

## **QUALITY ASSURANCE ASSISTANT II –VPI.8**

Reports to the Senior Quality Assurance Officer

### **Job Purpose**

The job holder does housekeeping activities.

### **Duties and Responsibilities**

1. Collecting used laboratory apparatus and equipment from various laboratories an assemblage to the decontamination unit
2. Cleaning and preparation of laboratory apparatus for sterilization process in autoclaves.
3. Participating in the weighing of media components, media preparation and sterilization
4. Decontaminating of used glassware, laboratory clothes, laboratory wastes to kill the biological contaminants
5. Reporting to Senior Quality Assurance Officer on stock levels for cleaning materials and detergents
6. Cleaning and disinfection of surfaces and the lab floors
7. Disposing laboratory wastes in safe and healthy manner
8. Undertaking laundry services and providing clean personal protective wear (lab coats and uniforms) to the laboratory personnel
9. Issuing of personal protective wear (lab coats, dust coat, overall, clean room wear and uniform) from Laundry unit
10. Assisting in labelling, and packing of finished products
11. Filing of daily laboratory records;
12. Performing shift and 'on-call' as directed
13. Performing basic analytical work namely pH determination, serum separation and centrifuging of serum
14. Performing daily checks on freezers, fridges, hot and cold rooms and recording the readings for the attention of the supervisor
15. Participating in labelling and packing of finished products
16. Optimal use of resources in the Quality Assurance process to reduce wastage and costs

### **Academic and Professional Qualification**

1. A Diploma course in Life sciences such as Applied Science, Medical Lab Science, from a recognized institution
2. KCE-Division IV/ K.C.S.E- D+ with pass in Mathematic/Physics, Biology and Chemistry

### **Work experience**

3 years' work experience as Quality Assurance Assistant III or at least 5 years' work experience in a similar position in a Research Institution or its equivalent

### **Functional Skills, Behavioural Competencies/Attributes**

1. Good housekeeping skills
2. Computer literate.
3. Be a team player