

REPUBLIC OF KENYA



Revised Scheme of Service
for
Laboratory Services Personnel

November, 2013

APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT



Revised Scheme of Service

for

Laboratory Services Personnel

REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING

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Date: 15th January, 2014

The Principal Secretary
Ministry of Health
NAIROBI

SCHEME OF SERVICE FOR LABORATORY SERVICES PERSONNEL

I am pleased to inform you that the Scheme of Service for Laboratory Services Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 28th November, 2013.

The Scheme establishes four (4) grades of Laboratory Technicians, seven (7) grades of Laboratory Technologists and eight (8) grades of Laboratory Analysts and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of the Laboratory Services Personnel.

Please take the necessary action and ensure that the provisions of the Scheme of Service are brought to the attention of all officers concerned.

A handwritten signature in dark ink, appearing to read 'JN' or 'JNkoroi'.

Juster Nkoroi, EBS
PRINCIPAL ADMINISTRATIVE SECRETARY

Copy to. **The Secretary**
Public Service Commission
NAIROBI

REVISED SCHEME OF SERVICE FOR LABORATORY SERVICES PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent Laboratory Services Personnel in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of knowledge, qualification, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by respective Principal Secretaries in-charge of Laboratory Services in various Ministries in conjunction with the Public Service Commission of Kenya. In administering the Scheme, the Principal Secretaries will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period. However, in order to maintain standards in the profession, the provisions of the scheme may be applied by the County Governments as appropriate.

(b) Training Scope

In administering the Scheme, the Principal Secretaries will ensure that officers acquire the necessary qualifications prescribed in the scheme. In addition, they will ensure that appropriate induction, mentoring, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient and effective performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake relevant training privately for self-development. However, in all matters of training,

the Principal Secretaries administering the Scheme will consult the Public Service Commission of Kenya.

3. THE LABORATORY SERVICES FUNCTION

The Laboratory Services Function entails:- conducting tests on samples for analytical, forensic and quality control purposes; collection, packaging, transporting, and submitting of test samples to laboratories; preparing laboratory reports; testing water, agricultural and food samples; conducting forensic investigations on animal products, by products and inputs; assessment of geological, industrial and civil engineering materials for quality and safety; disposal of laboratory waste and ensuring containment of hazardous materials; undertaking technical evaluation of new laboratory equipment, chemicals and biological inputs; maintaining and calibrating laboratory equipment; establishing and maintaining systems for preserving samples for future and database referencing; provision of scientific advice based on analytical and other chemical consideration to clients; enforcing general laboratory safety, bio-safety and bio-security measures and ensuring good laboratory practice; researching on new laboratory methods of analysis; carrying out tests on various samples for identification and strength evaluation; carrying out tests to detect toxins, disease causing agents, essential elements, and heavy metals; and caring for laboratory animals.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes four (4) grades of Laboratory Technicians, seven (7) grades of Laboratory Technologists and eight (8) grades of Laboratory Analysts who will be designated and graded as follows:-

I. LABORATORY TECHNICIANS

APPENDIX 'A'

| Designation | Job Group |
|------------------------------|------------------|
| Laboratory Technician III | 'G' |
| Laboratory Technician II | 'H' |
| Laboratory Technician I | 'J' |
| Senior Laboratory Technician | 'K' |

II. LABORATORY TECHNOLOGISTS**APPENDIX 'B'****Designation****Job Group**

Laboratory Technologist III
 Laboratory Technologist II
 Laboratory Technologist I
 Senior Laboratory Technologist
 Chief Laboratory Technologist
 Principal Laboratory Technologist
 Senior Principal Laboratory Technologist

'H'
 'J'
 'K'
 'L'
 'M'
 'N'
 'P'

III. LABORATORY ANALYSTS**APPENDIX 'C'****Designation****Job Group**

Laboratory Analyst
 Senior Laboratory Analyst
 Chief Laboratory Analyst
 Principal Laboratory Analyst
 Assistant Director, Laboratory Services
 Senior Assistant Director, Laboratory Services
 Deputy Director, Laboratory Services
 Director, Laboratory Services

'K'
 'L'
 'M'
 'N'
 'P'
 'Q'
 'R'
 'S'

(b) Conversion to the New Grading Structure

Serving officers will adopt and convert to the new grading structure and designations as follows:-

