Republic of Kenya

Ministry of Health

National Quality Control Laboratory

A WHO Prequalified and an ISO/IEC 17025:2017 Accredited Testing Facility
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CAREER OPPORTUNITIES

The National Quality Control Laboratory (NQCL) is a Semi-Autonomous Government Agency established under the Pharmacy and Poisons Act (CAP 244 of the Laws of Kenya). It is mandated to test, examine and ensure the quality control of drugs and medicinal substances.

NQCL is seeking applications to fill the following vacant positions:

S/NO.	POSITION	NQCL GRADE	NO. OF VACANCIES	JOB REFERENCE
1	Principal Office Administrator (CEO's Office)	5	1	NO. 1/2026
2	Assistant Office Administrator (CEO's office)	7	1	NO. 2/2026
3	Office Assistant I (CEO's Office)	10	1	NO. 3/2026
4	Biomedical Engineer I (Physiochemical Analysis)	7	1	NO. 4/2026
5	Senior Laboratory Analyst (Physiochemical Analysis)	6	1	NO. 5/2026
6	Laboratory Analyst I (Physiochemical Analysis)	7	4	NO. 6/2026
7	Laboratory Technologist I (Physiochemical Analysis)	7	1	NO. 7/2026
8	Laboratory Technician II (Physiochemical Analysis)	9	1	NO. 8/2026
9	Senior Pharmaceutical Analyst (Medical Devices)	6	1	NO. 9/2026
10	Pharmaceutical Analyst I (Medical Devices)	7	1	NO. 10/2026
11	Laboratory Analyst I (Medical Devices)	7	1	NO. 11/2026
12	Senior Laboratory Analyst (Biologics and Vaccines Testing Analysis)	6	1	NO. 12/2026
13	Pharmaceutical Analyst I (Biologics and Vaccines Testing Analysis)	7	3	NO. 13/2026

14	Senior Pharmaceutical Analyst (Sample Management)	6	1	NO. 14/2026
15	Laboratory Technologist III (Sample Management)	9	1	NO. 15/2026
16	Senior Laboratory Analyst (Quality Control and Instrumentation Checks)	6	1	NO. 16/2026
17	Laboratory Technologist I (Quality Control and Instrumentation Checks)	7	2	NO. 17/2026
18	Senior Human Resource Management & Development Officer	6	1	NO. 18/2026
19	Records Management and Information Officer I	7	1	NO. 19/2026
20	Office Assistant III (Administration)	12	1	NO. 20/2026
21	Customer Care Assistant I	7	1	NO. 21/2026
22	Senior Accountant	6	1	NO. 22/2026
23	ICT Officer I	7	1	NO. 23/2026
24	Legal Officer II	8	1	NO. 24/2026
25	Senior Planning Strategy & Partnership Officer	6	1	NO. 25/2026
26	Senior Supply Chain Management Officer	6	1	NO. 26/2026
27	Senior Internal Auditor	6	1	NO.27/2026
TOTAL			**33**	

TERMS OF ENGAGEMENT

Successful candidates shall be placed on contract for a period of one (1) year. Other terms and conditions of service shall be guided by the provisions of the National Quality Control Laboratory (NQCL) approved Human Resource Instruments.

Details of the positions are available at: **https://nqcl.go.ke**

HOW TO APPLY

Interested applicants **must** adhere to the following application instructions. Submit both **hard copy** and **soft copy (PDF format)** applications as outlined below.

Required Documents:

1. Copy of National Identification Card
2. Duly signed application letter
3. Curriculum Vitae (CV)

4. Copies of relevant academic and professional certificates.

NOTE

NQCL is an equal opportunity employer dedicated to diversity and inclusion for qualified applicants from all backgrounds including persons living with disabilities.

Submission Guidelines: - Hard copy applications must be sealed, clearly marked *"Confidential"*, and indicate the job reference number corresponding to the position applied for.

Deliver to: **Ag. Chief Executive Officer**
National Quality Control Laboratory
University of Nairobi
School of Pharmacy Building 2nd Floor – Kenyatta National Hospital
P.O. Box 29726 – 00100
NAIROBI

Soft copy applications must be sent via email to: hr@nqcl.go.ke **copy to** hrunitnqcl@gmail.com.

Applications must be submitted by 17:00 hrs on 14th April, 2026.

JOB ADVERTISEMENT

1. **Job Title : Principal Office Administrator (CEO's Office)**
   Advert No : NQCL NO. 1/2026
   Terms of Service: Contract (1 Year)
   Position Level: NQCL 5
   No. of positions: 1

a) Job Specification

Duties and responsibilities at this level will entail:

i. Maintaining office diary;
ii. Typing and data processing;
iii. Undertaking reprography;
iv. Operating and managing office equipment;
v. Attending to visitors/clients and customer inquiries;
vi. Handling correspondences, telephone calls, office documents and equipment;
vii. Planning and organizing meetings, appointments, workshops/conferences and seminars;
viii. Ensuring security of office equipment;
ix. Ensuring security, confidentiality, integrity and availability of office data, records and documents, including classified materials;
x. Implementing and monitoring procedures for record keeping of correspondence and file movements;
xi. Maintaining an up-to-date filing system in the office including archiving of records;
xii. Preparing responses to routine correspondences;
xiii. Managing office protocol and etiquette; and
xiv. Managing petty cash.

a) Person Specifications

For appointment to this grade, an officer must have:

i. Cumulative service period of nine (9) years relevant work experience, three (3) of which must be at senior office administrator or in a comparable position;
ii. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management or equivalent qualification from a recognized institution; OR Bachelor's Degree AND a Diploma in Secretarial Studies or equivalent qualification from a recognized institution;
iii. Management course lasting not less than four (4) weeks from a recognized institution;
iv. Proficiency in computer applications.

