

ANALYTICAL SCIENTIST

MAIN PURPOSE OF THE JOB

- The Analytical Scientist shall be responsible for the development and growth of the Chemistry department.
- Main function will be to ensure that methods are developed, validated and/ maintained as per the prescribed test methods (client, standards or in-house).
- Furthermore, to ensure that all equipment is fully functional at all times.
- Assist the QHSE Department with all quality related functions of the Laboratory.

REPORTING STRUCTURE

- Report to Management

RESPONISIBILITIES

- To develop and validate new methods
- To perform routine commercial analysis.
- To ensure the optimal functioning of all analytical instruments.
- To set-up Analytical software and programme required calculations and methods using the available Analytical software.
- To ensure that critical stocks of all Analytical consumables are maintained to ensure the optimal functioning of the Laboratory at all times.
- To prepare in-house STANDARDS as well as create a library of product chromatographs being tested.
- To ensure that the Laboratory equipment and reagents to be used for analysis are available and are correct as per requirements of the method/procedure.
- To ensure that the Laboratory's ISO 9001 and ISO 17025 Accreditations are maintained by supporting the QHSE Department with internal audits and other quality requirements.
- To report immediately any non conformances, deficiencies and malfunctions to Management.
- To work flexi-time when requested to support the business
- Monitor the performance and training of Laboratory Technicians in Analytical testing and retain the appropriate records and competencies of.
- To maintain appropriate records.
- To liaise with Clients regarding requests, requirements and queries.
- To support continuity of Laboratory services in the absence of other laboratory staff
- Adhere to all quality and safety requirements
- Perform any other reasonable tasks as assigned by direct line manager.

SPECIFIC AUTHORITIES

- Key Performance Indicators
- Proficiency of Operations
- Response time, accuracy and compliance of analytical results
- Optimal functioning of Analytical instruments
- Availability of stock items
- Quality of materials, equipment and standards
- Optimal functioning of the Laboratory
- Training and performance of the Laboratory Technicians.
- Pro-actively address any potential Client or Operational queries
- Maintaining and operation of the laboratory according to the requirements as defined through the OSH Act.

Levels of Authority

- Authorized to carry out analysis and issue reports.
- Source quotations for repairs/calibration of Laboratory Equipment and Laboratory consumables.
- Report and record any non compliance.
- Technical signatory to test reports.
- Cease the use of any equipment that may be deemed to constitute a safety hazard or entry to hazardous environments without the necessary knowledge and protection, and take action to address the hazard.
- Cease to carry on with work that may affect the quality (integrity) of services and take action to address the issue.
- Initiate a formal improvement request when a deviation of the system occurs, possible improvements are identified or when nonconformity is identified.

QUALIFICATIONS

Education

- MSc or PhD in Chemistry or related field.

Experience

- 3-5 years Analytical experience in Chemical analysis.

Competencies

- Computer Literate
- To be able to troubleshoot and correct problems encountered in operating Analytical equipment.