I. LABORATORY TECHNICIANS**APPENDIX 'A'**

| Present Designation | Job Group | New Designation | Job Group |
|------------------------------|-----------|------------------------------|-----------|
| Laboratory Technician III | 'F' | ----- | ----- |
| Laboratory Technician II | 'G' | Laboratory Technician III | 'G' |
| Laboratory Technician I | 'H' | Laboratory Technician II | 'H' |
| Senior Laboratory Technician | 'J' | Laboratory Technician I | 'J' |
| Chief Laboratory Technician | 'K' | Senior Laboratory Technician | 'K' |

II. LABORATORY TECHNOLOGISTS**APPENDIX 'B'**

| Present Designation | Job Group | New Designation | Job Group |
|-----------------------------------------|-----------|------------------------------------------|-----------|
| Laboratory Technologist III | 'H' | Laboratory Technologist III | 'H' |
| Laboratory Technologist II | 'J' | Laboratory Technologist II | 'J' |
| Laboratory Technologist I | 'K' | Laboratory Technologist I | 'K' |
| Senior Laboratory Technologist | 'L' | Senior Laboratory Technologist | 'L' |
| Assistant Chief Laboratory Technologist | 'M' | Chief Laboratory Technologist | 'M' |
| Chief Laboratory Technologist | 'N' | Principal Laboratory Technologist | 'N' |
| ----- | ----- | Senior Principal Laboratory Technologist | 'P' |

III. LABORATORY ANALYSTS**APPENDIX 'C'**

| Present Designation | Job Group | New Designation | Job Group |
|----------------------------------------------------|-----------|------------------------------------------------|-----------|
| ----- | ----- | Laboratory Analyst | 'K' |
| ----- | ----- | Senior Laboratory Analyst | 'L' |
| ----- | ----- | Chief Laboratory Analyst | 'M' |
| ----- | ----- | Principal Laboratory Analyst | 'N' |
| Assistant Deputy Principal Laboratory Technologist | 'P' | Assistant Director, Laboratory Services | 'P' |
| Deputy Principal Technologist | 'Q' | Senior Assistant Director, Laboratory Services | 'Q' |
| Principal Technologist | 'R' | Deputy Director, Laboratory Services | 'R' |
| ----- | ----- | Director, Laboratory Services | 'S' |

Notes:

- (i) The grades of Laboratory Technician III/II/I/Senior, Job Groups 'G/H/J/K' for Certificate holders; Laboratory Technologist III/II/I/Senior, Job Groups 'H/J/K/L' for Diploma holders and Laboratory Analyst/ Senior/Chief/Principal, Job Groups 'K/L/M/N' for degree holders will form a common establishment for the purpose of this Scheme of Service.
- (ii) The grade of Laboratory Technician III, Job Group 'F', will become obsolete. Serving officers in this grade will be advanced to the grade of Laboratory Technician III, Job Group 'G'. However, for advancement to higher grades, officers will be required to have the requisite Laboratory Technicians Certificate qualifications for that grade.

(c) Serving Officers

Serving Officers will adopt and convert as appropriate to the new grading structure and designations provided in the revised Scheme of Service though they may not be in possession of the minimum qualifications and/or experience stipulated in the Scheme of Service. However, for advancement to higher grades, all candidates must possess the prescribed minimum qualifications and/or experience required for appointment to the next grade.

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the establishment proposals for consideration and approval by the Public Service Commission of Kenya.

6. ENTRY INTO THE SCHEME

(a) Direct Appointment

Direct appointment will be made in the grades of Laboratory Technician III, Job Group 'G'; Laboratory Technologist III, Job Group 'H'; and Laboratory Analyst, Job Group 'K'. In exceptional circumstances, however, direct appointment may be made beyond these grades by the Public Service Commission of Kenya on the recommendation of the Principal Secretaries responsible for administering the scheme provided that the candidate is in possession of the prescribed minimum qualification(s) and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications may be awarded at the rate of one increment for each completed year of approved experience provided the maximum scale is not exceeded. In awarding incremental credit(s), any period of service stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements that entitle an officer to be considered for appointment to the next grade. In addition,

advancement from one grade to another will depend on:-

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results, and
- (iii) the approval by the Public Service Commission of Kenya.