2. **Job Title :** **Assistant Office Administrator I (CEO's office)**
Advert No : **NQCL NO.2/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 7**
No. of positions: **1**

a) Job Specification

An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

i. Typing, processing data;
ii. Undertaking reprography;
iii. Recording dictation in shorthand and transcribing it in typewritten form;
iv. Ensuring security of office records, documents and equipment;
v. Operating office equipment;
vi. Managing office protocol;
vii. Managing office petty cash; and
viii. Handling telephone calls and appointments.

b) Person Specifications

For appointment to this grade a candidate must have:

i. Cumulative service period of six years' experience, (3) three of which should have been at the grade of assistant office administrator II or in a comparable position;
ii. Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council or equivalent in the following subjects: Typewriting III (Minimum 50 w.p.m)/Computerized document processing III; Shorthand III (100 w.p.m); Business English III/Communications II; Office Management III; Office Administration and Management III; Secretarial Duties II; and Commerce II; OR Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualification;
iii. Proficiency in computer applications.

3. **Job Title : Office Assistant I (CEO's Office)**
Advert No : NQCL NO.3/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 10
No. of positions: 1

a) Job Specifications

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

Duties and responsibilities at this level will entail:

i. Attending to general routine office services;
ii. Performing messengerial duties;
iii. Performing cleaning services;
iv. Collecting and disposing of general waste;
v. Ensuring tidiness of the working environment;
vi. Providing specifications for cleaning materials and equipment;
vii. Dusting offices and ensuring habitable office conditions;
viii. Keeping safe custody of cleaning materials and equipment;
ix. Preparing and serving refreshments;
x. Moving or carrying office equipment, furniture and ensure orderly arrangement; and
xi. Dispatching letters, files and other documents.

b) Person Specifications

For appointment to this grade, a candidate must have:

i. Cumulative service period of six (6) years' work experience, three (3) years of which should have been at the grade of Office Assistant II or in a comparable position;
ii. Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution; and
iii. Proficiency in computer applications.

4. **Job Title :** **Biomedical Engineer I (Physiochemical Analysis)**
Advert No : **NQCL NO. 4/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 7**
No. of positions: **1**

An officer at this level will work under supervision of a senior officer.

a) Job Specifications

Duties and responsibilities at this level entail:

(i) Performing routine maintenance and repairs of basic biomedical equipment, plants, furniture, instruments and utilities in the Laboratory
(ii) Installing basic medical equipment, instruments and furniture;
(iii) Documenting information related to biomedical engineering services;
(iv) Collecting, compiling and disseminating data and on biomedical engineering services;
(v) Preparing and submitting periodic reports;
(vi) Performing regularly testing of new technology, equipment and instruments;
(vii) Managing inventory of medical equipment, furniture and plants;
(viii) Requisitioning and ordering spare parts and consumables;
(ix) Participating in designing, managing and implementing engineering programmers and projects;
(x) Participating in biomedical engineering research and training; and
(xi) Promoting and advising on the use of appropriate engineering technologies.

b) Person Specifications

For appointment to this grade, a candidate must have:

(i) Cumulative service period of three (3) years at the grade of Biomedical Engineer II or in a comparable position;
(ii) Bachelor degree in Biomedical Engineering or its equivalent from a recognized institution;
(iii) Registration with relevant professional body;
(iv) Proficiency in computer applications.

5. **Job Title :** **Senior Laboratory Analyst (Physiochemical Analysis)**
Advert No : **NQCL NO. 5/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 6**
No. of positions: **1**

a) Job Specifications

Duties and responsibilities at this level entail:

(i) Drafting and implementing standard operating procedures;
(ii) Preparing laboratory reagents, solutions, specimens and samples for analysis for routine analysis;
(iii) Generating test reports;
(iv) Participating in Environmental, Health and Safety activities (EHS);
(v) Stock taking (Including chemicals) and inventory management;
(vi) Performing laboratory PT /ILC tests as guided by the protocols;
(vii) Cleaning of specialized equipment;
(viii) Decontaminating and sterilizing glassware for biological analysis.
(ix) Validating of cleaning processes including glassware, equipment and Biological analysis surfaces.

b) Person Specifications

For appointment to this grade, an officer must have:

(i) Cumulative relevant service period of six (6) years, three (3) of which should have been at the grade of Laboratory Analyst I or in a comparable position;
(ii) Bachelor's Degree in Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Membership to a professional body and Registration Certificate where applicable;
(iv) Proficiency in computer applications.

6. Job Title : Laboratory Analyst I (Physiochemical Analysis)
Advert No : NQCL NO. 6/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 7
No. of positions: 1

a) Job Specifications

An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level entail:

(i) Implementing Standard Operating Procedures;
(ii) Preparing Samples, solutions and reagents for testing;
(iii) Assisting in setting up the necessary requirements to perform Certificate Tests (PTs) and or Inter Laboratory Comparison (ILC) Tests

(iv) Assigning column numbers after verification exercise -
(v) Performing Class A glassware verification process
(vi) Carrying out performance verification on analytical equipment (weight checks on analytical balances, pH meter etc…)
(vii) Implementing Biosafety and biosecurity framework in the laboratory.
(viii) Implementing quality management system and risk strategies
(ix) Cleaning of specialized equipment;
(x) Validating of cleaning processes including glassware, equipment and Biological analysis surfaces;
(xi) Participating in Identification of Risks in the laboratory and mitigation measurers
(xii) Participating in surveys including Post Market Surveillances of HPTs

b) Person Specifications

For appointment to this grade, a candidate must have:

(ii) Cumulative service period of three (3) years at the grade of Laboratory Analyst II or in a comparable position;
(iii) Bachelor's Degree in Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iv) Proficiency in computer applications.

7. Job Title : Laboratory Technologist I (Physiochemical Analysis)
Advert No : NQCL NO. 7/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 7
No. of positions: 1

a) Job Specifications

An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level entail:

(i) Participating in sorting HPTs and storing them appropriately as per the manufacturer temperature requirements.
(ii) Implementing work protocols and operating procedures applicable to their activities;
(iii) Implementing Biosafety biosecurity framework;
(iv) Undertaking analytical waste disinfection and disposal;

(v) labeling of reagents, Chemicals & equipment;
(vi) Implement the Laboratory's Quality Management System;
(vii) Implement the cleaning protocol;
(viii) Assist in carrying out specialized cleaning procedures;
(ix) implementing section plans and work plans;
(x) labeling of reagents, Chemicals & equipment;
(xi) Checking the stock outs of the reagent on the bench site;
(xii) Ensuring the chemical reagents are stored in their respective cabinets;
(xiii) Managing of glassware in the Laboratory;
(xiv) Ensuring on site availability of equipment SOP's and
(xv) Assisting in carrying out physical stock takes for laboratory inventory
(xvi) Participating in surveys including Post market Surveillances of HPTs

b) Person Specifications

For appointment to this grade, a candidate must have:

