Revised Scheme of Service for Medical Laboratory Personnel

May, 2015

APPROVED BY PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT
MINISTRY OF DEVOLUTION AND PLANNING
Revised Scheme of Service for Medical Laboratory Personnel
REPUBLIC OF KENYA

THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING
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Ref. No. MDP/DPSM/HRM/4/1 VOL. VII/(222) Date: 10th September, 2015

The Principal Secretary
Ministry of Health
NAIROBI

REVISED SCHEME OF SERVICE FOR MEDICAL LABORATORY TECHNOLOGISTS

I am pleased to inform you that the Revised Scheme of Service for Medical Laboratory Technologists which forms an appendix to this letter has been finalized and is ready for implementation with effect from 8th July, 2015.

The Revised Scheme of Service establishes five (5) grades of Medical Laboratory Technicians, seven (7) grades of Medical Laboratory Technologists and eight (8) grades of Medical Laboratory officers and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in recruitment, deployment, retention and general development of Medical Laboratory Technologists.

Please take necessary action and ensure that the provisions of the Scheme are brought to the attention of all officers concerned.

Eng. Peter O. Mangiti
PRINCIPAL SECRETARY

C.C: The Secretary
Public Service Commission of Kenya
NAIROBI
REVISED SCHEME OF SERVICE FOR MEDICAL LABORATORY PERSONNEL

1. AIMS AND OBJECTIVES

(a) To provide for a clearly defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent Medical Laboratory Personnel in the Civil Service.

(b) To provide for a well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements of the job.

(c) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, merit and ability as reflected in work performance and results.

(d) To ensure appropriate career planning and succession management

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Cabinet Secretary responsible for Medical Laboratory function in conjunction with the Public Service Commission. In administering the Scheme, the Cabinet Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administration of the Scheme, the Cabinet Secretary will ensure that appropriate induction, mentoring, coaching, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications, specialization and experience required for both efficient performance of their duties and advancement within the Scheme of Service.
Officers should also be encouraged to undertake relevant training privately for self-development. However, in all matters of training, the Cabinet Secretary administering the Scheme will consult with the Public Service Commission.

3. **THE MEDICAL LABORATORY FUNCTION**

The Medical Laboratory function entails:- implementation of the Kenya Medical Laboratory Technicians and Technologists Board Act, CAP 253A of 1999; formulation, implementation, interpretation and review of medical laboratory policies, standards, guidelines and programmes; management and coordination of medical laboratory services; provision of diagnostic medical laboratory services; provision of safe blood transfusion services; management of blood and blood products; conduct diagnostic laboratory interventions in liaison with health care stakeholders; conduct research in the field of medical laboratory services in liaison with other departments/ministries and research institutions; provision of evidence in support of medical legal and forensic services; preparation of vaccines; provision of specifications, evaluation and validation of medical laboratory equipment, reagents and chemicals; maintenance of medical laboratory records and information; and provision of quality assurance services in medical laboratory.

4. **GRADING STRUCTURE AND SCOPE**

(a) **Grading Structure**

The Scheme of Service establishes five (5) grades of Medical Laboratory Technicians, seven (7) grades of Medical Laboratory Technologists and eight (8) grades of Medical Laboratory officers who will be designated and graded as follows:-
### MEDICAL LABORATORY TECHNICIANS: APPENDIX 'A'

<table>
<thead>
<tr>
<th>Designation</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Technician III</td>
<td>'G'</td>
</tr>
<tr>
<td>Medical Laboratory Technician II</td>
<td>'H'</td>
</tr>
<tr>
<td>Medical Laboratory Technician I</td>
<td>'J'</td>
</tr>
<tr>
<td>Senior Medical Laboratory Technician II</td>
<td>'K'</td>
</tr>
<tr>
<td>Senior Medical Laboratory Technician I</td>
<td>'L'</td>
</tr>
</tbody>
</table>

### MEDICAL LABORATORY TECHNOLOGISTS: APPENDIX 'B'

<table>
<thead>
<tr>
<th>Designation</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Technologist III</td>
<td>'H'</td>
</tr>
<tr>
<td>Medical Laboratory Technologist II</td>
<td>'J'</td>
</tr>
<tr>
<td>Medical Laboratory Technologist I</td>
<td>'K'</td>
</tr>
<tr>
<td>Senior Medical Laboratory Technologist</td>
<td>'L'</td>
</tr>
<tr>
<td>Chief Medical Laboratory Technologist</td>
<td>'M'</td>
</tr>
<tr>
<td>Principal Medical Laboratory Technologist II</td>
<td>'N'</td>
</tr>
<tr>
<td>Principal Medical Laboratory Technologist I</td>
<td>'P'</td>
</tr>
</tbody>
</table>

