

VACANCY ADVERTISEMENT – SCHEME COORDINATOR- MEDICAL AND PHARMACEUTICAL LABORATORIES ACCREDITATION SCHEMES

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.

The following post tenable in Gaborone is currently on offer; **Scheme Coordinator – Medical and Pharmaceutical Laboratories Accreditation Schemes**

MAIN PURPOSE OF THE JOB

To ensure assessments for the assigned accreditation scheme are conducted in accordance with the relevant standards and SADCAS requirements and to implement SADCAS Strategic and Annual Implementation plans in conjunction with the Technical Manager.

KEY RESPONSIBILITIES

- Manage all applications received under the Testing and Veterinary Laboratories Accreditation Schemes;
- Conduct document reviews for new applications;
- Risk-based planning of assessments;
- Manage assessment teams;
- Confirm all logistics pertaining to assessments that have been arranged by the Accreditation Administrator timeously;
- Conduct assessments;
- Confirm technical correctness of accreditation reports and accreditation schedules;
- Contribute to assessment and financial planning with the Technical Manager;
- Supervision of personnel;
- Assist in mentoring/monitoring of assessors and trainee assessors; and
- Interact with various stakeholders and provide good client services.

REQUIRED SKILLS AND COMPETENCIES

- Results orientation
- Computer skills- MS Office (Excel, Word, Power point,)
- Excellent written and verbal communication
- Time management skills
- Good organizational skills
- Analytical thinking
- People management skills
- Risk based thinking

QUALIFICATION & EXPERIENCE

- Degree in Medical Laboratory Science;
- Understanding of accreditation requirements and systems based on ISO 15189;
- A minimum of 5 years technical experience in a medical laboratory with at least 2 years at managerial level;
- A minimum of 5 years' experience as Technical Assessor and/or Team Leader for Medical Laboratories Accreditation Scheme;
- Proficiency in French or Portuguese will be an added advantage.
- Competence and significant experience in one or more Medical Testing disciplines.

HOW TO APPLY

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

CLOSING DATE: Friday 20 February 2026

CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.