(i) Cumulative service period of six (6) years three (3) of which should have been in the grade of Laboratory Technologist II or in a comparable position;
(ii) Diploma in Industrial Chemistry, Analytical Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Proficiency in computer applications

8. Job Title : Laboratory Technician II (Physiochemical Analysis)
Advert No : NQCL NO. 8/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 9
No. of positions: 1

a) Job Specifications

An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level entail:

(i) Implement Standard Operating Procedures;
(ii) Implement section plans and work plans;
(iii) Cleaning bins and benches and ensuring proper disposal of analytical waste.
(iv) Maintain reorder level for waste disposal bags
(v) Adhere to MSDS requirements
(vi) Implement Bio - safety Bio-security framework

b) Person Specifications

For appointment to this grade, a candidate must have:

(i) Cumulative relevant service period of three (3) years' work experience at the grade of Laboratory Technician III or in a comparable position;
(ii) Professional Certificate in Science laboratory technologist, Industrial Chemistry, analytical Chemistry, Biochemistry, Biotechnology, Microbiology, Medical Laboratory or equivalent qualification from a recognized institution;
(iii) Proficiency in computer applications.

9. Job Title : Senior Pharmaceutical Analyst (Medical Devices)
Advert No : NQCL NO. 9/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 1

An officer at this level may be deployed in any of the following functional areas: Biologics and Vaccines Analysis; Physico-chemical Analysis; Research, Innovation, Planning and Knowledge Management; and Sample Management and Quality Assurance.

a) Job Specifications

l. Vaccines and Biological Analysis and Chemical and Instrumental Analysis,

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Communicating safety measures in the laboratory and ensure availability of Safety Data Sheets (SDS) and avail each hazardous chemical.
iv. Establishing and maintaining a database of all potentially hazardous activities and sources
v. Maintaining data security, protection and tracking through the Laboratory information system;
vi. Undertaking performance management of the department including performance contracting and appraisal;
vii. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
viii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
ix. Ensuring proper disposal of samples and reagents and laboratory waste in accordance with all applicable procedures;
x. Ensuring proper disposal of samples and reagents and laboratory waste in

accordance with all applicable procedures;

xi. Preparing standard volumetric solutions and reagents following recognized formulas and experimental procedures

xii. Analyzing and recording test data to issue reports that use charts, graphs or narratives.

xiii. Analyzing the results of tests or experiments to ensure conformity to specifications.

xiv. Supervising and instructing technicians and laboratory assistants.

xv. Analyzing Out of Specification samples, radiopharmaceuticals and anti - cancers.

xvi. Capturing and updating relevant data and inventories for samples, reagents, microbes, solutions, equipment and animals related to testing and research of HPTs;

xvii. Participating in the resolution of client complaints relating to technical matters.

xviii. Updating records of recognized Reference materials including Chemical Reference substances, Buffers and cultures;
xix. Participating in qualification of analytical equipment before commissioning and operating, and troubleshooting instrumentation and perform preventative maintenance.
xx. Performing routine and complex sample analysis following strict methodologies, recording and interpreting results
xxi. Participating in Laboratory in Certificate Testing/ Inter-Laboratory Comparison (ILC) testing schemes and other activities for assuring quality of test results;
xxii. Undertaking Continuous Professional Development in compliance with the regulatory requirements;
xxiii. Participate in training and mentorship of personnel; and undertaking performance management of the department including performance contracting and appraisal;

II. Research, Innovation, Planning and Knowledge Management,

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation work plans and ensuring efficiency in the day-to-day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Preparing samples for disposal waste in accordance with all applicable procedures;
ix. Conducting research surveys including Post-Market Surveillance of HPTs at the ports of entries, in collaboration with the Pharmacy and Poisons Board and other relevant bodies.
x. Ensuring technology transfer of novel technologies including Methods of Analysis and formulations between relevant public and private institutions and the Laboratory.
xi. Disseminating research findings emanating from the R & D activities through Abstracts, policy briefs, technical reports, and publication in peer review journals;
xii. Collaborating with other research institutions and regulators, including KEMRI, universities, PPB, Teaching & referral hospitals, national and international pharmaceutical laboratories on various areas of interest including pharmaceutical testing techniques, clinical trials and Bio-equivalence studies.

xiii. Mobilizing resources through grant application, proposal writing, networking, and seeking of strategic partnerships to support research, development and technology transfer;
xiv. Ensuring protection of the Laboratory innovation through application and maintenance of intellectual property rights, patents and copy rights.

III. Sample Management and Repository

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Preparing samples for disposal waste in accordance with all applicable procedures;
ix. Providing oversight and verification of quotations, invoices, methods of analysis and request forms against the analysis undertaken in the laboratory;
x. Coordinating receipt of samples or consignments and ensures conformity to the set regulations and procedures;
xi. Establishing and maintaining a data repository/ inventory of Manufacturer's methods and Validation data, client samples, clients listing, costing, certificates among others;
xii. Ensuring proper disposal of samples in accordance with all applicable procedures;

IV. **Quality Assurance**,

Duties and responsibilities will entail:

i. Developing and ensuring implementation of policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Ensuring compliance WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Ensuring compliance with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.

iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Conducting performance evaluations that are timely and constructive
vi. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Coordinate Certificate Tests/Inter-Laboratory Comparison Testing (PT/ILT) and, initiate corrective actions from noncompliant results.

b) Person Specifications

For appointment to this grade, an officer must have:

i. Cumulative relevant service period of Six (6) years (3) of which should have been in the grade of Pharmaceutical Analyst I or in a comparable position;
ii. Bachelor's Degree in Pharmacy, Environmental Health or its equivalent qualification from a recognized institution;
iii. Certificate of Registration as a Pharmacist from Pharmacy and Poisons Board
iv. Membership to a relevant professional body
v. Proficiency in computer applications.

