



## **UNIVERSITY OF NAIROBI**

### **EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position.

**LABORATORY COORDINATOR, NDOVU STUDY, DEPARTMENT OF CLINICAL MEDICINE AND THERAPEUTICS – AD/7/31/25, 1 POST.**

#### **Background information**

The Ndovu Study is a two-year multi-site, multi-county study nested in the Department of Clinical Medicine and Therapeutics at the Faculty of Health Sciences.

#### **Purpose of the position**

The Laboratory Coordinator will be responsible for the overall coordination of laboratory services at all participating sites. He/she will ensure adequate supplies, oversight laboratory networking, ensure processing of samples is done appropriately, oversee results communication to the clinical teams, ensure appropriate storage of samples, and work with the Study Physician to champion good laboratory-clinical interphase. The holder will also ensure the Study is conducted according to Good Clinical Laboratory Practice (GCLP) guidelines and in adherence to the study protocol.

**Job Title:** Laboratory Coordinator

**Duty Station:** University of Nairobi

**Reporting to:** Study Physician

#### **Job Description**

1. Develop standard operating procedures and laboratory analytical plan (LAP) for the Study.
2. Liaise with the Ministry of Health and laboratory leads from collaborating institutions to identify testing laboratories and establish appropriate sample networking solutions.
3. Lead laboratory training for study personnel.
4. Work with the procurement team to requisition for laboratory supplies and agreements.
5. Engage site teams and the laboratories to ensure good commodity management and adequate laboratory supplies.
6. Track all laboratory processes from sample collection to results transmission or sample storage in all sites and testing laboratories
7. Monitor and generate regular reports on number of tests requested, sample transportation, results.
8. provided, turn-around time, sample rejection and critical results.

9. Engage other study team members as needed to troubleshoot any emerging challenges in the conduct of laboratory testing.
10. Liaise with clinical teams to ensure good sample collection procedures, timely results transmission, and results interpretation.
11. Support the Study Monitor in review of laboratories including the review of laboratory practice and documentation, including the investigator site file to ensure compliance to the protocol, SOPs, study approvals, and GCP/GCLP standards.
12. Any other duties assigned by the supervisor

### **Job Specifications**

- i. Bachelor's degree in a relevant field plus at least three years' experience in management of a research laboratory
- ii. Must be registered with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) and have a valid license
- iii. Ability to provide effective leadership and management of laboratory activities
- iv. Ability to conceptualize and critically appraise research protocols
- v. A team player capable of building staff capacity through mentorship
- vi. A team leader with ability to work under minimum supervision
- vii. Good communication skills
- viii. Adept at time management
- ix. Computer literate

### **Terms of appointment**

The appointment is on contractual terms of one year, renewable based on performance and mutual agreement.

### **Notes**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF to:  
[recruit-Laboratorycoordinator@uonbi.ac.ke](mailto:recruit-Laboratorycoordinator@uonbi.ac.ke)

**CLOSING DATE: JULY 17, 2025**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**