### MEDICAL LABORATORY OFFICERS: APPENDIX 'C'

<table>
<thead>
<tr>
<th>Designation</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Officer</td>
<td>'K'</td>
</tr>
<tr>
<td>Senior Medical Laboratory Officer</td>
<td>'L'</td>
</tr>
<tr>
<td>Chief Medical Laboratory Officer</td>
<td>'M'</td>
</tr>
<tr>
<td>Principal Medical Laboratory Officer</td>
<td>'N'</td>
</tr>
<tr>
<td>Assistant Director, Medical Laboratory Services</td>
<td>'P'</td>
</tr>
<tr>
<td>Senior Assistant Director, Medical Laboratory Services</td>
<td>'Q'</td>
</tr>
<tr>
<td>Deputy Director, Medical Laboratory Services</td>
<td>'R'</td>
</tr>
<tr>
<td>Director, Medical Laboratory Services</td>
<td>'S'</td>
</tr>
</tbody>
</table>

**Notes:**

(i) The grades of Medical Laboratory Technician III/II, Job Group 'G/H' for Certificate holders; Medical Laboratory Technologist III/II, Job Group H/J for Diploma holders; Medical Laboratory Officer/Senior
Medical Laboratory Officer, Job Group ‘K/L’ for degree holders will form a common establishment for the purpose of this Scheme of Service.

(ii) Serving Medical Laboratory Technologists who are in possession of Bachelors degree in Medical Laboratory Sciences or its equivalent as stipulated in this Scheme of Service may be considered for appointment as Medical Laboratory Officers. However, the officers will be required to undergo suitability test on implementation of this Scheme. Future advancement within the grading structure will be subject to officers meeting the minimum requirements for the specific grade.

(iii) The position of Principal Medical Laboratory Technologist I, Job Group ‘P’ will apply to only those who are in possession of Higher National Diploma in fields shown in clause 8 of this Scheme of Service.

(b) Conversion to the New Grading Structure

Serving officers will convert and adopt to the new grading structure and designations as follows:-
### MEDICAL LABORATORY TECHNICIANS: APPENDIX 'A'

<table>
<thead>
<tr>
<th>Current Designation</th>
<th>Job Group</th>
<th>New Designation</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Technician III</td>
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<td>‘J’</td>
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<td>‘J’</td>
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<tr>
<td>Senior Medical Laboratory Technician</td>
<td>‘K’</td>
<td>Senior Medical Laboratory Technician II</td>
<td>‘K’</td>
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<tr>
<td>---</td>
<td>---</td>
<td>Senior Medical Laboratory Technician I</td>
<td>‘L’</td>
</tr>
</tbody>
</table>

### MEDICAL LABORATORY TECHNOLOGISTS: APPENDIX 'B'

<table>
<thead>
<tr>
<th>Current Designation</th>
<th>Job Group</th>
<th>New Designation</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
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<td>‘J’</td>
<td>Medical Laboratory Technologist II</td>
<td>‘J’</td>
</tr>
<tr>
<td>Medical Laboratory Technologist I</td>
<td>‘K’</td>
<td>Medical Laboratory Technologist I</td>
<td>‘K’</td>
</tr>
<tr>
<td>Senior Medical Laboratory Technologist</td>
<td>‘L’</td>
<td>Senior Medical Laboratory Technologist</td>
<td>‘L’</td>
</tr>
<tr>
<td>Assistant Chief Medical Laboratory Technologist</td>
<td>‘M’</td>
<td>Chief Medical Laboratory Technologist</td>
<td>‘M’</td>
</tr>
<tr>
<td>Deputy Chief Medical Laboratory Technologist</td>
<td>‘N’</td>
<td>Principal Medical Laboratory Technologist</td>
<td>‘N’</td>
</tr>
<tr>
<td>Senior Deputy Chief Medical Laboratory Technologist</td>
<td>‘P’</td>
<td>Principal Medical Laboratory Technologist</td>
<td>‘P’</td>
</tr>
<tr>
<td>Chief Medical Laboratory Technologist</td>
<td>‘Q’</td>
<td>----------------------------------------</td>
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</table>

(c) **Serving Officers**

Serving officers will adopt and convert as appropriate to the new grading structure and designations though they may not be in possession of the requisite minimum qualifications and or experience stipulated in the Scheme of Service. However, for advancement to higher grades all officers must possess the
prescribed minimum qualifications and or experience, required for appointment to the higher grades.