8. RECOGNISED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (i) Certificate in any of the following fields:- Laboratory Sciences, Laboratory Technology, Medical Laboratory Technology or any other relevant and equivalent qualification from a recognized institution.
- (ii) Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution.
- (iii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology or any other relevant and equivalent qualification from a recognized institution.
- (iv) Higher Diploma in any of the following:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Environmental Chemistry, Food Science and Technology, Medical Laboratory Technology, Biotechnology, Microbiology, Parasitology, Haematology, Histology and Cytology Building, Construction, Civil Engineering, Laboratory Science or any other relevant and equivalent qualification from a recognized institution.
- (v) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) or any other relevant and equivalent qualification from a recognized institution.
- (vi) Masters Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial

Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) or any other relevant and equivalent qualification from a recognized institution.

- (vii) Certificate in Supervisory skills Course lasting not less than two (2) weeks from a recognized institution.
- (viii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (x) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution.
- (xi) Certificate in Computer application skills from a recognized institution.
- (xii) Any other qualifications as may be adjudged to be equivalent by the Public Service Commission of Kenya.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 28th November, 2013. on implementation, all serving officers will automatically become members of the Scheme.

10. JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

I. LABORATORY TECHNICIAN III, JOB GROUP 'G'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a more senior and experienced officer.

Government Chemist

Duties and responsibilities at this level will entail: cleaning and sterilizing laboratory glass ware, surfaces and equipment; packaging, transporting, submitting, processing and preserving test samples; receiving and recording

submitted samples; preparing laboratory reagents; documenting and receiving samples for analysis; and disposing laboratory waste.

Water and Environment

Duties and responsibilities at this level will entail:- preparing geological, water and industrial samples; drying, crushing and preserving samples for testing and preparing laboratory reagents; and cleaning and sterilizing the work area and glassware.

Roads

Duties and responsibilities at this level will entail:- preparing geological and construction samples; drying, crushing and preserving samples for testing and cleaning of work area and equipment. In addition the officer will assist in field sampling and investigations.

Animal Health

Duties and responsibilities at this level will entail: cleaning and sterilizing laboratory glass ware, surfaces and equipment; preparing media, stains and dyes; collecting, receiving, recording packaging, dispatching, analyzing and preserving test samples and disposing laboratory waste.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Certificate in any of the following fields: Laboratory Science, Laboratory Technology or Medical Laboratory Technology from a recognized institution;

OR

Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution; and

- (ii) Certificate in Computer applications skills from a recognized institution.

II. LABORATORY TECHNICIAN II, JOB GROUP 'H'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail: cleaning and sterilizing laboratory glass ware, surfaces and equipment; receiving and recording submitted samples; preparing laboratory reagents; carrying out chemical/microbiological analysis on samples (food, water, beverages and drugs); carrying out effluent analysis of waste waters; documenting and receiving samples for analysis, and disposing laboratory waste.

Water and Environment

Duties and responsibilities at this level will entail: collecting and receiving samples; preparing laboratory reagents; carrying out simple field investigations and analytical work; maintaining laboratory equipment; and maintaining laboratory reports and records storing glassware.

Roads

Duties and responsibilities at this level will entail:- preparing geological and construction samples; drying, crushing and preserving samples for testing; cleaning of work area and equipment. In addition, the officer will assist in field sampling and investigations.

Animal Health

Duties and responsibilities at this level will entail:- cleaning, sterilizing and storing of laboratory glass ware, surfaces and equipment; preparing media, stains and dyes; collecting, receiving, recording, packaging, dispatching, analyzing and preserving test samples; standardizing reagents; caring for laboratory animals and disposing laboratory waste.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Laboratory Technician III for a minimum period of three (3) years;
- (ii) Certificate in any of the following fields:- Laboratory Science, Laboratory Technology or Medical Laboratory Technology from a recognized institution;

OR

Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution; and

(iii) Certificate in Computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

III. LABORATORY TECHNICIAN I, JOB GROUP 'J'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail: collecting, receiving and documenting samples; preparing laboratory reagents; carrying out analysis on food, water, waste waters, beverages and drugs; and maintaining laboratory records and equipment.

Water and Environment

Duties and responsibilities at this level will entail: analyzing geological, industrial, water, sediments, and waste water samples; preparing reagents; maintaining laboratory records and equipment and carrying out demonstration to stake holders.

Roads

Duties and responsibilities at this level will entail: analysing geological, soils, concrete, bitumen, rock and water samples; preparing reagents and maintaining laboratory records and equipment.

