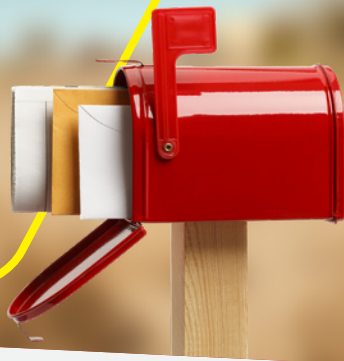


CAREER OPPORTUNITY



BotswanaPost is on a journey to excellence with the aim to build a high performance and people centered company that is fit-to-serve and fit-to-grow. The company invites suitably qualified, innovative, results orientated and self-driven individuals to apply for the positions described below and join a team of professionals to drive service excellence.

QUALITY ASSURANCE LABORATORY TECHNICIAN – FIXED TERM CONTRACT BPS 33/2/1 Vol.1 (31) (TENABLE IN CENTRAL MEDICAL STORES, GABORONE)

JOB SUMMARY

To ensure adherence to regulatory statutes and quality assure the receipt, storage and distribution of the Cold Chain products, laboratory medicines and non-medical products to Public Health Facilities as per Service Level Agreement between BotswanaPost and Ministry of Health.

The position reports to the **Quality Assurance Pharmacist**

KEY RESPONSIBILITIES:

- Conduct Quality Assurance Inspection on all received goods.
- Conduct verification process on all picked products for issuance.
- Monitor Freezer temperatures and compile monthly warehouse temperature reports
- Conduct periodical FEFO/FIFO Inspections. Supervise Inspections of Keep Cool items and packaging.
- Conduct regular Quality Assurance departmental meetings.
- Guide subordinates on work performance.

QUALIFICATIONS:

- Higher National Diploma in Medical Laboratory Technology and registered with the Botswana Health Professions Council.

EXPERIENCE:

- A minimum of Two (2) years' experience and having worked in Medical Laboratory, Stock Management will be an added advantage.

COMPETENCIES REQUIRED

- Attention to detail
- Quality mindset
- Diligence
- Team Work
- Compliance

BENEFITS

BotswanaPost offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

APPLICATION INSTRUCTIONS

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

Chief Human Capital Officer

BotswanaPost
P.O. Box 100
Gaborone

OR

email a complete application to:
recruitment@botswanapost.co.bw
clearly stating position applied for in the subject box.

All applications must be submitted on or before
22nd March 2024.

NOTE: Please note that we only contact shortlisted candidates.