5. **PROVISION OF POSTS**

A scheme of service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the establishment proposals for consideration and approval by the Public Service Commission.

6. **ENTRY INTO THE SCHEME OF SERVICE**

(a) **Direct Appointment**

Direct appointment will normally be made in the grades of Medical Laboratory Technician III, Job Group ‘G’; Medical Laboratory Technologist III, Job Group ‘H’; and Medical Laboratory Officer, Job Group ‘K’. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Cabinet Secretary responsible for Medical Laboratory function, provided the candidate is in possession of the minimum qualification(s) required for appointment to the grade.

(b) **Incremental Credit**

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications may be awarded at the rate of one increment for each complete year of approved experience, provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. **ADVANCEMENT WITHIN THE SCHEME**

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements entitling an officer to be considered
for appointment to the next grade. In addition, advancement from one grade to another will depend on:-
(i) existence of a vacancy in the authorized establishment;
(ii) merit and ability as reflected in work performance and results; and
(iii) approval of the Public Service Commission.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

(i) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(iii) Higher Diploma in Medical Laboratory Sciences in any of the following disciplines:- Parasitology and Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(iv) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(v) Masters of Science degree in any of the following disciplines: Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious
Disease Diagnosis, Laboratory Management, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(vi) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).

(vii) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board.

(viii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.

(x) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognised institution.

(xi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

(xii) Certificate in computer application skills from a recognised institution.

(xiii) Such other qualifications as may be adjudged to be equivalent by the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational from 8th July, 2015. On implementation, all serving officers will automatically become members of the Scheme.
10. JOB AND APPOINTMENT SPECIFICATIONS

MEDICAL LABORATORY TECHNICIAN:  

APPENDIX ‘A’

I. MEDICAL LABORATORY TECHNICIAN III, JOB GROUP ‘G’

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail: decontaminating working benches; receiving and scrutinizing laboratory requisition forms and specimens for accuracy; preparing clients for collection of specimens; receiving, collecting, labeling and registering specimens; disaggregating specimens for processing and analysis; and performing routine diagnostic tests.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(ii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iii) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board; and

(iv) Certificate in computer application skills from a recognised institution.

II. MEDICAL LABORATORY TECHNICIAN II, JOB GROUP ‘H’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: preparing reagents; examining specimens; writing and recording results; decontaminating working
benches; receiving and scrutinizing laboratory requisition forms/specimens for accuracy; preparing clients for collection of specimens; receiving/collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; and performing routine diagnostic tests; and dispatching the results for clinical management.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Medical Laboratory Technician III for a minimum period of three (3) years;

(ii) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills from a recognised institution; and

(vi) shown merit and ability as reflected in work performance and results.

III. MEDICAL LABORATORY TECHNICIAN 1, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- examining specimens; writing and recording of results; dispatching results for clinical management; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms/specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; and
performing routine diagnostic tests and analysis; preparing reagents; applying quality control on working reagents to ensure conformity with the set standards; and preparing analytical reports.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

(i) Served in the grade of Medical Laboratory Technician II for a minimum period of three (3) years;

(ii) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills from a recognised institution; and

(vi) shown merit and ability as reflected in work performance and results.

IV. **SENIOR MEDICAL LABORATORY TECHNICIAN II, JOB GROUP 'K'**

(a) **Duties and Responsibilities**

Duties and responsibilities at this level will entail:- writing and recording of laboratory findings and results; verifying results; sensitizing community on importance of blood donation in liaison with other health care providers; recruiting, preparing and bleeding of blood donors for transfusion services; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms/specimens for correctness; preparing clients for collection of specimens; receiving/collection, labelling and registering specimens; transferring specimens to specific sections for processing
and analyses; preparing reagents; applying quality control on working reagents to ensure conformity with the set standards; examining specimens; and preparing sectional reports.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

(i) served in the grade of Medical Laboratory Technician I for a minimum period of three (3) years;

(ii) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills from a recognized institution; and

(vi) shown merit and ability as reflected in work performance and results.