Animal Health

Duties and responsibilities at this level will entail: preparing media, stains and dyes; receiving, recording, packaging, dispatching, analyzing and preserving test samples; maintaining biological cultures; undertaking disease surveillance activities; performing quality assurance tests for vaccine, animal products, inputs, and byproducts; maintaining laboratory records and equipment and caring for laboratory animals.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) served in the grade of Laboratory Technician II for a minimum period of three (3) years;
 - (ii) Certificate in any of the following fields: Laboratory Science, Laboratory Technology or Medical Laboratory Technology from a recognized institution;
- OR**
- Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution;
- (iii) Certificate in Computer application skills from a recognized institution; and
 - (iv) shown merit and ability as reflected in work performance and results.

IV. SENIOR LABORATORY TECHNICIAN, JOB GROUP 'K'

Government Chemist

Duties and responsibilities at this level will entail:- collecting, receiving and analyzing complex samples; preparing of laboratory reagents; carrying out chemical analysis on food, water, beverages, drugs and waste waters; preparing and standardizing laboratory procedures and disposing laboratory waste.

Water and Environment

Duties and responsibilities at this level will entail:- undertaking analytical and/or diagnostic work on geological, Industrial, water, sediments and waste water samples; preparing reagents/media; maintaining laboratory equipment; and induction of officers working in the specific division.

Roads

Duties and responsibilities at this level will entail:- undertaking analytical and/or diagnostic work on geological, concrete, water, rock, and bitumen samples; maintaining laboratory equipment; carrying out sampling and field investigations; and induction of officers working in the specific division.

Animal Health

Duties and responsibilities at this level will entail:- preparing media, stains and dyes; receiving, recording, packaging, transporting, analyzing and preserving test samples; maintaining biological cultures; caring for laboratory

animals; undertaking disease surveillance activities; undertaking vaccine quality assurance; applying/adopting new laboratory technologies; preparing and standardizing laboratory procedures; demonstrating laboratory tests to students and disposing laboratory waste; and training and mentoring lower level technicians.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

(i) served in the grade of Laboratory Technician I for a minimum period of three (3) years;

(ii) Certificate in any of the following fields: Laboratory Science, Laboratory Technology or Medical Laboratory Technology from a recognized institution;

OR

Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution;

(iii) Certificate in Computer application skills from a recognized institution; and

(iv) Shown merit and ability as reflected in work performance and results.

I LABORATORY TECHNOLOGIST III, JOB GROUP 'H'**(a) Duties and Responsibilities**

An officer at this level will work under the supervision and guidance of a more senior and experienced officer.

Government Chemist

Duties and responsibilities at this level will entail:- cleaning and sterilizing laboratory glass ware, surfaces and equipment; documenting and receiving samples for analysis; preparing laboratory reagents; carrying out chemical/microbiological analysis on samples (food, water, waste waters and beverages); extracting, isolating and identifying drugs, pesticides and heavy metals from biological and miscellaneous samples; and disposing laboratory waste.

Water and Environment

Duties and responsibilities will entail:- sampling and analyzing water, geological, industrial sediments and waste water samples for testing of chemical and bacteriological levels; preparing culture media and reagents; preparing sampling containers and equipment; and recording of laboratory reports.

Roads

Duties and responsibilities at this level will entail: collecting, registering, drilling cores and analyzing samples; carrying out simple field investigations; undertaking analytical and/or diagnostic work on geological, concrete, water, rock, and bitumen samples; and maintaining of laboratory equipment.

Animal Health

Duties and responsibilities at this level will entail:- preparing media, standardizing laboratory procedures and reagents; receiving, recording packaging, dispatching, analyzing and preserving test samples; caring for laboratory animals; undertaking disease surveillance activities; and performing vaccine, feed animal products and byproducts quality assurance tests.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (ii) Certificate in Computer application skills from a recognized institution.

II. LABORATORY TECHNOLOGIST II, JOB GROUP 'J'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- sampling and receiving samples; preparing and standardizing laboratory reagents and procedures; extracting, isolating, identifying and quantifying drugs; pesticides and heavy metals in biological and other miscellaneous samples.

Water and Environment

Duties and responsibilities at this level will entail:- sampling and analyzing water, geological, industrial, sediments and waste water samples; preparing culture media and reagents; sterilizing laboratory apparatus and equipment; recording analytical results; identifying samples for disposal; and disposing laboratory wastes.