10. Job Title : Pharmaceutical Analyst I (Medical Devices)
Advert No : NQCL NO. 10/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 7
No. of positions: 1

An officer at this level will work under the supervision of a senior officer.
An officer at this level may be deployed in any of the following functional areas: - Vaccines and Biological Analysis, Chemical and Instrumental Analysis, Research, Innovation, Planning and Knowledge Management, and Sample Management and Repository and Quality Assurance.

a) Job Specifications

I. Vaccines and Biological Analysis and Chemical and Instrumental Analysis,

II. Research, Innovation, Planning and Knowledge Management,

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory

information system;

v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Creating awareness on Environmental, Health and Safety measures in the Laboratory through.
viii. Identifying potential innovations, technologies and methods for sharing and technology transfer and undertaking literature search to identify emerging trends in chemical and physical testing
ix. Developing draft reports, abstracts, draft policies for dissemination
x. Participating in proposals development for grants application.

III. **Sample Management and Repository**

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in training needs and impact assessments

vii. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
viii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
ix. Preparing samples for disposal waste in accordance with all applicable procedures;
x. Providing oversight and verification of quotations, invoices, methods of analysis and request forms against the analysis undertaken in the laboratory;
xi. Coordinating receipt of samples or consignments and ensures conformity to the set regulations and procedures;
xii. Establishing and maintaining a data repository/ inventory of Manufacturer's methods and Validation data, client samples, clients listing, costing, certificates among others;
xiii. Ensuring proper disposal of samples in accordance with all applicable procedures;
xiv. Building capacity through inductions, training and mentorship of personnel; and undertaking performance management

IV. **Quality Assurance,**

Duties and responsibilities will entail:

i. Developing and ensuring implementation of policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Ensuring compliance WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Developing guidelines for Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation of work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Coordinating Certificate Tests/Inter-Laboratory Comparison Testing (PT/ILT) and, initiate corrective actions from noncompliant results.
ix. Building capacity through inductions, training and mentorship of personnel;

b) Person Specifications

For appointment to this grade, an officer must have:

ii. Cumulative service period of three (3) years at the grade of Pharmaceutical Analyst II or in a comparable position;
iii. Bachelor's Degree in Pharmacy, Environmental Health or its equivalent qualification from a recognized institution;

iv. Certificate of Registration as a Pharmacist from Pharmacy and Poisons Board

v. Proficiency in computer applications.

vi. Shown merit and ability as reflected in work performance and results;

11. Job Title : Laboratory Analyst I (Medical Devices)
Advert No : NQCL NO. 11/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 7
No. of positions: 1

A) Job Specifications

An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level entail:

(i) Implementing Standard Operating Procedures;
(ii) Preparing Samples, solutions and reagents for testing;
(iii) Assisting in setting up the necessary requirements to perform Certificate Tests (PTs) and or Inter Laboratory Comparison (ILC) Tests
(iv) Assigning column numbers after verification exercise -
(v) Performing Class A glassware verification process
(vi) Carrying out performance verification on analytical equipment (weight checks on analytical balances, pH meter etc…)
(vii) Implementing Biosafety and biosecurity framework in the laboratory.
(viii) Implementing quality management system and risk strategies
(ix) Cleaning of specialized equipment;
(x) Validating of cleaning processes including glassware, equipment and Biological analysis surfaces;
(xi) Participating in Identification of Risks in the laboratory and mitigation measurers
(xii) Participating in surveys including Post Market Surveillances of HPTs

B) Person Specifications

For appointment to this grade, a candidate must have:

(i) Cumulative service period of three (3) years at the grade of Laboratory Analyst II or in a comparable position;

(ii) Bachelor's Degree in Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Proficiency in computer applications.

12. Job Title : Senior Laboratory Analyst (Biologics and Vaccines Testing Analysis)
Advert No : NQCL NO. 12/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 1

a) Job Specifications

Duties and responsibilities at this level entail:

(i) Drafting and implementing standard operating procedures;
(ii) Preparing laboratory reagents, solutions, specimens and samples for analysis for routine analysis;
(iii) Generating test reports;
(iv) Participating in Environmental, Health and Safety activities (EHS);
(v) Stock taking (Including chemicals) and inventory management;
(vi) Performing laboratory PT /ILC tests as guided by the protocols;
(vii) Cleaning of specialized equipment;
(viii) Decontaminating and sterilizing glassware for biological analysis.
(ix) Validating of cleaning processes including glassware, equipment and Biological analysis surfaces.

b) Person Specifications

For appointment to this grade, an officer must have:

(i) Cumulative relevant service period of six (6) years, three (3) of which should have been at the grade of Laboratory Analyst I or in a comparable position;
(ii) Bachelor's Degree in Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Membership to a professional body and Registration Certificate where applicable;
(iv) Proficiency in computer applications.

13. Job Title : Pharmaceutical Analyst I (Biologics and Vaccines Testing Analysis)
Advert No : NQCL NO.13/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 7
No. of positions: 3

c) Job Specifications

V. Vaccines and Biological Analysis and Chemical and Instrumental Analysis,

VI. Research, Innovation, Planning and Knowledge Management,

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Creating awareness on Environmental, Health and Safety measures in the Laboratory through.
viii. Identifying potential innovations, technologies and methods for sharing and technology transfer and undertaking literature search to identify emerging trends in chemical and physical testing
ix. Developing draft reports, abstracts, draft policies for dissemination
x. Participating in proposals development for grants application.

VII. Sample Management and Repository

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in training needs and impact assessments

vii. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
viii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
ix. Preparing samples for disposal waste in accordance with all applicable procedures;
x. Providing oversight and verification of quotations, invoices, methods of analysis and request forms against the analysis undertaken in the laboratory;
xi. Coordinating receipt of samples or consignments and ensures conformity to the set regulations and procedures;
xii. Establishing and maintaining a data repository/ inventory of Manufacturer's methods and Validation data, client samples, clients listing, costing, certificates among others;
xiii. Ensuring proper disposal of samples in accordance with all applicable procedures;
xiv. Building capacity through inductions, training and mentorship of personnel; and undertaking performance management

