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3rd January 2019

CIRCULAR STANDING INSTRUCTION NO 9 OF 2018

SCHEME OF SERVICE FOR MEDICAL LABORATORY CADRE IN THE UGANDA PUBLIC SERVICE

1. The medical laboratory function supports health programs through the provision of diagnostic laboratory services for both preventive and curative services, medical quality control, evaluation of laboratory services as well as participating in medical research activities. This function also involves disease control and surveillance, management of blood transfusion services, plus rendering technical advice in the procurement and supply of laboratory equipment, chemicals and reagents.
2. The occurrence of emerging and re-emerging diseases such as HIV/AIDS, non-communicable diseases, and changing of disease patterns has necessitated the need for the recruitment, motivation and retention of highly qualified laboratory workers suited for the ever advancing high technological laboratory units at National and Regional Referral Hospitals.
3. Currently there is no clearly defined Scheme of Service for the laboratory cadre to facilitate the recruitment, of a highly skilled laboratory workforce. Consequently, many of the graduates from the health training institutions cannot be employed in the Public Sector. The only available positions are at Diploma and Certificate level. There is need to incorporate services of laboratory Degree holders in specialized areas as scientific advances continue to demand, staffing of the various national research and specialized laboratories and addressing complexities in the healthcare systems which has a broadened referral system.
4. The current career progression and professional development was instituted several years back and urgently needs review. The functions and requirements for the Medical Laboratory professions need to be streamlined to clearly delineate career development and progression necessary to attract and retain suitably qualified Laboratory staff in the Public Service.
5. In view of the above, this Scheme of Service has been developed to support and strengthen the functionality and professionalism of the for Medical Laboratory cadre for the meaningful

contribution to the achievement of health sector objectives. In this regard, the nomenclature, Job Descriptions and Person Specifications of the Medical Laboratory cadre have been reviewed and rationalized.

6. The new designations and salary grading for Medical Laboratory cadre is as detailed in the table below:

S/N	Title/ Designation	Salary Scale
A. Management category		
1.	Assistant Commissioner Medical Laboratory Services	U1 SE (SC)
B. Medical Laboratory Specialists		
1.	Senior Consultant (Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology etc.)	U1 SE (SC)
2.	Consultant (Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology etc.)	U1 SE (SC)
3.	Medical Laboratory Specialist (Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology etc.)	U2 (SC)
C. Medical Laboratory Technologists (Degree Holders)		
1.	Principal Medical Laboratory Technologist	U2 (SC)
2.	Senior Medical Laboratory Technologist	U3 (SC)
3.	Medical Laboratory Technologist	U4 (SC)
D. Laboratory Technicians (Diploma Holders)		
1.	Principal Medical Laboratory Technician	U3 (SC)
2.	Senior Medical Laboratory Technician	U4 (SC)
3.	Medical Laboratory Technician	U5 (SC)
E. Medical Laboratory Assistants (Certificate holders)		
1.	Senior Medical Laboratory Assistant	U6 (SC)
2.	Medical Laboratory Assistant	U7 (SC)

7. Responsible Officers are required to make submissions on all serving Medical Laboratory staff to the District Service Commissions and Health Service Commission, for resignation by 30th March, 2019.
8. Upon receipt of submissions, the District Service Commissions and Health Service Commission shall undertake the exercise to re-designate the Officers.

9. For advancement to the higher grades, Officers must possess the prescribed minimum qualifications and experience required for appointment to the grades in accordance with the new Scheme of Service.
10. The recruitment of new entrants into the service will be dependent on availability of wage and vacant positions.
11. Staffing norms of Medical Laboratory staff for the various health facilities will be provided after completing the restructuring exercise for the Health Sector.
12. The Ministry of Health will remain the parent Ministry of the Medical Laboratory cadre. The Ministry will be responsible for the strategic and professional development; professional guidance and establishment of professional standards, amongst other responsibilities.
13. The respective Responsible Officers will take full responsibility for the management of the day-to-day performance at work; periodic performance appraisal; remuneration; training; discipline and custody of personal and confidential records of the Medical Laboratory staff.
14. The Scheme of Service for the Medical Laboratory Cadre is attached for information and implementation.
15. The contents of this circular should be brought to the attention of all Public Officers, for information and implementation.
16. This Circular is available on the Ministry website: www.publicservice.go.ug


Daniel Mugulusi
For: PERMANENT SECRETARY

Distribution "B"



THE REPUBLIC OF UGANDA

SCHEMES OF SERVICE FOR MEDICAL LABORATORY CADRE IN THE UGANDA PUBLIC SERVICE

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LIST OF ACRONYMS AND ABBREVIATIONS

ACLS:	Assistant Commissioner Public Health Laboratory Services
UACE:	Uganda Advanced Certificate of Education
AIDS:	Acquired Immuno-deficiency Syndrom
BMLS:	Bachelor of Medical Laboratory Science
BBMLT	Bachelor of Biomedical Laboratory Technology
CME	Council for Medical Education
GoU:	Government of Uganda
CPD:	Continuous Professional Development
CPHL	Central Public Health Laboratory
HC	Health Centre
HIV	Human Immuno deficiency Virus
LAB:	Laboratory
LG:	Local Government
MLS:	Medical Laboratory Science
MLT	Medical Laboratory Technology
MoFPED:	Ministry of Finance, Planning and Economic Development
MOPS:	Ministry of Public Service
MOH:	Ministry of Health
MDAs:	Ministries, Departments and Agencies
MSc.	Master of Science
NHLS:	National Health Laboratory Services
PHC:	Primary Health Care
PhD:	Phylosophy of higher Degree
UBTS:	Uganda Blood Transfusion Services
UCI:	Uganda Chemotherapeutic Institute
UVRI:	Uganda Virus Research Institute
UAHPC:	Uganda Allied Health Professionals Council

1. Introduction and background

Medical Laboratory Services form an integral and vital component of healthcare delivery. Over 80% of decisions to effective treatment and management of patients are based on results from laboratory investigations. This central role is critical in areas of diagnosis, monitoring, control and prevention of diseases and research. There is also a critical need of the laboratory in understanding the trends of endemic, emerging and re-emerging diseases.

Historically, training of health laboratory workers in Uganda was started in 1929 by Dr. Turton, a Bacteriologist, employed by the Colonial Government. The training was at Laboratory Assistant level where Junior Secondary School Leavers were trained for three years to mainly assist the foreign Laboratory Technicians and Pathologists. As the scope and standards of the Uganda Medical Services rose and the quality improved, the Medical Laboratory-training programme also improved and expanded.

