

JOB VACANCY

MANAGER, LABORATORY SERVICES (FIXED TERM) x 1



JOB PURPOSE

Responsible for directing and planning the overall policies and goals for NARDI's laboratory services in accordance with relevant standards to ensure high levels of efficiency, compliance and control.

THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Creates functional strategies and specific objectives for laboratory activities and develops budgets and procedures to support the overall function of the laboratory.
2. Oversees and coordinates the laboratory services to ensure efficiency and effectiveness of laboratory operations.
3. Assesses and recommends materials, processes and procedures for use in the section.
4. Develops proposals for long term planning in strategic focus areas to ensure proactive risk management and compliance.
5. Writes, updates and reviews procedures and manuals to ensure current information needed to perform tests and procedures in the laboratory.
6. Provides laboratory diagnostic information, products, and services by establishing specimen preparation procedures.
7. Maintains laboratory productivity and makes operational and staffing adjustment.
8. Implements new programs, tests, methods, instrumentation, and monitoring progress.
9. Maintains laboratory information system and maintaining security and confidentiality.
10. Performs such other related activities directed by supervisor.

POSITION REQUIREMENTS

Qualifications:

PhD in Food Science, Chemistry, Microbiology, Biotechnology, or a closely related field.

Experience:

At least eight (8) years post qualification experience in a testing laboratory, preferably in the agricultural sector.

Competencies:

- Leadership skills.
- Good interpersonal skills.
- Good communication skills.
- Analytical and diagnostic skills.
- Decisiveness and Assertiveness.

Key Performance Areas

1. High level of professional integrity and ethics.
2. Staff development.
3. Quality Assurance and control.
4. Budgeting and cost control.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: recruitment@testrite.co.bw
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.
Applications Closing Date: : 31st MAY 2024

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