V. **SENIOR MEDICAL LABORATORY TECHNICIAN I, JOB GROUP ‘L’**

(a) **Duties and responsibilities.**

Duties and responsibilities at this level entail:- processing and analysing specimens for special techniques such as viral load and CD4 count; undertaking quality control measures on working reagents to ensure conformity with set standards; writing and recording of results; verification of results; sensitizing the community on importance blood donation with other health care providers; recruiting, preparing and bleeding of blood donors; rearing and maintaining of laboratory animals for research; and mentoring and coaching of trainees on practical attachment.
(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Medical Laboratory Technician II for a minimum period of three (3) years;

(ii) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and technologists Board;

(iii) Certificate of Good Clinical Laboratory Practice (GCLP) and specialised techniques from a recognized institution;

(iv) Registration certificate issued by Kenya Medical Laboratory Technicians and Technologists Board;

(v) Valid practicing license issued by Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in computer skills application from a recognized institution; and

(vii) shown merit and ability as reflected in work performance and results.
I. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry and training grade for Diploma holders. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail:- decontaminating working benches; receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering of specimens; disaggregating specimens for processing and analyses; preparing reagents; examining specimens; writing and recording of results; dispatching the results for use in clinical management; preparing stains; performing blood grouping; issuing blood and blood products to peripheral health facilities; and storing blood products according to their requirements.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

(i) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(ii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iii) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board; and

(iv) Certificate in computer application skills from a recognised institution.
II. MEDICAL LABORATORY TECHNOLOGIST II, JOB GROUP 'J' 

(a) Duties and Responsibilities  

Duties and responsibilities at this level will entail:- carrying out blood grouping; storing blood products according to their requirements; screening for blood transfusion infections; issuing blood and blood products to health facilities as per request; preparing blood products for safe custody or use; decontaminating working benches; receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analyses; preparing reagents; examining specimens; writing and recording of results; dispatching laboratory results for use in clinical management; preparing stains; and recruiting, preparing and bleeding of blood donors for transfusion services;  

(b) Requirements for appointment  

For appointment to this grade, an officer must have:-  

(i) served in the grade of Medical Laboratory Technologist III for a minimum period of three (3) years;  

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;  

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);  

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board; and  

(v) Certificate in computer application skills from a recognised institution; and  

(vi) shown merit and ability as reflected in work performance and results.
III. MEDICAL LABORATORY TECHNOLOGIST I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities will entail:- recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; storing blood products according to their requirements; screening for blood transfusion infections; issuing blood and blood products to peripheral health facilities; preparing blood products; collecting and analyzing laboratory findings and resultant data; processing the specimen according to Specific Standard Operating Procedures (SOP); supervising the disinfection, washing and sterilization of apparatus; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens for correctness; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analyses; preparing reagents; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; and preparing stains and reagents.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board; and
(v) Certificate in computer application skills from a recognised institution; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; preparing reagents; supervising the disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector insecticides application, monitoring and evaluation; preparing media for culture and sensitivity testing; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; preparing stains; preparing blood products; collecting and analyzing data; processing the specimen according to the Specific Standard Operating Procedures (SOP); mentoring and coaching trainees on practical attachment; and preparing periodical reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:--

(i) served in the grade of Medical Laboratory Technologist I for minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills from a recognised institution; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; mentoring and coaching trainees on practical attachment; coordinating the preparation of reagents, stains and examining specimens; verifying and approving results; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising the disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation; preparing laboratory periodical reports; and validating and calibrating equipment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vi) Certificate in computer application skills from a recognised institution; and

(vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; screening for blood transfusion transmissible infections; issuing blood and blood products to health facilities as per request; coordinating the preparation of reagents, stains and examining specimens; carrying out operational laboratory research; preparing procurement plan for laboratory requirements; providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment; maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; processing the specimen according to Specific Standard Operating Procedures (SOP); validating and calibrating laboratory equipment; and preparing periodical laboratory reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-
(i) served in the grade of Chief Medical Laboratory Technologist for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(vi) Certificate in computer application skills from a recognised institution; and

(vii) demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions.

