

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 ONE post tenable in Gaborone are currently on offer:

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

- Candidates with high proficiency in the SADC official languages (English, French and Portuguese);
- 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.

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

CLOSING DATE: 03 April 2026

CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.