

**JD 06 Job Description for Laboratory Analyst**

<b>Job Title</b>	Laboratory Analyst
<b>Grade</b>	KS8
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Metrology and Testing
<b>Department</b>	a) Bio-Chemical Testing
<b>Division</b>	a) Microbiology Laboratory, b) Food Laboratory & Agriculture Laboratory,
<b>Section / Unit</b>	Microbiology & Molecular Biology, Food, Agriculture,
<b>Location / Work Station</b>	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	
<b>Reports to</b>	Principal Laboratory Analyst
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A

Job Purpose
The job performs analytical work by using laid down procedures to determine product properties and characteristics using existing standards, customer supplied methods and laboratory developed test methods in line with requirements of ISO/IEC 17025, while maintaining safety in the laboratories

Key Responsibilities/ Duties / Tasks
<b>I. Managerial / Supervisory Responsibilities</b>
N/A
<b>II. Operational Responsibilities / Tasks</b>
a) 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
b) Performs homogeneity, stability, selectivity, sensitivity, specificity, ruggedness, trueness, linearity, precision, matrix effects and measurement uncertainty studies to establish test methods performance characteristics.
c) Participates in Development, monitoring and Evaluation of proficiency test materials and House Reference Materials (HRMS) by performing homogeneity, stability, repeatability and reproducibility studies on acquired test items to establish reference values for proficiency test materials.

- d) Verifies the correctness of test results by counter checking raw data and validates results and forwards for approval
- e) Maintains stock level for chemicals, reagents, glassware and equipment and other consumables by; developing specifications, evaluation and inspection to ensure seamless provision of laboratory services
- f) Implements the quality management system based on ISO/IEC 17025 and ISO 9001 to attain process efficiency, continual improvement and facilitate trade.
- g) Performs scheduled inhouse maintenance, calibration and intermediate checks on assigned equipment to maintain accuracy of measurements.
- h) Develops competence by training laboratory personnel on; Test methods, good laboratory practice; equipment handling, maintenance and operation; and quality control programs to ensure business continuity.
- i) Prepare individual weekly and monthly performance reports highlighting compliance to set targets
- j) Implements and provides input in review of the laboratory quality systems.
- k) Plans, and implements individual training programs as approved by laboratory management to ensure systematic personal development and delivery of testing services
- l) Performs assigned technical tasks in test method development
- m) Provides expert advice to the legal department in court cases involving testing issues.
- n) Gives recommendation on equipment, chemicals and reagents required for testing including designing simple modifications and fixtures to facilitate performance of tests.
- o) Applies good laboratory practices according to established protocols, safety guidelines and existing legislations such Occupational Health and Safety Act of 2007 to ensure safe work practices. Performs proficiency testing/ interlaboratory comparisons organized in the division.as a quality assurance and control measure to ensure validity of results.
- p) Provides technical advisory services on product specifications and test methods in the development of national, regional, and international product standards.
- q) Performs laboratory assessments, technical and system audits, reviews audit findings, develops and implements corrective/improvement action plans in the section.
- r) Participates as a technical officer in key comparisons and pilot studies in chemical, biological and engineering measurements organized at international level (BIPM) to demonstrate calibration and measurement capabilities in chemical, biological and engineering at the highest level.
- s) Monitors assigned equipment performance and maintenance. Implements approved research programs, prepares reports on technical findings for submission to the supervisor.
- t) Monitors quality control programmes in the laboratory by analysing data, using statistical techniques to establish trends in order to ascertain process control.
- u) Compiles data on the performance of the laboratory through weekly monthly, quarterly and annual reports to monitor compliance to Customer service charter
- v) Participates in review of laboratory Standard Operating Procedures for suitability and relevance in line with international standard requirements.
- w) Provides technical advisory services on product specifications and test methods in the development of national, regional and international product standards.
- x) Evaluates new and customer supplied methods by conducting method performance characteristics assessment to ascertain their suitability for adoption for use in the laboratory.
- y) Performs homogeneity, stability, repeatability, and reproducibility studies on developed reference materials

#### **Job Dimensions:**

<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 5 Million
<b>III. Decision Making / Job Influence</b>
Analytical decisions
<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>
<b>Academic qualifications</b>
Bachelor's degree in Chemistry, Microbiology, Mechanical engineering, Biotechnology, Food science, Agriculture, Electrical engineering, Civil engineering, Textile Engineering, Biochemistry, and Biological Sciences.
<b>Professional Qualifications / Membership to professional bodies</b>
a) Registration with any of the following Professional bodies e.g.: <ul style="list-style-type: none"> <li>i. Engineers Board of Kenya;</li> <li>ii. Kenya Chemical society;</li> <li>iii. Physical Society of Kenya;</li> <li>iv. Food Nutrition and Dietetics Board;</li> <li>v. Kenya Institute of Management;</li> <li>vi. Kenya Engineering Technology Registration Board; and</li> </ul>
<b>Previous relevant work experience required.</b>
N/A

<b>Functional Skills, Behavioural Competencies/Attributes:</b>
Functional <ul style="list-style-type: none"> <li>a) Sample preparation skills</li> <li>b) Biological, Chemical and Engineering Measurement skills</li> <li>c) Advanced statistics and data analysis</li> <li>d) Test method development, validation and verification</li> <li>e) Test result computation, validation and assessment skills</li> <li>f) Equipment maintenance, troubleshooting skills.</li> <li>g) ICT skills</li> <li>h) communications skills</li> <li>i) Sampling skills</li> <li>j) Integrity</li> </ul>