VII. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST I, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; supervising the preparation of reagents, stains and examining specimens; verifying and approving results; planning, budgeting and carrying out operational research on vector borne diseases, communicable and non-communicable diseases; developing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment; overseeing the maintenance of equipment and reagents for vector and insecticides application monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; supervising the archiving of specimens of medical importance for reference; mapping and surveying vector borne disease distribution; liaising with stakeholders in mapping and
surveying of vector borne diseases, communicable and non-communicable diseases; developing Standard Operating Procedures; validating and calibrating equipment; developing annual operation plans and Laboratory strategic plans; and preparing periodical reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Principal Medical Laboratory Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Higher Diploma in Medical Laboratory Sciences in any of the following disciplines:- Parasitology and Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution;

(vii) Certificate in computer application skills from a recognised institution; and

(viii) demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions.
I. MEDICAL LABORATORY OFFICER, JOB GROUP 'K'  

(a) Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail: - receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering patients specimens; preparing laboratory reagents; examining specimens; writing and recording results; preparing stains and reagents; recruiting, and preparing and bleeding of blood donors for transfusion services.

In addition, duties and responsibilities will include: - performing blood grouping; storing blood products according to their requirements; screening for blood transfusion transmissible infections; issuing blood and blood products to peripheral health facilities; preparing blood products; collecting and analyzing data; processing the specimen according to the specified Standard Operating Procedures (SOP); supervising the disinfection, washing and sterilization of apparatus; and mentoring and coaching trainees on practical attachment.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

(i) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(ii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iii) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board; and
(iv) Certificate in computer application skills from a recognised institution.

II. SENIOR MEDICAL LABORATORY OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; preparing stains and reagents for specimen examination; examining specimens and interpreting the findings; reviewing and recording laboratory findings; dispatching the results for use in clinical management; sensitizing the community on the need and benefits of blood donation; performing blood grouping; screening for blood transfusion transmissible infections; issuing blood and blood products to health facilities on request; preparing blood products; collecting and analyzing laboratory data; supervising the disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector and insecticides application monitoring and evaluation; preparing media for culture and sensitivity testing; mentoring and coaching trainees on practical attachment; and preparing periodical reports.

(b) Requirements for Appointment

For promotion to this grade, an officer must have:-

(i) served in the grade of Medical Laboratory Officer II for a minimum period of three (3) years;

(ii) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills from a recognised institution; and
(vi) demonstrated the ability and competence in organizing, performing and discharging of medical laboratory duties.

III. CHIEF MEDICAL LABORATORY OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; preparing stains and reagents for specimen examination; verifying, approving and recording laboratory findings; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising the disinfection, washing and sterilization of apparatus; and maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation.

Further, duties and responsibilities will entail:- preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; maintaining laboratory registers and recording analysed samples; preparing requisitions for procuring laboratory equipment, chemicals, stains and reagents; preparing periodical reports; and mentoring and coaching trainees on practical attachment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Senior Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills from a recognised institution; and

(vi) shown initiative and competence in planning, organizing and discharging Medical laboratory functions at this level.

IV. PRINCIPAL MEDICAL LABORATORY OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; coordinating the preparation of reagents, stains and examining specimens; carrying out laboratory operational research; preparing procurement plan for laboratory requirements; providing specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment; maintaining equipment for clinical testing, vector and insecticides application monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical laboratory importance for reference; mapping and surveying of communicable, non-communicable and vector borne diseases distribution; identifying training gaps of laboratory Technicians and Technologists and recommending appropriate interventions; and preparing periodical reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Chief Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution;

(vi) Certificate in computer application skills from a recognised institution; and

(vii) shown initiative and competence in planning, organizing and discharging Medical laboratory functions at this level.

V. ASSISTANT DIRECTOR, MEDICAL LABORATORY SERVICES, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; supervising the preparation of reagents, stains and examining specimens; verifying and approving laboratory findings and results; providing specifications for the procurement of medical laboratory reagents, apparatus and equipment; overseeing the maintenance of equipment for clinical testing, vector and insecticides application monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; supervising the archiving of specimens of medical importance for reference; liaising with stakeholders in mapping and surveying of vector borne diseases, communicable and non-communicable diseases; undertaking medical laboratory collaborative research; and preparing periodical reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-
(i) served in the grade of Principal Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Masters of Science degree in any of the following disciplines:- Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease Diagnosis, Laboratory Management, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution;

(vii) Certificate in computer application skills from a recognised institution; and

(viii) demonstrated a high degree of professional competence and administrative capability.
VI. SENIOR ASSISTANT DIRECTOR, MEDICAL LABORATORY SERVICES, JOB GROUP ‘Q’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- formulating, interpreting and implementing laboratory policies, guidelines, strategies and programs; undertaking monitoring and evaluation of laboratory services programmes; planning, supervising, directing, and coordinating the preparation of work plans and technical reports; initiating medical laboratory collaborative research; and providing advice on cost benefit analysis for new technologies to be adopted.

