationalization of M&E plans, assuring data quality through appropriate and feasible data collection methods, analysis and reporting.</p>
Qualifications	<ol style="list-style-type: none"> 1. A degree in Monitoring & Evaluation, Health Sciences or Social Sciences or Statistics or equivalent
Experience and skills	<ol style="list-style-type: none"> 1. Minimum of 2 years experience in monitoring and evaluation preferably health programs. 2. Demonstrated understanding of and familiarity with a range of applied research and monitoring and evaluation approaches including health information and data management systems, and quality assurance. 3. Good working knowledge of descriptive, inferential and advanced statistics. Strong quantitative and analytical skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues. 4. Strong skills in MS Excel Word, PowerPoint and Access, and at least one data management software program (SAS, SPSS). 5. Strong oral and written communication skills <p>Strong organizational and interpersonal skills</p>
Post G	Software Developer/Programmer X 1
Reports to	SI Coordinator
Summary of key functions	Systems analysis and design, software development and modifying existing software (programming), training, implementation, and onsite support.
Responsibilities	<ol style="list-style-type: none"> 1) In conjunction with national office plan, design, develop and maintain software applications to support implementation of Health Management Information Systems and other MOHCC ICT

	<p>systems</p> <ol style="list-style-type: none"> 2) Participates in review of paper data collection tools in terms of how they can be automated in electronic systems. 3) Plan, build, maintain and upgrade existing and new MOHCC ICT systems 4) Knowledge and experience in use of open source software 5) Knowledge and experience in using different development frameworks such as spring mvc, hibernate, struts, jQuery 6) Knowledge and experience in supporting a range of technologies such as Java, PHP, VB.net, MS Access, MS SQL, MySQL, PostgreSQL, Android 7) Creates and reviews training manuals for both facilitators and participants on how to use electronic system 8) Tests systems and/or programs by preparing test plans and data, conducting test runs, reviewing both input and output data for accuracy and validity. 9) Operates remote terminals and other data entry equipment. 10) Maintains and revamps all databases in consultation with the DBA. 11) Ensures the security and integrity of all systems and data. 12) Identifies opportunities that can improve efficiency of electronic systems business processes. 13) Participates in system structure design and systems programming. 14) Assists in gathering user requirements and creation of the system design and functional specifications for new development projects. 15) Research specific technical software and related questions and problems from users and management, relating to software systems. 16) Recommends policies and procedures for using the systems. 17) Participates in the integration of existing software products and getting incompatible platforms to work together. 18) Participates in the activities required for the operation and maintenance of systems by recommending changes and corrections to provide for new needs for users. <p>10. <u>Capacity Building.</u></p>
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	<p>10.1 Assist in reviews and designs training manuals and procedures for the system users.</p> <p>10.2 Undertakes training evaluation programs.</p> <p>10.3 Participates in onsite systems orientation programs.</p> <p>11. <u>Systems Support.</u> Installs any software packages for work purposes including Windows and Linux Operating systems, anti-virus and office packages.</p>
Qualifications	First Degree in Computing and Information Technology or equivalent
Competencies and skills required	<ol style="list-style-type: none"> 1. Programming language certification Oracle certification is an added advantage (i.e Java or any RDBMS) 2. 5-10 programming experience years 3. Designed and proposed electronic system until implementation
Post H	Provincial Information, Communication Technology Officer (ICT Officer); PMD Mashonaland East
Reports to	MNCH Officer.
Summary of key functions	The responsibilities will include assisting in planning, designing, developing and maintaining networking, hardware and software applications to support implementation of Health Management Information Systems in clinical and public health settings. The successful candidate must be able to design and implement ICT quality and security control systems. The successful candidate must also be able to use a range of health ICT applications and be familiar with health information concepts, provide user support on hardware and software and train health workers on use of ICT in their work.
Responsibilities	<ol style="list-style-type: none"> 1. Provide day-to-day support for installation, troubleshooting and maintenance of various ICT software programs/applications 2. Provide day-to-day support for all ICT equipment such as network equipment, servers, computers, tablets and mobile phones including installation, preventive maintenance, trouble shooting and repairs. 3. Design and implement ICT quality and security control systems 4. In conjunction with national office plan, design, develop and maintain software applications to support implementation of Health Management Information Systems and other MOHCC ICT systems 5. Plan, build, maintain and upgrade existing and new MOHCC ICT

