

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Sample Transporter (1)

PROJECT SUMMARY:

Local Partner Health Services – North & Southwest Activity is implemented by Joint Clinical Research Centre (JCRC) aimed at supporting the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS and TB services to the beneficiary population in the Thirteen districts in Ankole sub-region. The main goal of the activity is to increase the availability, accessibility and utilization of quality, integrated HIV and TB services.

REPORTING RELATIONSHIP:

The Sample Transporter reports to the Hub Coordinator for administrative and the day-to-day supervision and to the Transport and Logistic officer (LPHS N&SW) for asset (Motorcycle) management. The LPHS N&SW Laboratory Advisor will provide the technical supervision for Sample Transporters.

ESSENTIAL JOB RESPONSIBILITIES:

- Adequately utilize the hub system by ensuring that scheduled Daily and weekly visits are made to the hubs, Point of care testing sites, Post office.
- Collect samples from the facilities and promptly deliver them to the Hub Laboratory or Point of care testing sites for testing.
- Ensure prompt Pickup and delivery of results from the point of care testing sites and the Hub laboratory to spokes sites supported within the different catchment areas the hub laboratory daily to pick up and/or deliver results to respective facilities.
- Ensure adherence to standard guidelines on safety and sample transportation while performing tasks i.e., Use of standard PPEs.
- Maintain safety and security of the patient samples.
- Maintain utmost confidentiality and impartiality while performing the task of patient results, samples and any other information related during the transportation of results to spokes sites and the Hubs/ POC sites respectively.
- Timely response and availability at the required facility whenever called upon to offer support.

- Follow guidelines on Hub/POC sites sample and result documentation and ensure that this is done timely and accurately as a means of proper accountability.
- Maintain comprehensive records of samples collected, results picked and delivered, bike maintenance/repairs, and daily movements made.
- Keep proper records or inventory of all equipment: Motor bikes, phones that may be in the rider's custody.
- Ensure that timely servicing and Repair of the motorbikes is done through making timely reports on the status of the motorbikes and performance of timely and prompt maintenance.
- Ensure security and safety of the motorbike during the sample transportation process.
- Ensure use of the motorbike in a road worthy condition and the rider shall have full licensing and permit to ride as guided by traffic and road safety Act.
- Work with the hub coordinator and DLFPs to ensure the timely distribution of External Quality Assessment (EQA) samples and feedback results to the spokes sites and POC sites.
- Support in the distribution of commodities including but not limited to drugs, testing kits, stationery, facility periodic reports.
- Prepare and submit weekly reports to the hub coordinator.
- Perform Electronic and manual tracking of samples.
- Document and report any incidences and occurrences that may occur during sample and result transportation first to the Hub coordinator and the LPHS-North & Southwest technical teams for guidance and management of the incidence.
- Any other duties reasonably assigned by the supervisor from time to time.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Uganda Certificate of Education (UCE) or its equivalent from a recognized school/institution.
- Should have a valid riding permit with class A.
- Riding experience of at least 3 years preferably in Ankole region.
- Defensive riding certificate is an added advantage.
- Certificate-level training in laboratory techniques will be an added advantage.

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre via jobs@jcrc.org.ug; **The application deadline is Friday 31st October 2025 at 05:00 pm.** Strictly apply only with a cover letter, CV and academic documents combined in **one PDF document labelled with the applicant's name not exceeding 10 pages**, quoting the position in the subject line i.e. **Sample Transporter**. Failure to follow the application procedure will lead to automatic disqualification.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.