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## ADVERT

### Background

OGRA Foundation is a non-governmental organization registered in Kenya. Its core pillars are disease prevention and treatment; maternal and child health; health systems strengthening; community empowerment; and emergency preparedness and response. Our mission is to promote, improve health and emergency response in pursuing economic and cultural development in the fight against poverty and social exclusion in the communities.

OGRA Foundation is currently looking for able professionals to fill the following positions in the organization:

### **Laboratory Technologist**

#### Overall Job Function:

The Laboratory Technologist will provide accurate, timely and cost effective testing of patient samples to aid in the diagnosis and treatment of disease in compliance and harmony with the quality laboratory system.

#### Key Responsibilities:

- Perform Laboratory investigations as per clinician's request and ensure accurate, reliable and timely results.
- Ensure that all relevant records are updated and maintained.
- Monitor and supervise proper usage of laboratory reagents.
- Maintain Laboratory machines in good order- cleaning and covering after use.
- Ensure general laboratory cleanliness is maintained.
- Ensure SOP'S are used at all times.
- Ensuring safety procedures in the laboratory are maintained.
- Preparing of stains, reagents and solutions necessary for all lab tests.
- Participate in the department planning and forecasting of laboratory supplies.
- Ensure laboratory tests are performed accurately and timely
- Ensure proper collection, packaging and transportation of laboratory samples to other outsourced centers.
- Supervise the storage of laboratory reagents and cold chain system to avoid compromised reagents that may lead to false reporting.
- Carry out any other duty assigned by your supervisor.

#### Requirements:

- At least two years' experience in a busy facility.
- Diploma in Medical Laboratory Technology from a board recognized institution.
- Registration with the Kenya Medical Laboratory Technologists and Technicians Board and with a current practicing license.
- Should be ready and able to work in a rural set up.

- Computer Literate.

## **Nurse**

### **Overall Job Function:**

The role of the Nurse is to ensure nursing care, treatment and follow-up of patients

### **Key Responsibilities**

- Regulates and monitors patient flow and progress by preparing clients for examination, setting up examination rooms, and assisting other health care providers with procedures.
- Administering drugs and dressings to patients.
- Assess vital signs, administers injections and performs minor procedures on patients.
- Recording patients' details in the patients register.
- Ensure that examination and post-clinic rooms or other areas are cleaned to maintain a safe, therapeutic, and hygienic environment;
- Ensure adequate supplies are available and that equipment is in working order.

### **Minimum Qualifications**

- Diploma in Registered Nursing from a recognized institution and in possession of a registration certificate issued by the Nursing Council of Kenya
- Must have at least one year's experience in a busy health facility.
- Knowledge on HIV/AIDS care and treatment added advantage.
- Must be pleasant, have good communication skills and willing to work in challenging environments and under pressure.
- Demonstrated skills in records management.
- Should be ready and able to work in a rural set up.

### **Application Procedure**

Interested applicants are invited to send their applications detailing current and expected salary and a CV with contact details of three referees to the Human Resource Manager at [recruitment@ografoundation.org](mailto:recruitment@ografoundation.org) with the position applied for as the subject line by Thursday 23<sup>rd</sup> September 2021.

**Canvassing by applicant is strongly discouraged.**

Only shortlisted candidates will be contacted.

***OGRA Foundation is an equal opportunity employer.***

# OGRA Foundation



Giving Hope, Saving Lives