In addition, duties and responsibilities will involve:- planning, budgeting and carrying out operational laboratory research on vector borne diseases, communicable and non-communicable diseases; coordinating medical laboratory teams involved in the investigation of disease outbreaks in liaison with other health care providers; monitoring and evaluation of vector resistance to applied insecticides and molluscicides; and evaluating insecticides and rodenticides before registration for public health use.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Assistant Director, Medical Laboratory Services for a minimum period of least three (3) years;

(ii) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Masters of Science degree in any of the following disciplines:- Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious
Disease Diagnosis, Laboratory Management, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(viii) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;

(ix) Certificate in computer application skills from a recognized institution; and

(x) demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions.

VIII. DEPUTY DIRECTOR, MEDICAL LABORATORY SERVICES, JOB GROUP 'R'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- initiating the review of medical laboratory policies, guidelines, strategies and programs; providing guidance on formulation, interpretation and implementation of medical laboratory policies, guidelines, strategies and programs; planning, directing, coordinating and implementing multidisciplinary activities; coordinating the preparation of work plans and budgets; coordinating the preparation and harmonization of Standards Operating Procedures; supervising laboratory research undertaking; and advocating and lobbying for usage of research findings to influence policy.

Further, duties and responsibilities will entail:- providing advice on cost benefit analysis for new laboratory technologies to be adopted; mobilizing resources to support medical laboratory services; coordinating the evaluation of laboratory
logistics being procured and distributing of procured supplies to respective laboratories; coordinating capacity building, development and deployment of Laboratory personnel; reviewing and updating of techniques, methodologies and tools used in investigation of vectors and vector borne diseases; coordinating the preparation and implementation of medical laboratory services strategic plan; monitoring and evaluating on-going laboratory based programmes; and coordinating staff performance management and development in Laboratory Services.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

(i) served in the grade of Senior Assistant Director, Medical Laboratory Services for a minimum period of three (3) years;

(ii) Bachelors Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Masters of Science degree in any of the following disciplines: Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease Diagnosis, Laboratory Management, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(vi) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(vii) Certificate in Strategic Leadership Development Programme, lasting not less than Six (6) weeks from a recognized institution;
(viii) Certificate in computer application skills from a recognised institution; and

(ix) demonstrated competence, administrative capabilities and initiative in organizing work as well as broad working experience in formulation of medical laboratory policies and programmes in the general development of laboratory services.

VIII. DIRECTOR, MEDICAL LABORATORY SERVICES, JOB GROUP 'S'

(a) Duties and Responsibilities

Duties and responsibilities will entail: directing, coordinating, organizing and managing medical laboratory functions; coordinating the formulation, review, interpretation and implementation of medical laboratory policies, guidelines, strategies and programs; overseeing the implementation of the Kenya Medical Laboratory Technicians and Technologists Board Act, CAP 253A of 1999; overseeing the provision of diagnostic medical laboratory services to support preventive, promotive, curative and palliative health care services and related disease control programs; and overseeing provision of safe blood transfusion services.

In addition, the Director will be responsible for implementation of Medical Laboratory Accreditation Standards under ISO 15189:2012; coordinating medical laboratory research and dissemination of findings; ensuring the implementation of biosafety and biosecurity practices in medical laboratory services; ensuring the implementation of quality management systems in medical laboratory services; and ensuring staff performance management and development in Laboratory Services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Deputy Director, Medical Laboratory Services for a minimum period of three (3) years;
(ii) Bachelor's Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Masters of Science degree in any of the following disciplines:- Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease Diagnosis, Laboratory Management, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;

(vii) Certificate in computer application skills from a recognized institution; and

(viii) demonstrated competence, administrative capabilities and initiative in organizing work as well as broad working experience in formulation of Medical Laboratory policies and programmes in the general development of laboratory services.