In 1956, the required basic education qualifications rose from Junior Leaving Certificate to Cambridge School Certificate. A higher level of training for Associateship of the Institute of Medical Laboratory Technology of the United Kingdom (U.K) was started. The new course lasted five years in the UK. Graduates of this course came back to Uganda and became Laboratory Managers and Teachers of the lower cadre. In 1960, the British Institute of Medical Laboratory Sciences chose Uganda as its Training and Examination Centre for Eastern and Central Africa. Subsequent changes in the training of health laboratory workers were as follows: -

In 1965, Britain changed the training system from a hospital, broad-based and skill-oriented to specialized institution-based and academic-oriented. As a consequence, most of the developing countries, including Uganda lost the British facilities for training. East Africa was forced to start its own program based on the Associateship curriculum under the University of East Africa and supervised by the Council for Medical Education (CME). In 1970, Makerere University started awarding intermediate Certificates, and Diplomas in Medical Laboratory Technology. The admission requirements was an Ordinary Level Certificate

In 1971, admissions were tagged to Advanced level Certificate with at least one principal pass in either Biology or Chemistry. The new program lasted four years instead of the previous five years. The Intermediate Certificate would be awarded after two years after which successful candidates would continue with one of the five disciplines for another two years, qualifying with a Diploma in Medical Laboratory Technology. The specialized disciplines in the profession are Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology and Virology

In 1977, admission requirement into the training was upgraded to A- Level Certificate with at least two principal passes in Biology and Chemistry. The training still lasted four years. Due to demands in the Health Sector, which included focusing on Primary Health Care (PHC), and the need to scale

up laboratory services, the training of Laboratory Technicians was started at Jinja Medical Laboratory Training School in the early 1980s.

Graduates under the East African Training Scheme had two cadres: - The first Cadre was Laboratory Technologist with Intermediate Certificate in Medical Laboratory Technology. The second cadre which was equivalent to that of Jinja graduates with Diploma in Medical Laboratory Techniques was appointed as Laboratory Technicians, Salary Scale U6. On the other hand, Graduates with the post basic specialization Diploma were designated 'Laboratory Technologist' and appointed at Salary Scale U5c. After the job evaluation exercise by the Ministry of Public Service in the late 1990s, the salary scales of Laboratory Technicians and Laboratory Technologists were merged at U5.

In the 1970s when the East African Laboratory Technology Training Scheme started, the Council for Medical Education in East Africa had appointed Board of Examiners to oversee the scheme. In its deliberations, the Board recommended starting a degree program for Medical Laboratory Technology in East Africa. Unfortunately, due to the collapse of the East African Community the training did not take off at the time as recommended.

The health sector reforms, advances in science and technology and occurrence of emerging and re-emerging diseases and changing of disease patterns necessitated development of highly qualified laboratory workers to practice at National Referral, Regional Referral, District Hospitals. In addition to the developments in health, the national educational standards require that Diploma programs should be taught by degree graduates. Likewise, the current liberalization policy in education has encouraged the establishment of many schools offering Certificates and Diploma in Medical Laboratory Sciences and Medical Laboratory Technology.

Subsequently, training of degree graduates in Biomedical Laboratory Technology in Uganda started in 1998 at Makerere University and a Bachelors' degree in Medical Laboratory Sciences at Mbarara University of Science and Technology in 2000. Since then a number of Universities and Institutions have started this training. Some graduates from these programs have acquired Masters and PhDs in this profession which presents an excellent opportunity for local expertise in providing consultancy services.

1.2 The Medical Laboratory Function

The medical laboratory function entails the support of health programs through the provision of diagnostic laboratory services for both preventive and curative services at all levels of health medical institutions; effecting quality control; and evaluation of laboratory services as well as participating in medical research activities. This function also involves disease control and surveillance; management of blood transfusion services; procurement and supply of laboratory equipment; chemicals and reagents.

Table 1: Functions of the Medical Laboratory Cadre

S/N	Title/Cadre	Function
1.	Medical Laboratory Assistant (Certificate level)	Carry out basic laboratory tests for diagnosis of common disease conditions at lower level health centers.
2.	Medical Laboratory Technician (Diploma level)	Carry out elementary laboratory analysis for disease diagnosis, treatment, prevention, control and research at health centre IV and general hospital levels.
3.	Medical Laboratory Technologist (Degree level)	Carry out specialized laboratory analysis for disease diagnosis, treatment, prevention, control and research at regional and national level hospital levels.
4.	Medical Laboratory Specialists (Master's degree and above)	Carry out highly specialized services in laboratories in national and regional referral hospital level and in specialized laboratories like Uganda Virus Research Institute (UVRI) and Central Public Health Laboratory (CPHL) at the general hospital and referral levels. However, this is currently not provided for in the schemes of service.

1.3 Current Grading of the Medical Laboratory Cadres

Table 2: Current grading and deployment of the Medical Laboratory Cadre within the healthcare system

#	Title/ Designation	Qualification/Experience	Scale	Deployment
1.	Principal Laboratory Technologist	<ul style="list-style-type: none"> • Diploma in Medical Laboratory Technology • Diploma in HSM • 6yrs experience 	U3 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals
2.	Senior Laboratory Technologist	<ul style="list-style-type: none"> • Diploma in Medical Laboratory Technology • 3yrs experience 	U4 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals • General Hospitals
3.	Laboratory Technologist	Diploma in Medical Laboratory Technology	U5 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals • General Hospitals
4.	Principal Laboratory Technician	<ul style="list-style-type: none"> • Diploma in Medical Laboratory techniques • Diploma in HSM • 6yrs experience 	U3 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • Regional Referral Hospitals
5.	Senior Laboratory Technician	<ul style="list-style-type: none"> • Diploma in Medical Laboratory Techniques • 3 years' experience 	U4 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals
6.	Laboratory Technician	Diploma in Medical Laboratory Techniques	U5 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals • General Hospitals • Health Centre IVs

				<ul style="list-style-type: none"> • Health Centre IIIs
7.	Senior Laboratory Assistant	<ul style="list-style-type: none"> • Certificate in Medical Laboratory Techniques • 3years experience 	U6 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals • General Hospitals • Health Centre IVs
8.	Laboratory Assistant	<ul style="list-style-type: none"> • Certificate in Medical Laboratory Techniques 	U7 (SC)	<ul style="list-style-type: none"> • National Reference Laboratories • National Referral Hospitals • Regional Referral Hospitals • General Hospital Health Centre IV • Health Centre III

Over the years various cadres of laboratory workers were created to offer the needed services. They perform at various levels with various competencies. The current career progression and professional development was instituted several years back and urgently needs review. This document therefore presents a revised scheme of service which incorporates the new advances in human resource development and healthcare delivery.