Roads

Duties and responsibilities at this level will entail:- collecting, registering, drilling cores and analyzing samples; carrying out simple field investigations; undertaking analytical and/or diagnostic work on geological, concrete, water, rock, and bitumen samples; maintaining laboratory equipment; and carrying out construction control tests.

Animal Health

Duties and responsibilities at this level will entail:- sampling, recording, packaging, dispatching, analyzing and preserving test samples; preparing media, stains and dyes; maintaining biological cultures; calibrating equipment; caring for laboratory animals; undertaking disease surveillance

activities; performing vaccine quality assurance tests; standardizing laboratory procedures; and writing laboratory reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Laboratory Technologist III for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (iii) Certificate in Computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. LABORATORY TECHNOLOGIST I, JOB GROUP 'K'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail: sampling, receiving and analyzing samples; preparing laboratory reagents; maintaining laboratory equipment/instruments; preparing technical analysis reports and certificates of analysis; extracting, isolating, identifying and quantifying drugs; identifying pesticides and heavy metals in biological and other miscellaneous samples; extracting, isolating, identifying and quantifying genetic material for DNA profiling, cross matching and paternity testing; formulating technical laboratory standards and training of laboratory technicians.

Water and Environment

Duties and responsibilities at this level will entail: analyzing samples to determine the chemical composition and bacteriological levels; preparing culture media and reagents; sampling geological, industrial, water, sediments and waste water; carrying out analytical tests; receiving and registering samples; sterilizing bacteriological apparatus; identifying samples for disposal; and guiding the disposal of analyzed samples.

Roads

Duties and responsibilities at this level will entail: collecting, registering, drilling cores and analyzing samples; collecting samples from the field for investigations; undertaking analytical and/or diagnostic work on geological, concrete, water, rock, and bitumen samples; maintaining laboratory equipment; carrying out construction control tests; and administering occupational tests.

Animal Health

Duties and responsibilities at this level will entail:- collecting, recording, packaging, dispatching, analyzing and preserving samples; preparing media, stains and dyes; maintaining biological cultures; caring for laboratory animals; undertaking disease surveillance activities; performing vaccine, animal products and byproducts quality assurance tests; calibrating equipment; standardizing laboratory procedures; and writing reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Laboratory Technologist II for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (iii) Certificate in Computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

IV. SENIOR LABORATORY TECHNOLOGIST, JOB GROUP 'L'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- collecting, receiving and

analyzing samples; preparing laboratory reagents; maintaining laboratory equipment/instruments; preparing technical reports and certificates of analysis; extracting, isolating, identifying and quantifying genetic material for DNA profiling; performing proficiency testing and quality monitoring/surveillance; maintaining analytical data base, laboratory stores, records and equipment; undertaking technical evaluation of laboratory equipment and chemicals; and formulating laboratory technical standards.

Water and Environment

Duties and responsibilities at this level will entail:- sampling, receiving, registering and analyzing samples to determine the chemical quality and bacteriological levels; preparing culture, media, reagents and laboratory reports; identifying and disposing laboratory wastes; maintaining analytical database, laboratory stores, records and equipment; undertaking technical evaluation of laboratory equipment, chemicals and biological items; liaising with regional/ international reference laboratories and research institutions for further analysis.

Roads

Duties and responsibilities will entail:- collecting and analyzing samples; identifying and disposing laboratory wastes; maintaining analytical database, laboratory stores, records and equipment; preparing laboratory reports; undertaking technical evaluation of laboratory equipment and chemicals; developing new laboratory technologies and procedures; carrying out research work and material mix design; undertaking pavement evaluation; liaising with regional/international reference laboratories and research institutions for further analysis.

Animal Health

Duties and responsibilities at this level will entail:- collecting, analyzing and preserving test samples; maintaining biological cultures; undertaking disease surveillance activities; performing vaccine, animal products and byproducts quality assurance tests; preparing and standardizing laboratory procedures; writing laboratory reports; maintaining laboratory equipment; profiling DNA/RNA; maintaining analytical data base, laboratory stores, records and equipment; developing new laboratory technologies and undertaking technical evaluation of laboratory equipment and test procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) served in the grade of Laboratory Technologist I for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (iii) Certificate in Computer applications skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

V. CHIEF LABORATORY TECHNOLOGIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- profiling DNA/RNA; organizing field investigations; preparing standard operation procedures for the laboratory activities; maintaining laboratory equipment/instruments; preparing technical reports and certificates of analysis and work plans; training stakeholders on sampling methods; performing proficiency testing and quality monitoring/surveillance; maintaining analytical data base, laboratory stores, records and equipment; undertaking technical evaluation of laboratory equipment/chemicals; and formulating laboratory technical standards.

