

## **VACANCY ANNOUNCEMENT – SCHEME COORDINATOR – MEDICAL AND PHARMACEUTICAL LABORATORIES ACCREDITATION SCHEMES**

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 to Trade (TBT) Annex to the SADC Protocol on Trade to provide oversight on conformity assessment bodies operating in 14 of the 16 SADC Member States. SADCAS plays a key role towards 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 Laboratories Accreditation Scheme, GCP, GLP and Pharmaceutical Laboratories Accreditation**

#### **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 Medical Laboratories Accreditation Scheme, GCP, GLP and Pharmaceuticals;
- Implementation and realization of the schemes' objectives and deadline Risk-based planning of assessments;
- Manage assessment teams and conduct accreditation assessments;
- Financial planning for Medical Laboratories Accreditation Scheme, GCP, GLP and Pharmaceuticals;
- Accreditation decisions;
- Supervision of personnel;
- Coordinating Advisory Committees activities;
- Mentoring/monitoring of assessors and trainee assessors; and

- Represent SADCAS at regional and international technical fora.

#### **REQUIRED SKILLS AND COMPETENCIES**

- Understanding accreditation requirements and systems based on the relevant accreditation standards
- Risk management
- Financial management skills
- People management skills
- Experience in the use of digital platforms
- Excellent report-writing skills
- Excellent written and verbal communication skills
- Time management skills
- Results orientation
- Analytical thinking
- Good organizational skills

- Proficiency in French or Portuguese will be an added advantage.

## **QUALIFICATION & EXPERIENCE**

- Degree in Medical Laboratory Science or equivalent
- A minimum of 5 years' technical experience in a multidisciplinary medical laboratory
- ISO 15189:2022 and ISO/IEC 17011 Training;
- At least 5 years' experience in conformity assessments and managing accreditation processes
- A minimum of 5 years' experience as a Team Leader/Technical Assessor for Medical Laboratories Accreditation Scheme
- Competence and significant experience in managing multiple conformity assessment disciplines.

## **SUBMISSION**

Interested and suitably qualified candidates who are interested and up to 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:** 03 April 2026

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