1.4 Justification for revising the scheme of service

The important role played by the laboratory in delivery of healthcare requires having a motivated and skilled workforce. This necessitates recruitment of various laboratory cadres suited for the ever advancing high technological laboratory units within the healthcare delivery system. Unfortunately, currently there is no clearly defined scheme of service for the laboratory cadre to facilitate the recruitment, motivation and retention of such a skilled laboratory workforce. Consequently, many of the students who graduate from the health training institutions cannot be employed in the Public Sector.

The cadre therefore requires an elaborate scheme of service which provides employment opportunities for laboratory graduates some of whom possess not only first degrees but masters and PhDs. This presents an excellent opportunity for local expertise in providing specialized service as scientific advances continue to demand. This high caliber staff would be able to cope up with the various developments that have taken place in the Country over the years which have resulted in the formation of the various national research and specialized laboratories, restructuring of the healthcare systems which has broadened the referral system and encouraged provision of specialized services at lower healthcare delivery levels.

The occurrence of emerging and re-emerging diseases such as HIV/AIDS, non-communicable diseases, and changing of disease patterns has further necessitated the need for the recruitment of highly qualified laboratory workers to practice at National and Regional Referral Hospitals. It is therefore evident the development of a clearly defined scheme of service for the laboratory cadre will facilitate the recruitment, motivation and retention of such a skilled laboratory workforce with clear career progression and professional development.

2. OBJECTIVES OF THE SCHEME OF SERVICE

2.1 Main objective of the scheme

The main objective of the scheme of service is to provide for a clearly defined career structure which will facilitate attraction, motivation, and retention of suitably qualified and competent Medical Laboratory Personnel in the Public Service for improved health service delivery.

2.2 Specific objectives

The specific objectives of the scheme are to:

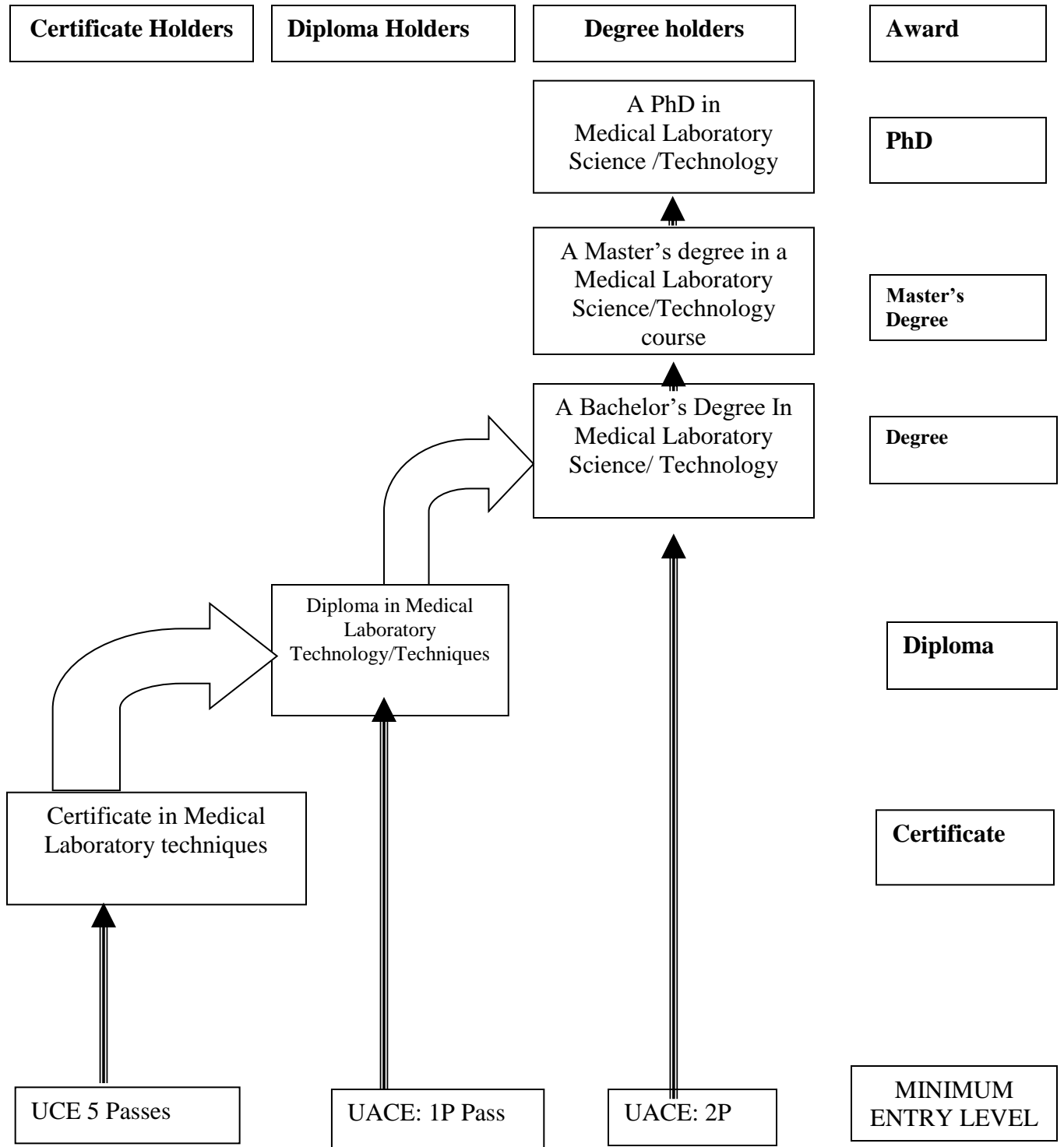
- a) Provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure.
- b) Establish standards for recruitment, training and advancement within the career structure.
- c) Provide for appropriate career planning and succession management.

3.0 CURRENT PROFESSIONAL GROWTH AND ADVANCEMENT

Figure 1 shows the current professional advancement in the Medical Laboratory training.