Water and Environment

Duties and responsibilities at this will entail:- preparing standard operating procedures for the laboratory activities; researching on new laboratory analytical methods; preparing laboratory reports and work plans; standardizing laboratory reagents; maintaining laboratory data base, records and inventory; compiling laboratory reports; and undertaking technical evaluation of laboratory equipment, chemicals and biological items.

Roads

Duties and responsibilities at this level will entail:- maintaining analytical data base, laboratory stores, records and inventory; preparing laboratory reports

and work plans; undertaking technical evaluation of laboratory equipment and chemicals; developing new laboratory technologies and procedures; carrying out research and material mix design; and undertaking pavement evaluation.

Animal Health

Duties and responsibilities at this level will entail:- collecting, analyzing and preserving test samples; undertaking disease surveillance and investigations; preparing laboratory reports and work plans; performing vaccine, animal products and by products quality assurance tests; preparing standard operating procedures for the laboratory activities; operating of laboratory equipment; profiling DNA/RNA; performing drug efficacy tests; maintaining analytical data base, laboratory stores, records and inventory; developing new laboratory technologies; and undertaking technical evaluation of laboratory equipment and test procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Laboratory Technologist for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Computer applications skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results

VI. PRINCIPAL LABORATORY TECHNOLOGIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory activities; submitting samples to reference

laboratories and institutes for further analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out efficacy tests; initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and formulating technical laboratory standards.

Water and Environment

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory activities; submitting samples to reference laboratories and institutes for further analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and formulating technical laboratory standards.

Roads

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory activities; submitting samples to reference laboratories and institutes for further analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards; maintaining analytical data base, laboratory stores, records and inventory; approving laboratory reports and work plans; developing new laboratory technologies and procedures; carrying out research work in the area of deployment; and supervising and mentoring other laboratory staff working under the officer.

Animal Health

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory activities; submitting samples to reference laboratories and institutes for further analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards; maintaining analytical data base, laboratory stores, records and inventory; approving laboratory reports and work plans; developing new laboratory technologies and procedures; carrying

out research work in the area of deployment; and supervising and mentoring other laboratory staff working under the officer.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Laboratory Technologist for a minimum period of three (3) years;

Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;

- (ii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iii) Certificate in Computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL LABORATORY TECHNOLOGIST, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating provision of laboratory services in a number of units/sections/districts; preparing and implementing work plans and programs; ensuring submission of samples to reference and corroborating research institutes; revising and approving laboratory manuals and quality specifications and standards; coordinating safe laboratory waste disposal; overseeing proficiency testing; managing laboratory supplies; facilitating technical evaluation for laboratory supplies and equipment; providing technical advice on biosecurity matters; ensuring adherence to good laboratory practice; implementing and maintaining laboratory operations standards (ISO 17025); liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory findings; and mentoring and training of staff in the Department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) served in the grade of Principal Laboratory Technologist in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (iii) Higher Diploma in any of the following: Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Environmental Chemistry, Food Science and Technology, Medical Laboratory Technology, Biotechnology, Microbiology, Parasitology, Haematology, Histology and Cytology, Building/Construction/Civil Engineering and Earth Sciences from a recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer applications skills from a recognized institution; and
- (vi) Demonstrated professional and managerial capabilities in work performance and results.

I. LABORATORY ANALYST, JOB GROUP 'K'**(a) Duties and Responsibilities**

This is the entry grade for this cadre. An officer at this level will be on job training and will work under the guidance of a senior and more experienced officer.

Government Chemist

Duties and responsibilities at this level will entail:- receiving and analyzing samples; maintaining laboratory equipment/instruments; preparing technical analysis reports and certificates of analysis; extracting, isolating, identifying and quantifying drugs, pesticides and heavy metals in biological and other miscellaneous samples; extracting, isolating, identifying and quantifying genetic material for DNA profiling, cross matching and paternity testing.

