



Job Advertisement

Quality Assurance Assistant – Kisumu Branch

Quality Assurance Assistant – Headquarters - Nairobi

Mission for Essential Drugs and Supplies (MEDS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services. MEDS was established in 1986 and serves clients spread throughout Kenya, other regions in Africa and beyond.

The position will report to the Branch Manager and Quality Assurance Supervisor respectively. It will be responsible for ensuring that all Health Products and Technologies delivered to MEDS adhere to established quality standards by inspecting inbound consignments and investigating quality-related complaints to achieve customer satisfaction.

Key Responsibilities:

- i. Inspect inbound health products, technologies, and client returns to verify they meet established quality standards and recommend their release to achieve customer satisfaction.
- ii. Investigate quality-related complaints by evaluating the products involved to address issues and enhance customer satisfaction.
- iii. Sample and evaluate medical devices to confirm they meet set specifications and comply with relevant standards.
- iv. Collect samples from the warehouse according to the approved sampling plan and analyze them to ensure they meet specifications.
- v. Update suppliers' performance records with details of non-conforming products using the performance tool to improve supplier quality and performance.
- vi. Maintain custody of quality assurance records by organizing and filing documents in their respective folders to ensure proper documentation

Candidate Profile:

- i. Diploma in Pharmacy/Nursing/Medical Laboratory/Clinical Medicine or related field
- ii. Enrolled with relevant body such as Pharmacy and Poisons Board of Kenya, Clinical Officers Council, Nursing Council of Kenya, The Medical Laboratory Technicians and Technologist Board
- iii. Minimum 3 years experience with pharmaceutical and non-pharmaceutical products
- iv. **Technical Competencies;** knowledge of Good Manufacturing Practices (GMP), World Health Organization (WHO) and Good distribution practices (GDP) guidelines standards
- v. **Functional skills;** Communication skills, Problem-Solving skills, Analytical skills, Innovation skills, Interpersonal Skills and a high level of integrity

If you fit the profile of this position, please submit your application including:

Detailed CV stating your current position, current or last gross salary and expected gross salary

To: hr@meds.or.ke

By: 28th February 2025

(only shortlisted candidates will be communicated to)