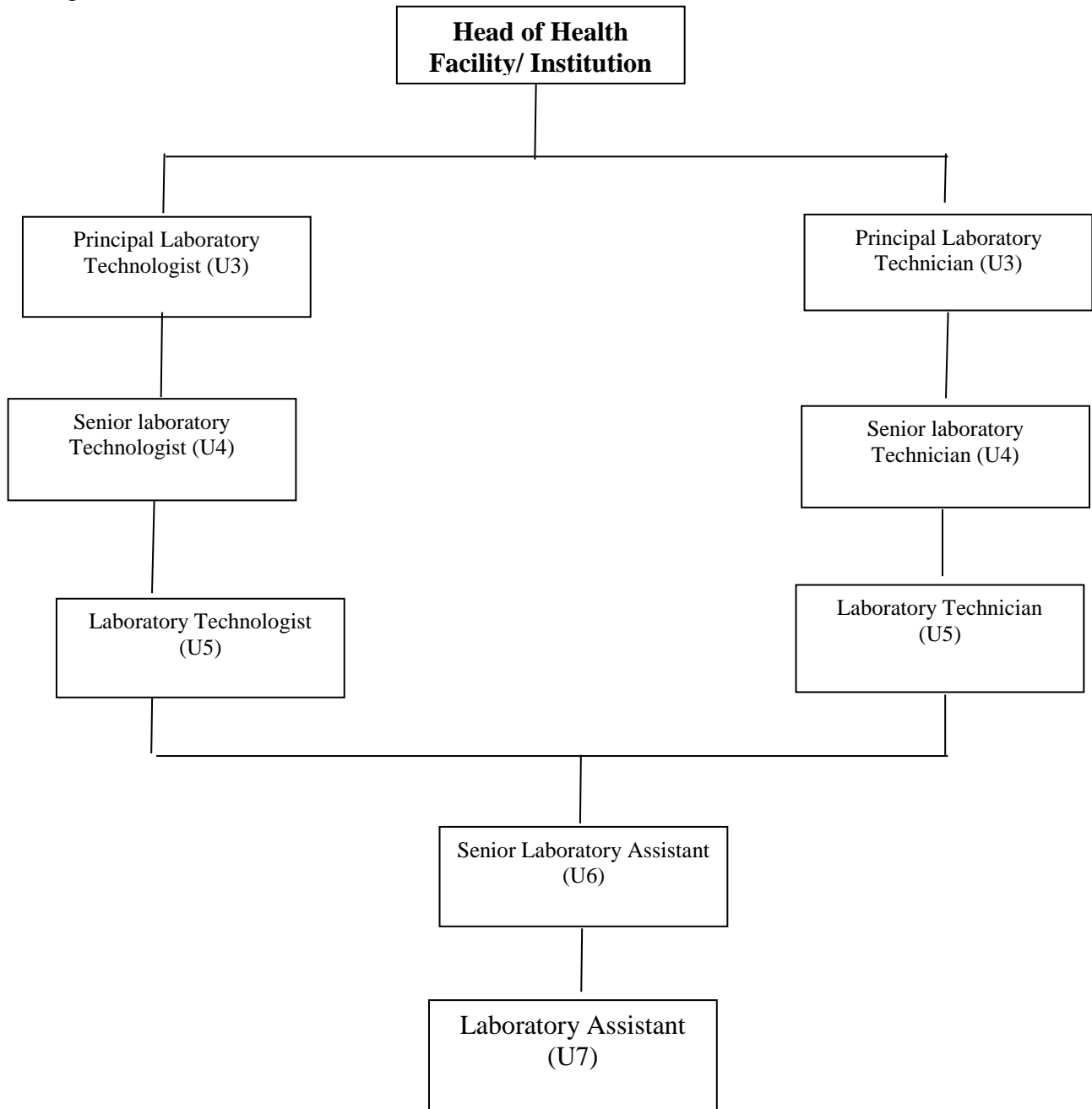
Note: The entry requirements for a Diploma is senior six (A-level) with one principal (1P) pass in Biology while that of Bachelor of Laboratory Science and Bachelor of Biomedical Laboratory Technology is A - level with a minimum of two principal (2P) passes in Biology and Chemistry.

Figure 1: Current Professional Growth and Advancement for Medical Laboratory Cadre in Uganda



4.0 CURRENT CAREER PROGRESSION

Figure 2 below shows the current career progression for the Medical Laboratory Professionals in Uganda.



5.0 ADMINISTRATION AND MANAGEMENT OF THE SCHEME

The responsibility for the proper and effective administration of this scheme of service shall rest with the Permanent Secretary Ministry of Health, Directors of Regional Referral Hospitals, National Referral Hospitals, Heads of National Reference Laboratories, Chief Administrative Officers, and Town Clerks in the respective Local Governments

On the other hand, Ministries of Health and Public Service Health Service Commission and the respective District Service Commissions shall be responsible for the review and filling of the respective positions. In administering the Scheme, the Permanent Secretary Ministry of Health will ensure that all the provisions are strictly observed for fair and equitable treatment of all Medical Laboratory personnel.

5.1 Staff Performance

Upon deployment, the respective Responsible Officer shall have full responsibility for the management of the Medical Laboratory staff. The Responsible Officer's responsibility shall include:

- a) Management of the Medical Laboratory staff. day to day performance at work
- b) Performance planning, monitoring, performance appraisals, rewards and performance improvement.
- c) Pay, staff training, development and discipline
- d) Custody of personal and confidential records of the Medical Laboratory staff.

5.2 Management Guidelines of the Scheme of Service

The general management guidelines shall be as follows:

5.2.1 Implementation of the Medical Laboratory Scheme

In implementation of the scheme, the positions shall be re-designated to reflect the new titles introduced under the scheme.

5.2.2 Creation of Posts

A scheme of service does not constitute an authority for creation of post(s). Any additional posts required under the new grading must be included in the Ministry's establishment proposals for consideration and approval by the Permanent Secretary Ministry of Public Service.

5.2.3 Recruitment and Promotion

- a) When filling a post that is provided for under the available wage bill for that financial year, the MDAs will directly declare the vacancies to the respective service commissions for filling. However, where there is no wage provision for filling the position in that financial year, the MDA shall declare the vacant post to the Ministry of Public Service for clearance.
- b) Serving Officers with the required qualifications, relevant experience and competences as prescribed in this Scheme of Service shall be eligible for promotion following interviews with the relevant Service Commission. Promotions will be on merit.
- c) Attainment of higher qualifications does not lead to automatic promotion. Upon attainment of higher qualifications, Medical Laboratory staff will only qualify for promotion subject to the availability of the vacancies and the wage.

5.2.4 Deployment and staff rotation

- a) Medical Laboratory staff in MDAs will be deployed according to the available positions and need.
- b) In the case of Local Governments, the Responsible Officer will be responsible for the posting to various departments or sections as the case may be.
- c) Responsible officers shall ensure that Medical Laboratory staffs are rotated at least after every three years for purposes of job enrichment and enlargement.

5.2.5 Training

- a) Training will be initiated and financed by the respective Ministries, Departments, Agencies (MDAs) and Local Governments where the Officers will be serving. The MDAs and Local Governments will consult the Ministries of Health, Public Service and Education and Sports for professional and policy guidance.
- b) Newly recruited Medical Laboratory staff and those transferred shall be oriented and inducted into the service by the respective Ministries, Departments, Agencies and Local Governments.
- c) For professional training that is not available in the Country, arrangements should be made for training abroad; consistent with the needs of the work of the individual within available resources.
- d) The successful completion of relevant management and professional training will normally be taken into account in the promotion process. Long term training in the relevant field will attract annual salary increment in accordance with the Uganda Public Service Standing Orders.

