

Laboratory Technician for Sample Collection - Assosa, Ethiopia

Company Overview

The Pharo Foundation (the "Foundation") is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as a for-profit arm, Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results, and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia and Somaliland, and is now expanding operations in Rwanda and Kenya. The key strategic pillars for the philanthropic side of the Foundation are education, health, water, and agriculture. At the end of 2019, the Foundation also started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job and economic value creation.

The Foundation has a programme office in Assosa, the regional capital of Ethiopia's Benishangul Gumuz Regional State (BGRS), with plans to expand operations in the country. Since its establishment in 2016, the Foundation's programme office has been working on an integrated livelihood development programme that covers agriculture, water, health, and education. The Foundation is now working to establish the best class diagnostic centre in Assosa, Benishangul Gumuz Regional State, to complement curative health services and to become a reliable partner to the region's and beyond's existing health systems. The PDC is intended to aid in the improvement of BGRS' health infrastructure by providing high-quality, dependable services as well as vital diagnostics. The Pharo Diagnostic Centre, which will operate under the Social Ventures business model, will begin by providing advanced medical laboratory services to customers, later adding imaging investigations and further laboratory testing.

Headquartered in London, the Foundation has an operational head office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa), and Rwanda (Kigali) with further expansion plans in Africa.

Position Summary

The Laboratory Technician will be in charge of sample management, which will include collecting, accessioning, processing, and storing specimens according to standard operating procedures. The ideal candidate will be responsible for keeping track of and reporting on all activities performed, as well as maintaining correct stock levels of consumables required for sample collection at the Pharo Diagnostic Centre in BGRS. The Foundation is looking for a competent and committed Laboratory Technician who is passionate about their job and keen to make a real impact.

Role: Laboratory Technician for Sample Collection (Phlebotomy) unit

Location: Assosa, BGRS

Contract Type: Permanent

Number Required: 2 (Two)

Reporting to: PDC Director

Functional Relationships: Quality and Regulatory Compliance Officer, Lab Technologist and Support Service Coordinators, Pharo Diagnostic Centre-Assosa.

Key Duties and Responsibilities

1. Pre-Analytical

- Review request documents for completeness and payment.
- Before collecting any specimens, read the procedures thoroughly.
- Ensures that the SOPs for all specimens collected are complete and updated.
- Ensures that specimens are properly collected on collection equipment.
- Maintain an adequate supply of consumables required for specimen collection.
- Ensures that all essential information is collected during specimen collection, including proper specimens labelling.
- Prepare and maintain job-related documents and records.
- Follow the prescribed procedure for processing specimens for referral testing.
- Ensures that the specimen collection time is recorded in the "TAT (Turn Around Time) Log Sheets".
- Ensures that all specimens are delivered on time to the laboratory for examination.
- Conduct a review and implementation of safe laboratory practices.

2. Quality Control and Compliance

- Record quality occurrences in accordance with the PDC department's quality plan; report serious quality concerns to the Quality and Regulatory Compliance Officer.
- Assist with the preparation for any accrediting agency inspections.
- Always adhere to the PDC's quality and safety standards.

3. Administration

- Prepare work-related documentation and recordings pertaining to their assigned department.
- Take part in in-service education programmes while contributing to the training of new and existing personnel.
- Maintain the privacy of all patient information at all times throughout laboratory testing.
- As needed, respond to customer enquiries concerning laboratory test findings.
- Comply with the PDC's customer service guidelines.
- Generate data and keep track of it on a daily basis.
- Compile performance reports for the department to which you have been assigned.
- Comply with the PDC's safety standards and policies.
- Perform other work-related assignments as directed by the supervisor.

Qualification Requirements

- Diploma in Medical Laboratory Technology.
- Updated Certificate of Competency (COC).
- Renewed Licenses as a Laboratory Technician from certification bodies.
- At least Four (4) years of experience in a clinical laboratory and experience in a private setup are mandatory.
- Proven experience and skill in sample collection services.
- Competent in relevant computer skills.
- Open to travel and/or work at site laboratories as needed.
- Excellent oral and written communication skills in Amharic and English. Knowledge of the local language is a plus.

Personal Attributes

- Great attention to detail and a flexible approach to work.
- High professional and ethical standards.
- Structured and process-oriented.
- Excellent time and project management skills with the ability to balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions.
- Willing to challenge the status quo and add value by introducing positive change.
- Excellent communicator and comfortable to work in a team environment.
- Positive outlook and outgoing personality with solid leadership, interpersonal and diplomatic skills.

Application Procedure

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding candidate early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact shortlisted candidates.

Please send the information listed below, as a single PDF file, to the following email address: **recruiting.et@pharofoundation.org**. Please indicate **“Laboratory Technician for Sample Collection - Assosa”** in the email subject line.

1. A detailed CV and covering letter containing all relevant documents (please attach **work experience letters, license, temporary student copy, COC, and other certificates awarded**).
2. A 500-word essay on the below:
 - a) What experience have you gained that makes you the most qualified candidate for the role?
3. One-page list of five references with current addresses, phone numbers, and email contacts.
4. Please add where you saw this advertised.

Female applicants are highly encouraged.