

JOB VACANCY: LABORATORY TECHNOLOGIST

Number of Positions: 3

Location: Kigali

Date Advertised: 07 May 2026

Closing Date: 10 May 2026 at 5:00 PM

Job Summary

We are seeking qualified and motivated Laboratory Technologists to support daily diagnostic laboratory operations. The successful candidates will ensure accurate, timely, and reliable laboratory testing while complying with quality, safety, and regulatory standards to support excellent patient care.

Qualifications

Applicants must possess:

- A Bachelor's Degree in Medical Laboratory Sciences from a recognized university
- Valid registration with the Rwanda Allied Health Professions Council
- One (1) to two (2) years of relevant professional experience
- Practical knowledge of laboratory testing techniques and use of diagnostic instruments

Key Responsibilities

- Collect, prepare, label, and process patient samples in accordance with standard procedures
- Perform diagnostic tests in hematology, microbiology, serology, histo-cytology, coagulation, and clinical chemistry
- Operate, maintain, clean, and calibrate laboratory equipment
- Ensure quality control, proper documentation, and participation in proficiency testing programs
- Record, review, and report test results accurately through LIS or approved formats
- Communicate critical results to clinicians and respond to laboratory-related queries
- Adhere to laboratory safety, biosafety, and confidentiality requirements
- Maintain proper documentation, inventory control, and compliance with ISO 15189 standards
- Collaborate with laboratory staff and other healthcare professionals to ensure efficient workflow

Required Skills & Competencies

- Strong knowledge of laboratory processes and procedures
- Proficiency in Laboratory Information Systems and MS Office
- Good communication, organizational, and teamwork skills
- High attention to detail and ability to work under pressure
- Ethical conduct and professionalism

How to Apply

If you meet the above criteria and are ready to join a growing diagnostic services organization in Rwanda, please submit:

- A cover letter addressed to the Country General Manager
- Curriculum Vitae including three (3) referees
- Academic degree
- Professional license
- Copy of national ID

📧 Compile all documents into a single PDF and send to: rwandahr@cerbalancetafrica.com

Subject Line: "LABORATORY TECHNOLOGIST APPLICATION"

Note: Only shortlisted candidates will be contacted. If you do not receive a response within 10 days, consider your application unsuccessful. Cerba Lancet Rwanda processes personal data in accordance with applicable data protection regulations.

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Location: Kigali

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Job Summary

We are seeking a professional and dependable Admin Clerk to join our team. The ideal candidate will be responsible for welcoming patients with warmth and professionalism, managing front desk operations, and ensuring all administrative tasks are completed accurately and within service delivery timelines.

Qualifications

- Bachelor's degree in Business Administration, Information Communication Technology, Accounting, Finance, or a related field
- Previous experience in the medical industry is highly desirable and will be an added advantage.

Relevant Job Knowledge

- Computer literacy
- Laboratory Information Systems
- Organizational policies and procedures

Required Competencies

- Professional appearance and adherence to company dress code
- Ability to handle distressed patients with empathy and patience
- Strong teamwork and interpersonal skills
- Ability to work in a high-pressure environment
- Attention to detail and strong administrative skills
- Effective communication and customer service orientation
- Good telephone etiquette
- Flexibility and adaptability
- High level of confidentiality and sensitivity

Key Responsibilities

- Register patients/clients in the system in accordance with standard operating procedures
- Ensure accurate capture of patient information, including contact details
- Communicate and escalate voided accounts promptly to the Head of Department
- Respond to cashiering queries and ensure customer satisfaction
- Accurately collect payments and reconcile with system records
- Resolve customer complaints, including refunds, in a timely manner
- Maintain cleanliness and readiness of reception and service areas
- Train and support interns/students when assigned
- Adhere to professional and ethical standards, including quality assurance requirements
- Interact with patients regarding pricing and discounts where applicable
- Participate in marketing activities
- Submit weekly reports and address operational challenges

How to Apply

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- Academic degree
- Copy of national ID

✉ Compile all documents into a single PDF and send to: rwandahr@cerbalancetafrica.com

Subject Line: "ADMIN CLERK APPLICATION"

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