6.0 PROPOSED STRUCTURE FOR MEDICAL LABORATORY CADRE

The table below shows the recommended career structure for Medical Laboratory cadres in Uganda.

Table 3: Recommended Career Structure for Medical Laboratory cadre in Uganda

3.1 Medical Laboratory Specialists

S/N	Title/ Designation	Qualifications and experience required	Scale
1.	Senior Consultant (Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology etc)	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • A Masters' Degree in either Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology from a recognized University /Institution • A PhD in a Medical Laboratory Science will be an added advantage • Nine (9) years relevant working experience, three (3) of which should have been at Consultant level • Proven record of research and publication • Must be registered with UAHPC and holds a valid practicing license 	U1 SE (SC)
2.	Consultant (Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology etc)	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • A Masters' degree in either Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology from a recognized University /Institution • A PhD in a medical lab science will be an added advantage • Six (6) years relevant working experience, three (3) of which should be at Medical Laboratory Specialist level • Proven record of research and publications • Must be registered with UAHPC and holds a valid practicing license. 	U1 SE (SC)
3.	Medical Laboratory Specialist (Clinical Chemistry, Haematology, Histopathology, Microbiology,	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • A Masters' degree in either Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology from a recognized University /Institution • 3 years relevant working experience at Medical Laboratory Technologist level • Proven record of research and publication 	U2 (SC)

	Parasitology or Virology etc)	<ul style="list-style-type: none"> • Must be registered with UAHPC and holds a valid practicing license 	
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3.2 Medical Laboratory Technologists (Graduates)

1.	Principal Medical Laboratory Technologist	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • A Masters' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • Post Graduate qualification in either Management, Administration, Health Service Management or the equivalent from a recognized University/Institution • 6 years relevant working experience, three (3) of which should be at Senior Medical Laboratory Technologist level • Must be registered with UAHPC and holds a valid practicing license 	U2 (SC)
2.	Senior Medical Laboratory Technologist	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • 3 years relevant working experience as a Medical Laboratory Technologist • Must be registered with UAHPC and holds a valid practicing license 	U3 (SC)
3.	Medical Laboratory Technologist	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • Must be registered with UAHPC and holds a valid practicing license 	U4 (SC)

3.3 Laboratory Technicians (Diploma Holders)

1.	Principal Medical Laboratory Technician	<ul style="list-style-type: none"> • A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution • Certificate in management or administration from a recognized Institution • 6 years' experience 3 of which must be at the level of Senior Medical Laboratory Technician • Must be registered with UAHPC and holds a valid practicing license 	U3 (SC)
2.	Senior Medical Laboratory Technician	<ul style="list-style-type: none"> • A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution • 3 years' experience as Medical Laboratory Technician 	U4 (SC)

		<ul style="list-style-type: none"> • Must be registered with UAHPC and holds a valid practicing license 	
3.	Medical Laboratory Technician	<ul style="list-style-type: none"> • A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution • Must be registered with UAHPC and holds a valid practicing license 	U5 (SC)

3.4 Medical Laboratory Assistants (Certificate holders)

1.	Senior Medical Laboratory Assistant	<ul style="list-style-type: none"> • Certificate in Medical Laboratory techniques or its equivalent from a recognized Institution • 3years relevant working experience as Medical Laboratory Assistant • Must be registered with UAHPC and holds a valid practicing license 	U6 (SC)
2.	Medical Laboratory Assistant	<ul style="list-style-type: none"> • Certificate in Medical Laboratory techniques or its equivalent from a recognized Institution • Must be registered with UAHPC and holds a valid practicing license 	U7 (SC)

3.5 Management category

1.	Assistant Commissioner Medical Laboratory Services	<ul style="list-style-type: none"> • A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution • A Masters' degree in Medical Laboratory Science/Technology from a recognized University /Institution • Post Graduate Qualification (Diploma or Masters) in either Management, Administration, Health Service Management or the equivalent from a recognized University/Institution will be of added advantage • 9 years relevant working experience, three (3) of which should be at Principal level or equivalent in a reputable Organization 	U1 SE (SC)
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7.0 JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

Senior Consultant

Job title:	Senior Consultant (Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology etc)
Salary scale:	U1SE (SC)
Reports to:	Hospital Director, Head of Specialized Medical Laboratory Services
Directly supervise:	Consultant
Job purpose:	To provide specialized medical laboratory services and high level technical leadership

Key as duties and responsibilities

- a) Establishing and implementing institutional research agenda and disseminating research results.
- b) Developing new technologies in medical laboratory services.
- c) Validating new technologies in medical laboratory services.
- d) Providing guidance in development/review of new protocols and procedures in medical laboratory services.
- e) Providing technical support to the Clinicians, Researchers and Public Health Officers.
- f) Training, mentoring and supervising medical laboratory staff and students at National/Regional hospitals, and training institutions.

Person specifications

a) Qualifications

- i. A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. A Masters' degree in either Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology from a recognized University /Institution
- iii. Possession of a PhD would be of added advantage
- iv. Must be registered with the Allied Health Professionals Council and holds a valid practicing license
- v. Must have at least four publications in peer reviewed journal.

b) Experience

Must have must have nine (9) years relevant working experience, three (3) of which must be at the level of a Consultant in Government or the equivalent from a reputable Organisation.

c) Competencies

i. Technical Competencies

a) Strategic thinking

Has the ability to align current action with strategic goals, objectives and priorities of the organization/government

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour

c) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

ii. Behavioural Competencies

a) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

b) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to take risks and champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change.
- Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

c) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.
- Uses initiative to define quality criteria or standards for the performance

d) Accountability

- Can enforce accountability for individual and organizational performance
- Upholds the principles of value for money

Consultant

Job title:	Consultant (Clinical Chemistry Haematology, Histopathology, Microbiology, Parasitology or Virology)
Salary scale:	U1SE (SC)
Reports to:	Senior Consultant Medical Laboratory Services or Hospital Director
Directly supervises:	Medical Laboratory Specialist or Principal Medical Technologist
Job purpose:	Provide specialized medical laboratory services and providing technical leadership and support research

Key duties and responsibilities

- a) Coordinating and supervising research activities.
- b) Developing and reviewing laboratory protocols and procedures.
- c) Evaluating and adopting new technologies in medical laboratory services.
- d) Providing technical advice on requisition, interpretation and application of medical laboratory services to the clinical team.
- e) Training and mentorship of the laboratory staff and students.
- f) Providing specialized supportive supervision.

