

**JD 11 Job Description for Assistant Technician, Testing Laboratory**

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

| Reporting Relationships |                              |
|-------------------------|------------------------------|
| <b>Reports to</b>       | Principal Laboratory Analyst |
| <b>Direct Reports</b>   | N/A                          |
| <b>Indirect Reports</b> | N/A                          |

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

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| <b>Job Dimensions:</b>   |
| <b>I. Financial Responsibility</b>   |
| N/A  |
| <b>II. Responsibility for Physical Assets</b>  |
| Responsible for assigned physical assets in the laboratory section/unit including equipment and standards estimated at KES 3 Million |
| <b>III. Decision Making / Job Influence</b>  |
| Makes decisions using standard operating procedures  |
| <b>IV. Working Conditions</b>  |

Works occasionally in the office and predominantly within in the laboratory with exposure to chemical, electrical, mechanical, radiation and biological hazards;

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

| <b>Functional Skills, Behavioral Competencies/Attributes:</b>   |
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| 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  |