VIII. Quality Assurance,

Duties and responsibilities will entail:

i. Developing and ensuring implementation of policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Ensuring compliance WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Developing guidelines for Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation of work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Coordinating Certificate Tests/Inter-Laboratory Comparison Testing (PT/ILT) and, initiate corrective actions from noncompliant results.
ix. Building capacity through inductions, training and mentorship of personnel;

d) Person Specifications

For appointment to this grade, an officer must have:

i. Cumulative service period of three (3) years at the grade of Pharmaceutical Analyst II or in a comparable position;
ii. Bachelor's Degree in Pharmacy, Environmental Health or its equivalent qualification from a recognized institution;

iii. Certificate of Registration as a Pharmacist from Pharmacy and Poisons Board
iv. Proficiency in computer applications.
v. Shown merit and ability as reflected in work performance and results;

14. Job Title : Senior Pharmaceutical Analyst (Sample Management)
Advert No : NQCL NO.14/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 3

a) Job Specifications

V. Vaccines and Biological Analysis and Chemical and Instrumental Analysis,

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Communicating safety measures in the laboratory and ensure availability of Safety Data Sheets (SDS) and avail each hazardous chemical.
iv. Establishing and maintaining a database of all potentially hazardous activities and sources
v. Maintaining data security, protection and tracking through the Laboratory information system;
vi. Undertaking performance management of the department including performance contracting and appraisal;
vii. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
viii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
ix. Ensuring proper disposal of samples and reagents and laboratory waste in accordance with all applicable procedures;
x. Ensuring proper disposal of samples and reagents and laboratory waste in accordance with all applicable procedures;
xi. Preparing standard volumetric solutions and reagents following recognized formulas and experimental procedures
xii. Analyzing and recording test data to issue reports that use charts, graphs or narratives.
xiii. Analyzing the results of tests or experiments to ensure conformity to specifications.
xiv. Supervising and instructing technicians and laboratory assistants.
xv. Analyzing Out of Specification samples, radiopharmaceuticals and anti - cancers.
xvi. Capturing and updating relevant data and inventories for samples, reagents,

microbes, solutions, equipment and animals related to testing and research of HPTs;

xvii. Participating in the resolution of client complaints relating to technical matters.

xviii. Updating records of recognized Reference materials including Chemical Reference substances, Buffers and cultures;

xix. Participating in qualification of analytical equipment before commissioning and operating, and troubleshooting instrumentation and perform preventative maintenance.

xx. Performing routine and complex sample analysis following strict methodologies, recording and interpreting results

xxi. Participating in Laboratory in Certificate Testing/ Inter-Laboratory Comparison (ILC) testing schemes and other activities for assuring quality of test results;

xxii. Undertaking Continuous Professional Development in compliance with the regulatory requirements;

xxiii. Participate in training and mentorship of personnel; and undertaking performance management of the department including performance contracting and appraisal;

VI. Research, Innovation, Planning and Knowledge Management,

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);

ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;

iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.

iv. Maintaining data security, protection and tracking through the Laboratory information system;

v. Undertaking performance management of the department including performance contracting and appraisal;

vi. Participating in preparation work plans and ensuring efficiency in the day-to-day operations of the Laboratory

vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans

viii. Preparing samples for disposal waste in accordance with all applicable procedures;

ix. Conducting research surveys including Post-Market Surveillance of HPTs at the ports of entries, in collaboration with the Pharmacy and Poisons Board and other relevant bodies.

x. Ensuring technology transfer of novel technologies including Methods of Analysis and formulations between relevant public and private institutions and the Laboratory.

xi. Disseminating research findings emanating from the R & D activities through Abstracts, policy briefs, technical reports, and publication in peer review journals;

xii. Collaborating with other research institutions and regulators, including KEMRI, universities, PPB, Teaching & referral hospitals, national and international pharmaceutical laboratories on various areas of interest including pharmaceutical testing techniques, clinical trials and Bio-equivalence studies.

xiii. Mobilizing resources through grant application, proposal writing, networking, and seeking of strategic partnerships to support research, development and technology transfer;
xiv. Ensuring protection of the Laboratory innovation through application and maintenance of intellectual property rights, patents and copy rights.

VII. Sample Management and Repository

i. Implementing policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Maintaining WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Complying with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.
iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Undertaking performance management of the department including performance contracting and appraisal;
vi. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Preparing samples for disposal waste in accordance with all applicable procedures;
ix. Providing oversight and verification of quotations, invoices, methods of analysis and request forms against the analysis undertaken in the laboratory;
x. Coordinating receipt of samples or consignments and ensures conformity to the set regulations and procedures;
xi. Establishing and maintaining a data repository/ inventory of Manufacturer's methods and Validation data, client samples, clients listing, costing, certificates among others;
xii. Ensuring proper disposal of samples in accordance with all applicable procedures;

VIII. Quality Assurance,

Duties and responsibilities will entail:

i. Developing and ensuring implementation of policies, strategies, standards, procedures, guidelines and Methodologies on testing and research of Health Products and Technologies (HPTs);
ii. Ensuring compliance WHO Good Practices for Pharmaceutical Quality Control Laboratories and ISO 17025 Standards;
iii. Ensuring compliance with Environmental Health and Safety, Biosafety, Biosecurity requirements and participate in monitoring the environmental conditions in the Laboratory and report any deviations.

iv. Maintaining data security, protection and tracking through the Laboratory information system;
v. Conducting performance evaluations that are timely and constructive
vi. Participating in preparation work plans and ensuring efficiency in the day to day operations of the Laboratory
vii. Generating requisitions for approval and participate in departmental administrative plans including budgets and procurement plans
viii. Coordinate Certificate Tests/Inter-Laboratory Comparison Testing (PT/ILT) and, initiate corrective actions from noncompliant results.

b) Person Specifications

For appointment to this grade, an officer must have:

i. Cumulative relevant service period of Six (6) years (3) of which should have been in the grade of Pharmaceutical Analyst I or in a comparable position;
ii. Bachelor's Degree in Pharmacy, Environmental Health or its equivalent qualification from a recognized institution;
iii. Certificate of Registration as a Pharmacist from Pharmacy and Poisons Board
iv. Membership to a relevant professional body
v. Proficiency in computer applications.