Person specifications

a) Qualifications

- i. A Bachelors' Degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. A Masters' Degree in either Clinical Chemistry, Haematology, Histopathology, Microbiology, Parasitology or Virology from a recognized University /Institution
- iii. Must have made at least four publications in peer reviewed journal.
- iv. Must be registered with the Allied Health Professional Council and holds a valid practicing license

b) Experience

Must have worked for at least 6 years as a Medical Laboratory Worker, 3 of which must be at the level of Medical Laboratory Specialist in Government or the equivalent from a reputable organisation

c) Competencies

i. Technical Competencies

a) Strategic thinking

Has the ability to align current action with strategic goals, objectives and priorities of the organization/government

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour

c) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations, and takes timely actions in facilitating groups and departments working together.

ii. Behavioural Competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.
- Uses initiative to define quality criteria or standards for the performance

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to take risks and champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change.
- Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

d) Accountability

- Is able to enforce accountability for individual and organizational performance
- Upholds the principles of value for money

Medical Laboratory Specialist

Job title:	Medical Laboratory Specialist (Clinical Chemistry, Haematology, Histopathology, Microbiology Parasitology or Virology)
Salary scale:	U2 (SC)
Reports to:	Consultant Medical Laboratory Services or Hospital Director
Directly supervises:	Senior Medical Laboratory Technologist
Job purpose:	Provide specialized medical laboratory services, train and conduct research

Key duties and responsibilities

- a) Carrying out specialized laboratory analysis for diagnostic and public health purposes.
- b) Designing and implementing research activities.
- c) Developing, reviewing and evaluating laboratory protocols and procedures.
- d) Providing technical support to Clinicians.
- e) Conducting training and mentorship of Staff and Students.
- f) Provide specialized supportive supervision to lower laboratory service levels.

Person specification

a) Qualifications

- i. A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. A Masters' degree in either Clinical Chemistry, Haematology, Histopathology, Microbiology ,Parasitology or Virology from a recognized University /Institution
- iii. Must be registered with the Allied Health Professionals' Council and holds a valid practicing license

b) Experience

Must have three years relevant working experience as a Medical Laboratory Technologist

c) Competencies

i. Technical Competencies

a) Strategic thinking

Has the ability to align current action with strategic goals, objectives and priorities of the organization/government

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior

c) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations, and takes timely actions in facilitating groups and departments working together.

ii. Behavioural competencies

a) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

b) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to take risks and champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change.
- Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

c) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.
- Uses initiative to define quality criteria or standards for the performance

d) Accountability

- Is able to enforce accountability for individual and organizational performance
- Upholds the principles of value for money

Assistant Commissioner, Medical Laboratory Services

Job title:	Assistant Commissioner, Medical Laboratory Services
Department:	Ministry of Health Headquarters
Salary scale:	U1E (SC)
Reports to:	Commissioner Clinical Services
Directly supervises:	Principal Medical Laboratory Technologist
Job purpose:	To coordinate and provide technical and managerial leadership in the delivery of medical laboratory services

Key duties and responsibilities

- a) Supervising Medical Laboratory Services.
- b) Initiating, reviewing and interpreting policies on medical laboratory services.
- c) Planning and budgeting for medical laboratory services.
- d) Establishing and coordinating laboratory quality assurance systems.
- e) Mobilization and Managing resources for medical laboratory services.
- f) Providing leadership in research initiatives.
- g) Producing medical laboratory service reports.

Person specifications

a) Qualifications

- i. A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. A Masters' degree in Medical Laboratory Science/Technology from a recognized University /Institution
- iii. Must possess a Post Graduate Qualification (Diploma or Masters) in either Management, Administration, Health Service Management or the equivalent from a recognized University/Institution
- iv. Must be registered with the Allied Health Professionals' Council and holds a valid practicing license

b) Experience

Must possess a minimum of 9 years relevant working experience, three of which should have been served at the level of Principal Medical Laboratory Technologist, in Government or any other reputable Organization

c) Competencies

i. Technical Competencies

a) Policy management

- Promptly identifies deviations in policy implementation and makes appropriate recommendations
- Designs policy in an acceptable format and standard
- Offers technical guidance on policy implementation and is able to recommend policy review

b) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations, and takes timely actions in facilitating groups and departments working together.

c) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

d) Negotiation and mediation

- Able to analyze different scenarios and identify the best fallback position
- Has clear understanding of the process and tactics of mediation and facilitating negotiation.
- Draws correct points of agreements and conclusions
- Is able to reach solutions to satisfy fundamental objectives

ii. Behavioural Competencies

a) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to take risks and champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change.
- Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

c) **Accountability**

- Is able to enforce accountability for individual and organizational performance
- Upholds the principles of value for money

d) **Team work**

- Ensures team members have a common understanding of knowledge and relevant information
- Provides constructive criticism
- Instils team agenda before personal/individual interest
- Anticipates and resolves conflicting differences by pursuing mutually agreeable solutions.

Principal Medical Laboratory Technologist

Job title:	Principal Medical Laboratory Technologist
Salary scale:	U2 (SC)
Reports to:	Hospital Director or Head of Specialized Institution, Medical Laboratory Specialist, Assistant Commissioner Laboratory Services
Directly supervises:	Senior Medical Laboratory Technologist
Job purpose:	To provide technical and managerial leadership in the delivery of laboratory services

Key duties and responsibilities

- a) Planning and budgeting for medical laboratory activities.
- b) Producing and supervising medical laboratory services.
- c) Establishing and monitoring the implementation of bio-safety and bio-security systems in the medical laboratories.
- d) Analysing laboratory data and producing periodic reports.
- e) Managing and accounting for resources allocated to the medical laboratories.
- f) Supervising, training and mentoring students and health workers.
- g) Providing leadership in research.
- h) Establishment and monitoring quality assurance programs in the laboratory.
- i) Compiling and submitting periodic reports.

Person specification

a) Qualifications

- i. A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. Post Graduate Qualification (Diploma or Masters) in either Management, Administration, Health Service Management or the equivalent from a recognized University/Institution
- iii. Must be registered with UAHPC and holds a valid practicing license

b) Experience

Must possess six (6 years) relevant working experience, three (3) of which should be at Senior Medical Laboratory Technologist level in Government or the equivalent from a reputable Organisation.

c) Competencies

i. Technical competencies

a) Planning, organizing and coordinating

- Demonstrates an in depth understanding of linkages and relationships between organizations, and takes timely actions in facilitating groups and departments working together.