	<p>systems.</p> <ol style="list-style-type: none"> 6. Provide technical assistance and training to the system end users including 7. Supporting site training and roll-out of systems 8. Providing training to the staff members on the use of any new ICT programs or applications 9. Supporting development of user guides on information systems for use by other non ICT staff 10. Work with ICT team, other health workers and stakeholders to implement eHealth systems as part e-governance programme. 11. Develop and manage work plans 12. Work with the MoHCC to assess opportunities for future related ICT interventions 13. Other duties as assigned
Qualifications	<ol style="list-style-type: none"> 1. Bachelor's degree in computer science or equivalent <p>Willingness to travel frequently and at short notice</p>
Experience and required skills	<ol style="list-style-type: none"> 1. At least 2 years' experience in ICT systems administration 2. Ability to model and represent systems effectively and creatively. 3. Knowledge and experience in using Software development frameworks 4. Knowledge and experience in setting up computer networks (WAN/LAN) and server setup and maintenance. 5. Experience with hardware maintenance is an added advantage. 6. Ability to set and meet time-lines and deadlines 7. Fluent in English (excellent oral and written skills) 8. Strong communication skills, with experience conducting trainings and delivering presentations on complex information to sizable groups
Post I	Laboratory Scientist- NMRL; HIV Programme
Reports to	Chief Medical Laboratory Scientist
Summary of key functions	Responsible and accountable for delivery of high quality Covid-19 laboratory services at NMRL. The incumbent will be responsible for timeous processing of Covid-19 samples at the reference laboratory as well as ensuring all quality indicators are within limit.
Key	<ol style="list-style-type: none"> 1. Handles samples and perform analyses according to SOPs 2. Maintains records of all quality activities as documented in SOPs and

Responsibilities and Accountability	<p>test methods</p> <ol style="list-style-type: none"> 3. Maintains and calibrating equipment , reports deficiencies or malfunction to the supervisor 4. Identifies and records nonconformities on Corrective Action Requests 5. improves laboratory and/or quality activities on a continuous basis 6. Implements QMS as defined by the system 7. Performs all duties delegated by HOD
Qualifications and competencies	<ul style="list-style-type: none"> • HBMLS or Equivalent from a reputable University • At least 3 years post graduate experience • Experience with PCR diagnostic and monitoring tests is an added advantage • Ability to interface with clinical facilities to troubleshoot and institute corrective actions for out of range indicators. • Computer competence with spreadsheet, word processing and presentation applications <p>Must be registered with Medical Laboratory Clinical Scientist Council of Zimbabwe</p>
Post J	Data Entry Officer- NMRL; HIV Programme
Reports to	Section Head: Specimen Management
Responsibilities	<ol style="list-style-type: none"> 1. To provide Data entry leadership and be knowledgeable of the scope of all processes under their supervision and maintains records and manages all aspects of data entry activities 2. Identifies trends data flow and areas of improvement 3. Ensure personnel are trained and competent for the duties they perform - including substitutes when regular personnel are absent. 4. Writes departmental SOPs and do reviews periodically 5. Perform data Verification checking the correctness of the captured data. 6. Liaises with relevant departments at NMRL on result reporting and other data issues 7. Monitors Dispatches, Prints, sorting and sending out results. 8. Records discrepancies and makes necessary reports for corrective action. 9. compiles departmental reports 10.To ensure equipment is maintained and reporting all deficiencies (e.g., equipment malfunctions) to chief lab scientist in the

	<p>appropriate manner</p> <p>11. Be members of the Procurement Committee responsible for the procurement of goods and services at NMRL.</p> <p>12. Attends management and team meeting as required</p> <p>13. Implement QMS as defined by the system as designee departmental quality officer</p>
Qualifications	<p>1. Recognised certificate in Computers or laboratory related discipline</p>
Experience and required skills	<p>1. At least 2 years' experience in handling biological samples, laboratory data and sample management</p> <p>2. Highly computer literate</p> <p>3. Knowledge of ISO 15189 standard will be an added advantage</p> <p>4. Experience in SPSS and EPI info will be an added advantage</p> <p>5. Good communication skills</p>

Candidates who meet the requirements of the posts are invited to submit their applications accompanied by CVs and certified copies of certificates not later than **10 February 2023** to:

The Secretary for Health and Child Care
1st Floor Kaguvi Building
Corner Simon V Muzenda Street/Central Avenue
P.O. Box CY1122
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