15. Job Title : Laboratory Technologist III (Sample Management)
Advert No : NQCL NO.15/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 10
No. of positions: 3

Duties and responsibilities at this level entail:

(i) Implement Standard Operating Procedures;
(ii) Implement section plans and work plans;
(iii) Cleaning bins and benches and ensuring proper disposal of analytical waste.
(iv) Maintain reorder level for waste disposal bags
(v) Adhere to MSDS requirements
(vi) Implement Bio - safety Bio-security framework

b) Person Specifications
For appointment to this grade, a candidate must have:

(i) Professional Certificate in Science laboratory technologist, Industrial Chemistry, analytical Chemistry, Biochemistry, Biotechnology, Microbiology, Medical Laboratory or equivalent qualification from a recognized institution;
(ii) Proficiency in computer applications.

17. Job Title : **Senior Laboratory Analyst (Quality Control and Instrumentation Checks)**
Advert No : **NQCL NO.17/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 7**
No. of positions: **1**

a. Job Specifications

An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level entail:

(i) Implementing Standard Operating Procedures;
(ii) Preparing Samples, solutions and reagents for testing;
(iii) Assisting in setting up the necessary requirements to perform Certificate Tests (PTs) and or Inter Laboratory Comparison (ILC) Tests
(iv) Assigning column numbers after verification exercise -
(v) Performing Class A glassware verification process
(vi) Carrying out performance verification on analytical equipment (weight checks on analytical balances, pH meter etc…)
(vii) Implementing Biosafety and biosecurity framework in the laboratory.
(viii) Implementing quality management system and risk strategies
(ix) Cleaning of specialized equipment;
(x) Validating of cleaning processes including glassware, equipment and Biological analysis surfaces;
(xi) Participating in Identification of Risks in the laboratory and mitigation measurers
(xii) Participating in surveys including Post Market Surveillances of HPTs

b. Person Specifications

For appointment to this grade, a candidate must have:

(i) Cumulative service period of three (3) years at the grade of Laboratory Analyst II or in a comparable position;

(ii) Bachelor's Degree in Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Proficiency in computer applications.

17. Job Title : **Senior Laboratory Analyst (Quality Control and Instrumentation Checks)**
Advert No : **NQCL NO.16/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 6**
No. of positions: **1**

a) Job Specifications

Duties and responsibilities at this level entail:

(i) Drafting and implementing standard operating procedures;
(ii) Preparing laboratory reagents, solutions, specimens and samples for analysis for routine analysis;
(iii) Generating test reports;
(iv) Participating in Environmental, Health and Safety activities (EHS);
(v) Stock taking (Including chemicals) and inventory management;
(vi) Performing laboratory PT /ILC tests as guided by the protocols;
(vii) Cleaning of specialized equipment;
(viii) Decontaminating and sterilizing glassware for biological analysis.
(ix) Validating of cleaning processes including glassware, equipment and Biological analysis surfaces.

b) Person Specifications

For appointment to this grade, an officer must have:

(i) Cumulative relevant service period of six (6) years, three (3) of which should have been at the grade of Laboratory Analyst I or in a comparable position;
(ii) Bachelor's Degree in Chemistry, Analytical Chemistry, Industrial Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Membership to a professional body and Registration Certificate where applicable;
(iv) Proficiency in computer applications.

18. Job Title : **Laboratory Technologist I (Quality Control and Instrumentation Checks)**
Advert No : **NQCL NO.18/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 6**
No. of positions: **2**

c) Job Specifications

An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level entail:

i. Participating in sorting HPTs and storing them appropriately as per the manufacturer temperature requirements.
ii. Implementing work protocols and operating procedures applicable to their activities;
iii. Implementing Biosafety biosecurity framework;
iv. Undertaking analytical waste disinfection and disposal;
v. labeling of reagents, Chemicals & equipment;
vi. Implement the Laboratory's Quality Management System Implement the cleaning protocol;
vii. Assist in carrying out specialized cleaning procedures;
viii. implementing section plans and work plans;
ix. labeling of reagents, Chemicals & equipment;
x. Checking the stock outs of the reagent on the bench site;
xi. Ensuring the chemical reagents are stored in their respective cabinets;
xii. Managing of glassware in the Laboratory;
xiii. Ensuring on site availability of equipment SOP's and
xiv. Assisting in carrying out physical stock takes for laboratory inventory
xv. Participating in surveys including Post market Surveillances of HPTs

d) Person Specifications

For appointment to this grade, a candidate must have:

(i) Cumulative service period of six (6) years three (3) of which should have been in the grade of Laboratory Technologist II or in a comparable position;
(ii) Diploma in Industrial Chemistry, Analytical Chemistry, Biochemistry, Biotechnology, Microbiology or equivalent qualification from a recognized institution.
(iii) Proficiency in computer applications.

18 . Job Title : Senior Human Resource Management & Development Officer
Advert No : NQCL NO. 18/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 1

a. Job Specifications

Duties and responsibilities at this level will entail:

Participating in interpreting and implementing the human resource management policies and circulars;

i. Undertaking training needs analysis, projections and developing training programmes;
ii. Participating in staff recruitment, selection, induction and placement;
iii. Processing the payroll;
iv. Assisting in managing staff welfare schemes;
v. Maintaining human resource management information system;
vi. Consolidating information for payroll processing;
vii. Supporting in the management of staff probation, confirmation, promotion and exit process; and
viii. Verifying and maintaining human resource records.

b. Person Specifications

For appointment to this grade, an officer must have:

i. Cumulative service period of six (6) years relevant work experience three (3) of which must have been in the grade of Human Resource Management Officer I or in a comparable position;
ii. Bachelor degree in Human Resource Management or equivalent qualification from a recognized institution;
OR
iii. Bachelor degree in Social Sciences plus post graduate diploma in Human Resource Management or equivalent qualification from a recognized institution;
iv. Professional qualification and membership of Institute of Human Resources Management (IHRM) or its equivalent, and in good standing; and
v. Proficiency in computer applications;

19. Job Title : Records Management and Information Officer I
Advert No : **NQCL NO.19/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 7**
No. of positions: **1**

a) Job Specifications

An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

i. Reviewing and developing guidelines, procedure manuals, classification and document retention schedules and presenting them for review;
ii. Planning, organizing and implementing records and archives management programme in line with statutory requirements and monitoring compliance;
iii. Ensuring the safety, security, integrity and confidentiality in the provision of all records management services by supervising access to records storage area and labeling all records;
iv. Coordinating appraisal of records and making periodic recommendations for permanent preservation or disposal in liaison with Kenya National Archives and Documentation Services;
v. Supervising registry operations;
vi. Contributing in the review, development and implementation of the Standard Operating Procedures in Quality Management Systems of audit recommendations.

b) Person Specifications

For appointment to this grade, an officer must have:

i. Three (3) years' experience at the grade of Records Management Officer II or in a comparable position;
ii. Bachelor's degree in any of the following disciplines: Records and Archives Management; Records and Information Technology; Records and Information Science or its equivalent qualification from a recognized institution;
iii. Proficiency in computer applications.