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior.

c) Financial management

- Is able to identify and lobby key stakeholders
- Is able to fit the organizational/departmental budget into the macro economic framework
- Is able to establish a link between provision of financial resources and other resources

d) Human Resource Management

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Is able to assess staff performance

ii. Behavioural competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Leads the change process and creates a sense of urgency to achieve desired change

d) Problem solving and decision making

- Takes care of macro and long-term consequences of decisions

Senior Medical Laboratory Technologist

Job title:	Senior Medical Laboratory Technologist
Salary scale:	U3 (SC)
Reports to:	Principal Medical Laboratory Technologist
Directly supervises:	Medical Laboratory Technologist and Senior Medical Laboratory Technician
Job purpose:	To conduct advanced laboratory investigations and research.

Key duties and responsibilities

- a) Conducting advanced laboratory analyses.
- b) Supervising laboratories' activities.
- c) Preparing operational plans and budgets.
- d) Preparing and submitting periodic reports.
- e) Managing equipment, materials and supplies.
- f) Conducting disease surveillance.
- g) Coordinating bio-safety and bio-security of laboratories.
- h) Supervising quality assurance systems.
- i) Coordinating laboratory operations.
- j) Supervising, training and mentoring students and health Workers.
- k) Enforcing professional code of conduct.

Person specifications

a) Qualifications

- i. A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. Must be registered with UAHPC and holds a valid practicing license.

b) Experience

Must have three 3 years working experience as a Medical Laboratory Technologist in Government or a reputable Organisation

c) Competencies

i. Technical competencies

- a) **Planning, organizing and coordinating**

- Demonstrates an in depth understanding of linkages and relationships between organizations, and takes timely actions in facilitating groups and departments working together.

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior.

c) Financial management

- Is able to identify and lobby key stakeholders
- Is able to fit the organizational/departmental budget into the macro economic framework
- Is able to establish a link between provision of financial resources and other resources

d) Human Resource Management

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Is able to delegate and supervise staff
- Is able to assess staff performance

ii. Behavioural competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to take risks and champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

d) Problem solving and decision making

- Takes care of macro and long term consequences of decisions

Medical Laboratory Technologist

Job title:	Medical Laboratory Technologist
Salary scale:	U4 (SC)
Reports to:	Senior Medical Laboratory Technologist
Directly supervises:	Senior Laboratory Technician
Job Purpose:	To conduct advanced laboratory investigations.

Key duties and responsibilities

- a) Collecting and analysing specimens.
- b) Implementing bio-safety and bio security guidelines.
- c) Executing work plans and budgets.
- d) Interpreting and reporting results.
- e) Supervising and on bench training of students.
- f) Developing and implementing standard operating procedures
- g) Analysing disease surveillance specimens.
- h) Data generated from the laboratory managed and utilized.

Person specifications

a) Qualifications

- i. A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. Must be registered with UAHPC and holds a valid practicing license.

b) Competencies

i. Technical Competencies

a) Planning, Organizing and Coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

b) Coaching and Mentoring

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Gives detailed instructions and/or on-the-job demonstration.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behaviour that produces positive outputs.

c) Time management

- Plans daily, weekly , quarterly, monthly and annually
- Maintains an organised work environment with easy access to necessary resources and files and with minimal clutter
- Uses an effective personal planning and scheduling tool
- Maintains an organised filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Managing Employee Performance

- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review
- Understands the organisation's goals and objectives

ii. Behavioural Competencies

a) Concern for Quality and Standards

- Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records
- Takes action to improve performance and to ensure success.
- Monitors progress against key criteria

b) Results orientation

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

c) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others.

Principal Medical Laboratory Technician

Job title: Principal Medical Laboratory Technician

Salary scale: U3 (SC)

Reports to: Hospital Director, Principal Medical Officer, Medical Superintendent, Principal Medical Laboratory Technologist.

Directly supervises: Senior Laboratory Technician

Job purpose: To conduct advanced laboratory analyses, provide technical guidance and management of medical laboratory.

Key duties and responsibilities

- (a) Planning and budgeting for laboratory services.
- (b) Managing and accounting for allocated resources.
- (c) Conducting laboratory analysis and interpreting results.
- (d) Instituting and coordinating quality assurance for laboratories.
- (e) Implementation of bio-safety and bio-security measures.
- (f) Initiating and participating in research.
- (g) Compiling and submitting periodic reports

Person specifications

a) Qualifications

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution
- ii. A Certificate in management or administration
- iii. Must be registered with UAHPC and holds a valid practicing license

b) Experience

Must have six (6) years relevant working experience, three (3) of which must be at the level of Senior Medical Laboratory Technician in Government or a reputable Organisation

c) Competencies

i. Technical competencies

a) Planning, organizing and coordinating

- Demonstrates an in depth understanding of linkages and relationships between organizations, and takes timely actions in facilitating groups and departments working together.

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

c) Financial management

- Is able to identify and lobby key stakeholders
- Is able to fit the organizational/departmental budget into the macro economic framework
- Is able to establish a link between provision of financial resources and other resources

d) Human Resource Management

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Is able to delegate and supervise staff
- Is able to assess staff performance

ii. Behavioural Competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to take risks and champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

d) Problem solving and decision making

- Takes care of macro and long term consequences of decisions

Senior Medical Laboratory Technician

Job title:	Senior Medical Laboratory Technician
Salary scale:	U4 (SC)
Reports to:	Principal Laboratory Technician /Senior Medical Laboratory Technologist
Directly supervises:	Laboratory Technician
Job purpose:	To conduct advanced laboratory analyses

Key duties and Responsibilities

- a) Collecting and analysing specimens.
- b) Implementing bio-safety and bio security guidelines.
- c) Executing work plans and budgets.
- d) Interpreting and reporting results.
- e) Supervising and on bench training of students.
- f) Developing and implementing standard operating procedures
- g) Analysing disease surveillance specimens.

Person specifications

a) Qualifications

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution
- ii. Must be registered with UAHPC and holds a valid practicing license

b) Experience

Must have experience of three (3) years as a Medical Laboratory Technician in Government or the equivalent from a reputable Organisation

c) Competencies

i. Technical Competencies

a) Planning, Organizing and Coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

b) Coaching and Mentoring

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Gives detailed instructions and/or on-the-job demonstration.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behaviour that produces positive outputs.

c) Time management

- Plans daily, weekly, quarterly, monthly and annually
- Maintains an organised work environment with easy access to necessary resources and files and with minimal clutter
- Uses an effective personal planning and scheduling tool
- Maintains an organised filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Managing Employee Performance

- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review
- Understands the organisation's goals and objectives.

iii. Behavioural Competencies

a) Concern for Quality and Standards

- Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records
- Takes action to improve performance and to ensure success.
- Monitors progress against key criteria

b) Results orientation

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

c) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others.