Water and Environment

Duties and responsibilities at this level will entail:- analyzing samples to determine the chemical composition and bacteriological levels; preparing culture, media and reagents, sampling geological, industrial, water, sediments and waste water; carrying out analytical tests; receiving and registering samples; sterilizing bacteriological apparatus; identifying samples for disposal; and guiding the disposal of analyzed samples.

Roads

Duties and responsibilities at this level will entail:- registering, drilling cores and analyzing samples; carrying out field investigations and supervising data collection; undertaking analytical and/or diagnostic work on geological, concrete, water, rock, and bitumen samples; maintaining laboratory equipment; and carrying out construction control tests.

Animal Health

Duties and responsibilities at this level will entail:- receiving, recording, packaging, dispatching, analyzing and preserving samples; preparing media, stains and dyes; maintaining biological cultures; caring for laboratory animals; undertaking disease surveillance activities; performing vaccine, animal products and byproducts quality assurance tests; calibrating laboratory equipment; and standardizing laboratory procedures and writing reports.

(b) Requirements for Appointment

For direct appointment to this grade, a candidate must have:

- (i) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution; and
- (ii) Certificate in Computer application skills from a recognized institution.

II. SENIOR LABORATORY ANALYST, JOB GROUP 'L'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- receiving and analyzing samples; preparing laboratory reagents; maintaining laboratory equipment/instruments; preparing technical reports and certificates of analysis; profiling DNA/RNA; performing proficiency testing and quality monitoring/surveillance; and maintaining analytical data base, laboratory stores, records and equipment; undertaking technical evaluation of laboratory equipment, chemicals; and formulating laboratory technical standards.

Water and Environment

Duties and responsibilities at this level will entail:- receiving, registering and analyzing samples to determine the chemical quality and bacteriological levels; preparing culture media, reagents and laboratory reports; identifying and disposing laboratory wastes; maintaining analytical data base, laboratory stores, records and equipment; and undertaking technical evaluation of laboratory equipment, chemicals and biological items.

Roads

Duties and responsibilities at this level will entail:- receiving and analyzing samples; identifying and disposing laboratory wastes; maintaining analytical data base, laboratory stores, records and equipment; preparing laboratory reports; undertaking technical evaluation of laboratory equipment and chemicals; developing new laboratory technologies and procedures; carrying out research work and material mix design; undertaking pavement evaluation;

and liaising with regional and international reference laboratories for further analysis.

Animal Health

Duties and responsibilities at this level will entail:- receiving, recording, packaging, dispatching, analyzing and preserving samples; preparing media, stains and dyes; maintaining biological cultures; caring for laboratory animals; undertaking disease surveillance activities; performing vaccine, animal products and byproducts quality assurance tests; calibrating laboratory equipment; and standardizing laboratory procedures and writing reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Laboratory Analyst for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution;
- (iii) Certificate in Computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results

III. CHIEF LABORATORY ANALYST, JOB GROUP 'M'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- profiling DNA/RNA; organizing field investigations; preparing standard operation procedures for the laboratory activities; maintaining laboratory equipment/instruments; preparing technical reports/certificates of analysis and work plans; training stakeholders on sampling methods; undertaking drug efficacy tests and quality monitoring/surveillance; maintaining analytical data base, laboratory stores, records and equipment; undertaking technical evaluation of laboratory

equipment/chemicals; and formulating laboratory technical standards.

Water and Environment

Duties and responsibilities at this level will entail:- preparing standard operating procedures for the laboratory activities; researching on new laboratory analytical methods; preparing laboratory reports and work plans; standardizing laboratory reagents; maintaining laboratory data base, records and inventory; compiling laboratory reports; and undertaking technical evaluation of laboratory equipment, chemicals and biological items.

Roads

Duties and responsibilities at this level will entail:- maintaining analytical data base, laboratory stores, records and inventory; preparing laboratory reports and work plans; undertaking technical evaluation of laboratory equipment and chemicals; developing new laboratory technologies and procedures; carrying out research and material mix design; undertaking detailed pavement evaluation.

Animal Health

Duties and responsibilities at this level will entail:- collecting, analyzing and preserving test samples; undertaking disease surveillance and investigations preparing laboratory reports and work plans; performing vaccine, animal products and by products quality assurance tests; preparing standard operating procedures for the laboratory activities; operating of laboratory equipment; profiling DNA/RNA; performing drug efficacy tests; maintaining analytical data base, laboratory stores, records and inventory; developing new laboratory technologies; and undertaking technical evaluation of laboratory equipment and test procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Senior Laboratory Analyst for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following

fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution;

- (iii) Certificate in Computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL LABORATORY ANALYST, JOB GROUP, 'N'

(a) Duties and Responsibilities

Government Chemist

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory service activities; submitting samples to reference and research institutes for analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; making laboratory material requisitions and undertaking technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards; and attending technical committee meetings for standard formulation.

