

## VACANCY ADVERTISEMENT: ASSESSOR- MEDICAL LABORATORIES ACCREDITATION SCHEME

### THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY ACCREDITATION SERVICE

The Southern African Development Community Accreditation Service (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers Trade (TBT) Annex to the SADC Protocol on Trade with the primary purpose of ensuring that conformity assessment service providers operating in those SADC Member States which do not have national accreditation bodies are subject to an oversight by an authoritative body. SADCAS services the accreditation needs of 14 SADC MS namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Eswatini; Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Tanzania; Zambia; and Zimbabwe. SADCAS plays a key role toward the achievement of SADC goals in trade facilitation and in the protection of health, safety and the environment.

**Position currently on offer is tenable in Gaborone, Botswana.**

#### Assessor- Medical Laboratories Accreditation Scheme

#### MAIN PURPOSE OF THE JOB

To provide support to the Scheme Coordinator in handling applications under the medical laboratories accreditation scheme in order to achieve the organization strategic targets.

#### KEY RESPONSIBILITIES

- Assist in processing applications received;
- Conduct document reviews for new applications;
- Implement assessment planning preparation including documentation relating to assessment and travel arrangements;
- Coordinate and manage the implementation of corrective actions by clients;
- Conduct assessments as required by the schemes;
- Check technical correctness of accreditation schedules agreed during assessments;
- Contribute to assessment and financial planning with the Scheme Coordinator; and
- Contribute in the implementation and realization of the schemes' objectives and deadlines.

#### QUALIFICATION AND EXPERIENCE

- Degree in Medical Laboratory Science
- Understanding of accreditation requirements and systems based on ISO 15189;
- A minimum of 5 years post qualification technical experience in a medical laboratory;
- Competence and significant experience in one or more Medical Testing disciplines;
- Exposure working in a multidisciplinary laboratory;
- Experience working in a laboratory implementing ISO 15189; and
- Registration as an Assessor will be an added advantage.

#### REQUIRED SKILLS AND COMPETENCIES

- Target driven;
- Attention to detail;
- Ability to work in a team;
- Ability to work under pressure;
- Good Administrative skills;
- Good organizational and time management skills;
- Excellent writing and verbal skills; and
- Computer literate with specific experience in Microsoft Office.
- Proficiency in any of the three SADC official languages (English, French and Portuguese) will be added advantage;

#### SUBMISSION

- Interested and suitably qualified candidates who are up for the challenge are encouraged to email a motivational letter, CV (maximum 3 Pages) and certified copies of qualifications to; [recruitment@sadcas.org](mailto:recruitment@sadcas.org)

**CLOSING DATE: 12 December 2025**

**CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.**