20. Job Title : Office Assistant III (Administration)
Advert No : **NQCL NO. 20/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 12**
No. of positions: **1**

a) Job Specifications

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

Duties and responsibilities at this level will entail:

i. Attending to general routine office services;
ii. Performing messengerial duties;
iii. Performing cleaning services;
iv. Collecting and disposing of general waste;
v. Ensuring tidiness of the working environment;
vi. Providing specifications for cleaning materials and equipment;
vii. Dusting offices and ensuring habitable office conditions;
viii. Keeping safe custody of cleaning materials and equipment;
ix. Preparing and serving refreshments;
x. Moving or carrying office equipment, furniture and ensure orderly arrangement; and
xi. Dispatching letters, files and other documents.

b) Person Specifications

For appointment to this grade, a candidate must have:

i. Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution; and
ii. Proficiency in computer applications.

21. Job Title : Customer Care Assistant I
Advert No : **NQCL NO.21/2026**
Terms of Service: **Contract (1 Year)**
Position Level: **NQCL 7**
No. of positions: **1**

Job Specifications

An officer in this level will work under the guidance of a senior officer.
Duties and responsibilities at this level will entail assisting in:

i. Operating the customer care desks;
ii. Ensuring customers provide feedback either manually or electronically;
iii. Attending to the reception telephone line;
iv. Receiving and ushering in guests to the designated offices;
v. Maintaining daily records of customers' details;
vi. Facilitating in the organization of events; and
vii. Responding to customers' inquiries.

b) Person Specifications

For appointment to this grade a candidate must have:

i. Cumulative service period of Six (6) years' relevant experience, three (3) of which must have been at the grade of Customer Care Assistant II or in a comparable position.
ii. Diploma in Customer Care, Communication, Public Relations, Journalism, Media or equivalent qualification from a recognized institution;
iii. Proficiency in computer applications.

22. Job Title : Senior Accountant
Advert No : NQCL NO. 22/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 1

(a) Job Specification

Duties and responsibilities at this level will entail:

i. Implementing financial regulations, policies, strategies and plans;
ii. Preparing budgets;
iii. Implementing Budgetary and expenditure control;
iv. Maintaining books of accounts and financial records;
v. Monitoring revenue collection and expenditures based on approved budgets;
vi. Verifying bank reconciliation statements;
vii. Implementing internal financial controls;
viii. Preparing financial reports and statements;
ix. Maintaining accurate and complete financial record of the Laboratory;
x. Authorizing payments and claims within set limits as approved;
xi. Ensuring compliance with applicable financial statutory obligation and circulars;
xii. Verifying records relating to Government grants and other donor funds;
xiii. Monitoring of statutory deductions and remittance;
xiv. Analysing and reporting on revenue collected to management;
xv. Maintaining financial records for projects and programs;
xvi. Identifying, analysing and managing of financial risk control in the Laboratory;
xvii. Monitoring revenue collection and expenditures based on approved budgets;
xviii. Monitoring petty cash; and
xix. Preparing quarterly financial management reports.

(b) Person Specifications

For appointment to this grade, an officer must have:

i. Cumulative service period of six (6) years relevant work experience, three (3) of which must have been in the grade of Accountant I or in a comparable position;

ii. Bachelors degree in any of the following fields: - Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or equivalent qualification from a recognized Institution;
iii. Part III of the Certified Public Accountants (CPA K) Examination or equivalent qualification from a recognized Institution;
iv. Registered with relevant professional body such as Institute of Public Accountants (ICPAK) Kenya, Association of Chartered certified accountants (ACCA) or its equivalent;
v. Management course from a recognized Institution; and
vi. Proficiency in Computer application.

23. Job Title : ICT Officer I
Advert No : NQCL NO.23/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 7
No. of positions: 1

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

a) Job Specifications

Duties and responsibilities at this level will entail: -

i. Analyzing, designing, coding, testing, implementing computer programs;
ii. Providing user support;
iii. Maintaining support systems and training of users;
iv. Repairing and maintaining of information communication technology equipment and associated peripherals;
v. Receiving, installing and certifying of information communication technology equipment; and
vi. Configuring of new information communication technology equipment.

b) Person Specifications

For appointment to this grade, a candidate must have:

i. Three years' experience at the grade of ICT Officer II or in a comparable position;
ii. Bachelor's Degree in any of the following disciplines: - Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized institution; and
iii. Proficiency in computer applications.

24. Job Title : Legal Officer II
Advert No : NQCL NO.24/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 8
No. of positions: 1

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

a) Job Specification

Duties and responsibilities at this level will entail:

(i) Preparing legal opinions;
(ii) Providing and interpreting legal information;
(iii) Conducting training and disseminating appropriate legal information to staff;
(iv) Reviewing and drafting contracts, agreements internal policies and ensuring that they comply with all statutory or legal requirements;
(v) Monitoring and reporting non-compliance issues;
(vi) Handling pre-litigation legal disputes and inquiries;
(vii) Participating in policy development and advising on legal policy issues;
(viii) Developing legal documents/instruments;
(ix) Ensuring compliance with principles and values of good governance;
(x) Implementing strategic plans and objectives in respect to the legal function;
(xi) Providing legal risk reviews and providing legal advice;
(xii) Reviewing ongoing cases and advising management accordingly;
(xiii) Providing and interpreting legal information;
(xiv) Conducting training and disseminating appropriate legal information to staff; and
(xv) Handling litigation legal disputes and inquiries.

b) Person Specifications

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

(i) Degree in Law from a recognized institution;
(ii) Current Advocate Practicing License;
(iii) Proficiency in computer applications.