Water and Environment

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory service activities; submitting samples to reference and research institutes for analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; making laboratory material requisitions and undertaking technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards; and attending technical committee meetings for standard formulation.

Roads

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory service activities; submitting samples to reference and research institutes for analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; making laboratory material requisitions and undertaking

technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards; maintaining analytical data base, laboratory stores, records and inventory; approving laboratory reports and work plans; adopting new laboratory technologies and procedures; and carrying out research work.

Animal Health

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory service activities; submitting samples to reference and research institutes for analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; making laboratory material requisitions and undertaking technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards and attending technical committee meetings for standard formulation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Chief Laboratory Analyst for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution.
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, LABORATORY SERVICES, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating provision of

laboratory services in a number of units/sections/districts; preparing and implementing work plans and programs; submitting samples to reference and collaborating research institutes; revising and approving laboratory manuals and quality specifications/standards; coordinating safe laboratory waste disposal; overseeing proficiency testing; managing laboratory supplies; facilitating technical evaluation for laboratory supplies and equipment; providing technical advice on biosecurity matters; ensuring adherence to good laboratory practice; implementing and maintaining laboratory operations standards (ISO 17025); liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory findings; and mentoring and training of staff in the Department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Laboratory Analyst for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering, Civil) from a recognized institution;
- (iii) Masters Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer application skills from a recognized institution;
- (vi) demonstrated a high degree of professional competence and managerial capabilities in initiating and implementing laboratory services; and

- (vii) shown merit and ability as reflected in work performance and results.

VI. SENIOR ASSISTANT DIRECTOR, LABORATORY SERVICES, JOB GROUP 'Q'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating implementation of policies, strategies and regulations in delivery of laboratory services; initiating the establishment of new laboratories; ensuring safety of laboratory staff and environment; promoting adoption of new laboratory technologies; liaising with regional and international reference laboratories on laboratory findings; evaluating laboratory service programmes; preparing work plans and departmental budgets; implementing and maintaining laboratory operational standards (ISO 17025) and mentoring laboratory personnel.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Director, Laboratory Services for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution;
- (iii) Masters Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Gootechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;

- (iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer application skills from a recognized institution ; and
- (vi) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

VII. DEPUTY DIRECTOR, LABORATORY SERVICES, JOB GROUP 'R'

(a) Duties and Responsibilities

Duties at this level will entail:- formulating, implementing and reviewing policies, strategies and regulations of laboratory programmes; coordinating, mentoring and evaluation of laboratory programmes/projects; implementing policies, strategies and regulations; coordinating the implementation of work plans and departmental budgets; laboratory operation standards (ISO 17025); liaising with relevant committees; overseeing matters related to laboratory services and undertaking capacity building and performance management in the department.

(b) Requirements for Appointment

For appointment to this grade; an officer must have: -

- (i) served in the grade of Senior Assistant Director, Laboratory Services; for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution;
- (iii) Masters Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and

Gootechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;

- (iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer application skills from a recognized institution; and
- (vi) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

VIII. DIRECTOR, LABORATORY SERVICES, JOB GROUP 'S'

(a) Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for the overall management of laboratory services. Specific duties and responsibilities will entail:- formulating, developing, monitoring, reviewing, and implementing policies, strategies and laws in delivery of laboratory services; coordinating laboratory services programmes; setting the laboratory services research agenda; liaising with other heads of divisions/departments and stakeholders; on provision of laboratory services as required; evaluating laboratory service programmes; ensuring implementation of work plans and budgets; facilitating the implementation and maintenance of laboratory operations standards (ISO 17025); advising the national committees on matters related to bio security; and overseeing staff capacity building and performance management in the Department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Deputy Director, Laboratory Services for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution;

- (iii) Masters Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Gootechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer application skills from a recognized institution;
- (vi) demonstrated managerial, and professional competence in work performance and exhibited a through understanding of national goals, policies, objectives and ability to relate laboratory services to Vision 2030 aspirations.