Medical Laboratory Technician

Job title:	Medical Laboratory Technician
Salary scale:	U5 (SC)
Reports to:	Senior Medical Laboratory Technician
Directly supervises:	Senior Medical Laboratory Technician
Job purpose	To conduct basic laboratory analyses

Key duties and responsibilities

- a) Carrying out laboratory investigations and submitting reports.
- b) Preparing specimens and reagents according to established procedures.
- c) Supporting primary health care activities.
- d) Servicing and maintaining laboratory equipment to ensure functionality.
- e) Maintaining an inventory of the laboratory equipment.
- f) Applying quality assurance for laboratory tests.

a) Qualifications

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution
- ii. Must be registered with UAHPC and holds a valid practicing license

b) Competencies

i. Technical competencies

a) Records and Information Management

- Collects, creates and receives records
- Identifies, retrieves, circulates and monitors records
- Respects and maintains the nature of records and information entrusted to him/her

b) Management of organizational environment

- Is aware of his/her job and what needs to be done
- Understands the contributions of the job in relation to the mission of the department and organization
- Is able to identify the key stakeholders and the nature of the relationship.

c) **Time management**

- Maintains an organised+ work environment with easy access to necessary resources and files
- Maintains an organised filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) **Information Communication Technology (ICT)**

- Uses existing technology to collect, organize, catalogue, classify and disseminate information

ii. Behavioural competencies

a) **Concern for quality and standards**

- Checks own work and double checks the accuracy of particular information.
- Follows internal control procedures and ensures own compliance with standards
- Takes action to improve performance and to ensure success.
- Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.

b) **Ethics and Integrity**

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Voluntarily modifies behaviour in order to hold to ethical standards
- Observes the cardinal principles and code of conduct of the Public Service

c) **Accountability**

- Accepts personal responsibility for own actions and inactions.
- Uses public resources for the purpose for which they are voted and appropriated
- Provides required information on the use of resources provided
- Promptly accounts for any financial and other resources

d) **Results orientation**

- Demonstrates enthusiasm in accomplishing tasks and achieving goals.
- Readily accepts responsibility and expresses enthusiasm about reaching goals.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Works to achieve job objectives and strives to improve results.

Senior Medical Laboratory Assistant

Job title:	Senior Medical Laboratory Assistant
Salary scale:	U6 (SC)
Reports to:	Medical Laboratory Technician
Directly supervises:	Medical Laboratory Technician
Job purpose:	To conduct basic laboratory analyses

Key duties and responsibilities

- (a) Preparing laboratory reagents stains for routine investigations.
- (b) Carrying out basic laboratory test and submit reports to Clinicians.
- (c) Observing quality assurance for laboratories.
- (d) Servicing equipment regularly.
- (e) Following safety measures against hazards.
- (f) Compiling and submitting periodic reports.
- (g) Adhering to code of conduct and ethics.

Person specifications

a) Qualifications

- i. A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution
- ii. Must be registered with UAHPC and holds a valid practicing license

b) Experience

Must have three (3) years relevant working experience as Medical Laboratory Assistant in Government or a reputable Organisation

c) Competencies

i. Technical competencies

a) Records and Information Management

- Collects, creates and receives records
- Identifies, retrieves, circulates and monitors records
- Respects and maintains the nature of records and information entrusted to him/her

b) Management of organizational environment

- Is aware of his/her job and what needs to be done
- Understands the contributions of the job in relation to the mission of the department and organization
- Is able to identify the key stakeholders and the nature of the relationship.

c) Time management

- Maintains an organised+ work environment with easy access to necessary resources and files
- Maintains an organised filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Information Communication Technology (ICT)

- Uses existing technology to collect, organize, catalogue, classify and disseminate information

ii. Behavioural competencies

a) Concern for quality and standards

- Checks own work and double checks the accuracy of particular information.
- Follows internal control procedures and ensures own compliance with standards
- Takes action to improve performance and to ensure success.
- Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.

b) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Voluntarily modifies behaviour in order to hold to ethical standards
- Observes the cardinal principles and code of conduct of the Public Service

c) Accountability

- Accepts personal responsibility for own actions and inactions.
- Uses public resources for the purpose for which they are voted and appropriated
- Provides required information on the use of resources provided
- Promptly accounts for any financial and other resources

d) Results orientation

- Demonstrates enthusiasm in accomplishing tasks and achieving goals.
- Readily accepts responsibility and expresses enthusiasm about reaching goals.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Works to achieve job objectives and strives to improve results.

Medical Laboratory Assistant

Job title:	Medical Laboratory Assistant
Salary scale:	U7 (SC)
Reports to:	Senior Medical Laboratory Assistant
Directly supervises:	Support staff
Job purpose	To conduct elementary laboratory analyses

Key duties and responsibilities

- a) Preparing laboratory reagents and stains for routine investigations.
- b) Carrying out basic laboratory tests and submits reports
- c) Observing safety and quality assurance practices in laboratories.
- d) Cleaning the laboratory equipment regularly.
- e) Safely disposing off laboratory wastes.

Person specifications

Qualifications

- a) A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution
- b) Must be registered with UAHPC and holds a valid practicing License

Competencies

Technical competencies

- a) **Records and Information Management**
 - Collects, creates and receives records
 - Identifies, retrieves, circulates and monitors records
 - Respects and maintains the nature of records and information entrusted to him/her
- b) **Management of organizational environment**
 - Is aware of his/her job and what needs to be done
 - Understands the contributions of the job in relation to the mission of the department and organization
 - Can identify the key stakeholders and the nature of the relationship.
- c) **Time management**
 - Maintains an organised+ work environment with easy access to necessary resources and files

- Maintains an organised filing system
 - Takes specific steps to evaluate how time is used and to eliminate time wastage
- d) **Information Communication Technology (ICT)**
- Uses existing technology to collect, organize, catalogue, classify and disseminate information

Behavioural competencies

a) **Concern for quality and standards**

- Checks own work and double checks the accuracy of particular information.
- Follows internal control procedures and ensures own compliance with standards
- Takes action to improve performance and to ensure success.
- Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.

b) **Ethics and Integrity**

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Voluntarily modifies behaviour in order to hold to ethical standards
- Observes the cardinal principles and code of conduct of the Public Service

c) **Accountability**

- Accepts personal responsibility for own actions and inactions.
- Uses public resources for the purpose for which they are voted and appropriated
- Provides required information on the use of resources provided
- Promptly accounts for any financial and other resources

d) **Results orientation**

- Demonstrates enthusiasm in accomplishing tasks and achieving goals.
- Readily accepts responsibility and expresses enthusiasm about reaching goals.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Works to achieve job objectives and strives to improve results.