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| **Job Overview** | |
| **Job Title:** Laboratory Technician (Professional Intern) | |
| **Department:** Production & Quality | |
| **Duty Station:** Rwanda, with the option to travel within assigned locations. | |
| **Reports To:** Production & Quality Lead | |
| **Full-time Position** | |
| **Internal Interfaces:** | **External Interfaces:** |
| * Quality & Production Department * Franchise Support Department * Finance Department * Corporate Store Team | * Jibu Franchisees & staff * Suppliers * RFDA & RSB |
| **JibuCo** | |
| The Team member is responsible for helping Jibu to achieve volume, expansion, profitability (cost savings and total revenue), and impact targets as defined by the Country Director and in line with the Jibu mission and objectives. All team members are expected to problem-solve as owners per the Jibu Culture Handbook. | |
| **Job Purpose:** | |
| The Laboratory technician manages the operation of the JibuCo laboratory including planning and supporting sampling and testing programs for all Jibu country franchises. The expectation is that the personnel will quickly identify opportunities within the current operation to make improvements and ensure regulatory compliance with Jibu products. The role requires hands-on involvement, persistence, and adaptability to respond to the challenges and needs that arise day to day in a timely manner | |
| **Duties & Responsibilities:** | |
| * Perform scheduled sampling of raw water and final products from Jibu franchises in collaboration with the lab technicians * Implement the necessary best practices in sampling to ensure samples are valid for safe and reliable laboratory testing * Support root cause analysis and corrective actions activities in the event of product non-conformity * Support compliance activities for safe product requirements stipulated in standards during certification processes * Assist in the Preparation of reports, compile and maintain records on product quality status, and all tests. * Prepare samples for testing using various laboratory equipment. * Clean and sterilize equipment and work area. * Comply with the correct procedures, policies, and health and safety regulations. * Assist the technical department in anticipating non-compliance issues from franchises based on lab report history | |
| **Supervision Received:** This position works highly autonomously and reports directly to the Production & Quality Lead. | |
| **Management Responsibility:** None | |
| **Direct Reports:** None | |
| **Experience Requirements** | |
| * Minimum of a year’s experience working in the laboratory context * Must be experienced in both chemistry and microbiology laboratory work * Knowledge about ISO 17025:2017 (Lab designation requirements) \_ addition value. * Able to build and maintain record management systems while ensuring focus on precision and detail * A proven track record of working in a team and being proactive in taking immediate corrective action * High hygiene standards * Knowledge of country and international regulatory requirements * Experience in and ability to organize and improve on laboratory practices * Preventive maintenance of lab equipment | |
| **Required Skills:** | |
| * Sufficient computer knowledge to record test results, produce reports, and document procedure manuals * Diligence, focus, and attention to detail * Punctuality, tidiness, and accurate record keeping * A team player with a sense of adventure wanting to make a difference * Personality profile: practical, persistent, likable, resourceful, organizer, detail-oriented * Fluent English language skills | |

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| **Position Filled:** |
| Person Hired: |
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| Hire Date: |
|  |
| Job Location: |
|  |
| Reporting To: |
|  |
| Additional Comments: |