Children of God Relief Institute (COGRI) is a Faith Based Organisation, that seeks to provide quality, comprehensive care and support to HIV-infected and affected children, families and communities. It runs multi-diagnostic and research laboratory. COGRI invites applications from interested and suitably qualified candidates to fill the position of **Health Records and Information Officer** within their establishment.

VACANCY

JOB TITLE: Health Records and Information Officer

POSITIONS: One (1)

DIRECT REPORTING: Laboratory Director

INDIRECT REPORTING: ICT Officer

DUTY STATION: COGRI – Head Office, Karen

MAIN PURPOSE OF THE JOB

The Health Records Information Officer is responsible for coordination of laboratory activities through provision of timely and accurate reports including CDC quarterly report, NASCOP & other donor related reports both monthly and quarterly basis besides proper storage and archiving of records, provision of timely quality data collection and analysis to COGRI and its stakeholders. This role will include working in collaboration with clinicians, nurses, and pharmacists

Field of duties and responsibilities

Laboratory Systems Management and Maintenance:
- Manage the installation, configuration, and maintenance of laboratory information systems (LIS) and related hardware.
- Ensure the LIMS is fully functional and meets the laboratory's operational needs.
- Perform regular updates and backups of the LIMS and related databases.

Laboratory ICT Assets maintenance
- Conduct preventive maintenance of Laboratory ICT equipment, handle escalations accordingly
- Report to the laboratory director, any faulty equipment
- Raise Requisitions to purchase/outsource faulty equipment after authorization.

Compliance and Quality Assurance:
- Ensure all IT systems and documentation comply with ISO 15189 standards and other relevant regulatory requirements.
- Conduct regular audits and assessments of the IT systems to ensure compliance.
- Support in analyzing NDL quality indicators and Objectives

Data Integrity and Security:
- Implement and maintain robust data security measures for patient and laboratory data.
- Maintain data integrity and prevent unauthorized access or data breaches.
- Conduct regularly monitor and test security systems and protocols.
- Conduct data backups for various workstations and systems within the lab. Test the data for restoration reliability.

Support and Training:
- Provide technical support and troubleshooting assistance to laboratory staff.
- Train laboratory personnel on the proper use of the LIMS and other IT systems.
- Develop and update training materials and user manuals as needed.

Project Management: Support ICT Office in management of IT projects.

Reporting: Prepare reports.

V. JOB SPECIFICATION AND OTHER INFORMATION RELATED TO THE JOB

(a)   Level of Education/Academic Qualification

Bachelor's degree in Health Records and Information Technology, Computer Science, or a related field.

(b)   Specialized Training/Professional Qualifications

Professional Certifications in relevant IT areas.

(c)   Other Competencies/Abilities/Skills Required
- Strong knowledge of laboratory standards and their application to laboratory IT systems.
- Proficiency in database management, network security, and system integration.
- Excellent problem-solving skills and attention to detail.
- Strong communication and training skills.
- Ability to manage system uptime and reliability
- Ability to work under minimum supervision

(d)   Relevant Job Experience
- Must have worked in a similar position for at least two years with compliance with ISO 15189 preferred

(e)   Terms and expression of Interest

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on **PDF format** to **recruitment@nyumbani.or.ke** indicating **Job Title, Expected Salary** and **Availability** by close of business on **6th April 2026**. Only shortlisted candidates will be contacted.

Applications will be reviewed on a rolling basis.

DISCLAIMER

*The Public is advised that COGRI **does NOT** charge any fee whatsoever for application, processing, interviewing or securing employment.*