

	JOB PROFILE AND DESCRIPTION		
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	Revision Number:	Approved By: Human Resource Director	Last Revised: July 7, 2026

JOB TITLE: Analytical Chemist
ORGANIZATIONAL UNIT: Central Investigation Laboratory, Food Safety Department
REPORTS TO: Laboratory Administrator
SALARY SCALE: BAHA Pay Scale 16 of 2026

JOB SUMMARY: Develop, implement and perform laboratory tests according to international reference methods and established procedures where available to detect and quantify chemical residues, contaminants and other parameters in food, feed and water, and other environmental samples. Implement and perform Quality Control procedures, proficiency testing, maintain records of testing and assist in inventory control and troubleshooting of laboratory equipment. Assist in the supervision of junior laboratory staff and the operations of the Chemical Analysis Laboratory.

PERFORMANCE REQUIREMENTS AND STANDARDS:

Minimum Qualification and Experience Requirements:

1. Master's degree in Chemistry with one year relevant work experience; or
2. Bachelor's degree in Chemistry with three years relevant work experience.

COMPETENCIES:

1. Sound knowledge of the fundamental principles of analytical chemistry;
2. Experience in performing a variety of standard analytical techniques;
3. Proficiency in the operation and maintenance of a range of laboratory equipment;
4. Strong ability to analyze, interpret, and evaluate analytical testing data;
5. Experience in conducting chemical calculations;
6. Experience applying qualitative and quantitative analytical methods;
7. Strong work ethics and practices, honesty and integrity;
8. Capacity to achieve results through teamwork;
9. Strong interpersonal, organizational and communication skills;
10. Knowledge of sample handling principles;
11. Computer literate;
12. Highly motivated team player who is flexible, objective, and proactive;
13. Valid class "A" driver's license.

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WORKING CONDITIONS:

1. Perform key job responsibilities at organizational unit.
2. The Analytical Chemist shall normally be required to perform duties from Monday to Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. but is also expected to work outside those hours as the need arises. Such work shall be compensated in accordance with the relevant Labor Law regulation and the Collective Bargaining Agreement (2023-2026).
3. This post is subject to all other employment policies and procedures as laid out in BAHA-PSU Collective Bargaining Agreement (2023-2026) and BAHA's Terms and Conditions of Service.

SCOPE OF RESPONSIBILITY:

The Analytical Chemist is required to be knowledgeable in qualitative and quantitative analysis, and instrumental techniques, conduct chemical analysis of samples and associated laboratory activities including sample reception, quality control, equipment monitoring and verification, preventive maintenance of equipment and reporting of results. All laboratory activities are to be conducted in accordance with the protocols, policies and procedures established for BAHA's Food Safety laboratories. While the principal function of the Analytical Chemist is to conduct chemical testing on samples and provide test results, the Analytical Chemist may be requested to apply chemical knowledge in developing methodologies and to provide interpretation and/or opinion on test results. The Analytical Chemist also offers technical supervision to laboratory technicians and student interns working in the Chemical Analysis Laboratory and oversees technical operations of the laboratory to ensure accuracy and consistency in laboratory testing procedures. The Analytical Chemist provides training, mentoring and evaluation to laboratory technicians. In addition, the Analytical Chemist assists with administrative oversight, such as inventory management, budget preparation and management, to ensure the efficient functioning of the laboratory.

Structurally, the Analytical Chemist is under the direction of the Laboratory Administrator who is responsible to the Technical Director, Food Safety Services.

KEY JOB RESPONSIBILITIES:

Analytical Testing and Quality Control

1. Perform laboratory tests and procedures with minimal supervision, on food, animal feed, water and other relevant matrices for compositional analysis and to detect the presence of chemical

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residues and contaminants according to established standard operational procedures and quality control and safety guidelines.

2. Perform laboratory tests and procedures with accuracy and precision according to the established laboratory standard operational procedures (SOPs), quality control and safety guidelines.
3. Conduct sample preparation of food, feed, environmental and/or other biological samples.
4. Conduct extraction and clean-up of test samples for chemical residues and contaminants such as pesticide residues, veterinary drug residues, mycotoxins and heavy metals.
5. Operate laboratory instruments such as Gas Chromatograph (GC) High Performance Liquid Chromatography (HPLC), Gas Chromatograph Mass Spectrometer (GC/MS), Liquid Chromatography Tandem Mass Spectrometer (LC-MS/MS) and Inductively Coupled Plasma Optical Emission Spectrophotometer (ICP-OES) and other related equipment (such as the Charm System II) needed to perform analysis of chemical residues and contaminant as well as physical and compositional analysis in a variety of food, water and agricultural related matrices.
6. Maintain a clean and well-organized lab in accordance with Good Laboratory Practice.
7. Develop Standard Operating Procedures (SOPs) for test methods according to approved reference methods.
8. Perform quality control in all aspects of testing activities, including standards and reagents used for testing according to established quality control policies. Perform quality control checks according to established laboratory procedures to ensure consistency and accuracy of test results.
9. Prepare chemical standards and solutions for testing and quality control and method validation or verification activities.
10. Set up, operate and maintain standard laboratory equipment including cleaning and preventative maintenance in accordance with equipment manuals and schedules to keep equipment functioning properly.
11. Conduct intermediate checks/internal calibration of laboratory equipment regularly or as defined in laboratory schedules and procedures.
12. Handle and dispose of chemical and /or hazardous waste in accordance with Good Laboratory Practice and laboratory policies and procedures.

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13. Perform sample reception, identification and accessioning following laboratory procedures.
Ensure proper sample handling, storage and archiving while maintaining traceability from sample retention to disposal.
14. Maintain records of all relevant laboratory activities including testing activities, observations and final results, records of equipment use, maintenance, and repairs, equipment verification/calibration data, records of sample receipt, handling, storage and disposal, records of supplies and service receipt
15. Recognize instances of Instrument malfunction and perform troubleshooting.
16. Participate in inventory and ordering activities for supplies, materials and equipment as needed for the laboratory.
17. Participate in national and international meetings and training courses related to field of competency.
18. Report clients' testing results in a manner to preserve client confidentiality.
19. Recognize abnormal test results and deviations in test method, and other nonconforming work including errors, improper quality control results, and report to supervisor.
20. Make corrections to address nonconforming work.
21. Conduct Root Cause Analysis of nonconforming work and provide recommendations corrective action
22. Participate in approved proficiency testing programs.
23. Participate in internal audits of the Quality Management System as needed. Perform internal audits for lab areas.
24. Properly prepare and package samples for sample referral to external laboratories if needed.
25. Promote teamwork by collaborating and assisting other laboratory technicians and technical officers in work that require laboratory technical input.
26. Communicate with clients about available test services, sample submission requirements and test methods.
27. Provide training and supervision to newly hired chemistry lab staff and interns working in the Chemical Analysis Laboratory

Other Responsibilities

1. Perform other job-related duties that may be assigned.

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