

JD 14 Job Description for Assistant Technician, Testing Laboratory

Job Title	Assistant Technician, Testing Laboratory
Grade	KS9
Corporation/Organization	Kenya Bureau of Standards
Directorate	Metrology and Testing
Department	Testing
Division	a. Electrical Laboratory, b. Textile Laboratory, c. Mechanical Laboratory d. Civil Laboratory e. Polymers Laboratory f. Microbiology Laboratory g. Food Laboratory h. Agriculture Laboratory i. Organic Chemistry Laboratory j. Inorganic Chemistry Laboratory k. Lake Region Laboratory l. Coast Region Laboratory m. North Rift Region Laboratory
Section / Unit	Electrical, Textile, Mechanical, Civil, Non-Destructive, Polymer, Microbiology, Molecular Biology, Food, Agriculture, Organic, Petroleum, Inorganic, Gas
Location / Work Station	a. KEBS Head Office, Popo Road, Off Mombasa Road b. Lake Region, Kisumu, on Kibos road (KEBS Complex) c. Coast Region, Mombasa, Nkurumah road (KEBS Complex) d. North Rift Region - Eldoret, off Oloo street (KEBS Complex)

Reporting Relationships	
Reports to	Principal Laboratory Analyst
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose
The job is responsible for testing of samples in laboratory and onsite inspection using specialized measurement techniques and equipment/tools/instruments to check compliance to existing standards, company supplied methods and laboratory developed test methods in line with the requirements of ISO/IEC 17025

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a. Performs sampling and preparation of samples for analysis as specified in test methods protocols and requirements of international standards b. Conducts chemical, biological, and engineering measurement/testing for standards development, product conformity assessment, product certification and industry applications to ascertain product characteristics and conformance to legal, statutory, and contractual requirements c. Provides input in preparation of test reports/certificates by entering obtained test results in the Laboratory Information Management System d. Performs tests on intra-laboratory comparisons organized in the division as a quality assurance and control measure to ensure validity of results. e. Performs scheduled in-house maintenance, calibration and intermediate checks and monitoring on assigned equipment in order to maintain accuracy of measurements. f. Prepares and standardizes solutions, materials and reagents used in laboratory g. Maintains laboratory Quality System by carrying out assigned corrections and corrective actions arising from internal and external audits and assessments. h. Provides data for use in performing calculations on specific contributors to overall uncertainties based on identified budget i. Implements individual training programs as approved by laboratory management to ensure systematic personal development and delivery of testing services. j. Maintains laboratory safety standards by adhering to occupational health and safety policies with reference to testing of products and materials to meet the requirement of occupational health safety standard k. Receives samples and documents predetermined details, maintain a trail of sample status within the laboratory l. Takes part in internal and external quality systems assessments and audits m. Prepares and submits individual weekly and monthly performance reports outlining the extent of adherence to set targets and plans

Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for assigned physical assets in the laboratory section/unit including equipment and standards estimated at KES 3 Million

III. Decision Making / Job Influence
Makes decisions using standard operating procedures
IV. Working Conditions
Works occasionally in the office and predominantly within in the laboratory with exposure to chemical, electrical, mechanical, radiation and biological hazards;

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma/Higher Diploma in Science, Technology, Engineering
Professional Qualifications / Membership to professional bodies
a. ISO/IEC 17025 Implementation certification
b. Personnel certification in Non-destructive testing
Previous relevant work experience required.
N/A

Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> a. Sample preparation techniques b. Basic statistics (mean, standard deviation, variance) to calculate and interpret data and conduct statistical analysis c. Laboratory quality management system (ISO 17025) d. Chemical spill clean-up procedures and hazard management plan e. Safety procedures and ability to store and handle chemicals safely f. IT skills g. Interpersonal skills h. Communication Skills i. Integrity j. Report writing skills