25. Job Title : Senior Planning Strategy & Partnership Officer
Advert No : NQCL NO.25/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 1

a) Job Specification

Duties and Responsibilities at this level will entail:

(i) Participating in executing the Laboratory's internal policies, regulations, guidelines, and strategies;
(ii) Participating in development and review of the Laboratory's Strategic Plan;
(iii) Assessing the strengths and weaknesses of policy options;
(iv) Analyzing policy recommendations from various departments;
(v) Assist in preparation of policy position papers;
(vi) Monitoring and Evaluation Laboratory's programs and projects;
(vii) Developing and Maintaining Monitoring & Evaluation data;
(viii) Providing support in the development of the strategic plan;
(ix) Undertaking strategy review in line with operating business environment and needs;
(x) Identifying the changing market/environmental conditions, unplanned events and deviation from plans and preparing reports;
(xi) Participating in periodic management Strategy review meetings;
(xii) Developing Monitoring and Evaluation Tools;
(xiii) Analyzing the status of the implementation of the Strategic Plan and preparing reports;
(xiv) Compile periodic Monitoring and Evaluation reports;
(xv) Participating in Preparing of the Laboratory's Corporate Performance Contract as per the Government's Performance Contacting guidelines;
(xvi) Monitoring and Evaluating execution of the approved Performance Contract;

(xvii) Collating evidence for external annual evaluations; and
(xviii) Undertaking impact assessment of the Laboratory's Programmes, projects, and Products.

b) Person Specifications

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

(i) Cumulative service period of Six (6) years relevant working experience, three (3) of which should have been at the grade of Planning Officer I or in a comparable position;
(ii) Bachelor's Degree in any the following fields Economics, Statistics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
(iii) Certificate in Monitoring & Evaluation its equivalent qualification from a recognized institution;
(iv) Proficiency in computer applications;

26. Job Title : Senior Supply Chain Management Officer
Advert No : NQCL NO.26/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6
No. of positions: 1

(a) Job Specification

Duties and responsibilities will entail:-

(i) Developing and implementing supply chain management policies, standards, strategies, guidelines and any other functions that might be stipulated by the National Treasury and the PPRA;
(ii) Organizing Supplier Sensitization Forums for Youths, Women, PWDS and small and micro-enterprises to facilitate compliance to 30% Access to Government Procurement Opportunities as Article 227 and Article 55 of the Constitution of Kenya, 2010 and PPDA, 2015;
(iii) Preparing and implementing the Laboratory's procurement plan in order to realize its objectives;
(iv) Preparing, publishing and inviting tenders, proposals and quotations in line with procurement procedure;
(v) Preparing and maintaining assets register, transfer and valuation;
(vi) Receiving and opening tender documents, evaluating tenders, quotations and

proposals;

(vii) Maintaining and publishing registered suppliers list on the Laboratory's website and Public Procurement Information Portal (PPIP) in accordance with relevant laws and guidelines;

(viii) Preparing contract documents in line with the award decision, contract variations and modifications in strict adherence to Sec. 139(1)(b) of the Act and Regulation 132(1);

(ix) Maintaining reorder levels of stores to facilitate smooth running of the Laboratory, by replenishing stock in good time;

(x) Coordinating the identification of obsolete, unserviceable and surplus stores and equipment for disposal;

(xi) Reviewing of tender and contract documents before approval;

(xii) Verifying payment documents for goods and services delivered to the Laboratory by suppliers;

(xiii) Ensuring satisfactory receipt of goods and provide ability to rapidly deliver goods when requested; and

(xiv) Preparing periodic and annual supply chain management reports.

(b) Person Specification

For appointment to this grade an officer must have:-

(i) Cumulative service period of Six (6) years relevant work experience, three (3) of which should have been at the grade of Supply Chain Management Officer I or in a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Purchasing and Supplies Management, Business Administration (Supply Chain Management Option), Procurement and Logistics, Commerce (Supplies Management Option), or any other equivalent and relevant qualification from a recognized institution;
OR
Bachelor's degree in any of the following fields: Business Administration, Finance and Accounts, Commerce or any other relevant qualification AND a Diploma in Purchasing and Supply Chain Management or any other equivalent qualification from Chartered Institute of Purchasing and Supplies or any other recognized institution;

(iii) Membership to Kenya Institute of Supplies Management (KISM);

(iv) Proficiency in computer applications;

27. Job Title : Senior Internal Auditor
Advert No : NQCL NO.27/2026
Terms of Service: Contract (1 Year)
Position Level: NQCL 6

No. of positions: 1

(a) Job Specification

Duties and responsibilities at this level will entail:-

(i) Implementing audit guidelines, strategies, standards, guidelines and plans;
(ii) Developing individual audit engagement plan and ensure implementation;
(iii) Reviewing and evaluating system of internal controls, assess their adequacy, effectiveness and proposing recommendations for their improvement;
(iv) Conducting audits and investigations on reported and suspected cases;
(v) Collecting and maintaining audit evidence and records;
(vi) Establishing appropriate means of verifying assets existence, ownership and valuation;
(vii) Executing information security audits across the Laboratory;
(viii) Evaluating financial and information systems, management procedures and security controls;
(ix) Evaluating the efficiency, effectiveness of operational processes and compliance with corporate security policies and related government regulations;
(x) Undertaking vulnerability assessments;
(xi) Analyzing the outputs of the risk assessment;
(xii) Maintaining audit implementation status records and feedback tool;
(xiii) Developing and administering risk-focused examination for IT systems; and
(xiv) Preparing draft audit reports on completion of each audit engagement.

(b) Person Specification

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

(i) Cumulative service period of six (6) years relevant work experience, three (3) years' of which should have been at the grade of Internal Auditor I;
(ii) Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;
(iii) Passed Part III (Final) of Certified Public Accountants (CPA III) Examination or its equivalent qualification from a recognized Institution;
(iv) Registered with the Institute of Certified Accountants of Kenya (ICPAK) and Institute of Internal Auditor (IIA) or Information Systems Audit and Control Association (ISACA);
(v) Certification in any of the following:- Risk Management Assurance (CRMA) in good standing; CFE (Certified Fraud Examiner) OR Internal Audit Quality Assessor;
(vi) Proficiency in computer applications;