



**Position Title: Laboratory Liaison Officer (1 position)**

**Reports to: Regional Program Manager**

**Employment Type: Full-time**

**Job Location: Mwanza**

### **Position Description**

The Laboratory Liaison Officer is a self-motivated individual who will work in close collaboration with the Bugando Medical Center (BMC), ICAP, and other stakeholders to support technical leadership and oversight of molecular and other laboratory testing services related to ICAP-supported projects at BMC. The incumbent's working station will be at the BMC molecular lab, and s/he will work closely with the BMC laboratory team daily to ensure the smooth running of laboratory services. The incumbent will be the lab point of contact for ICAP at BMC. Her/his main objective is to guarantee the highest technical, logistical, and administrative performance of the BMC molecular laboratory for accurate, reliable, and timely processing of samples and results release.

### **Specific Responsibilities and Duties:**

- Support implementation of HIV related laboratory services activities within BMC molecular laboratory
- Liaise with the BMC, ICAP, MOH, NPHL-QATC, R/CHMTs, and other implementing partners to ensure the provision of adequate technical support to BMC molecular laboratory team to enhance the capacity and efficiency of laboratory testing
- Ensure all laboratory tests under ICAP support are carried out on time and according to the Standard Operating Procedures (SOPs) of the specific assays
- In collaboration with the BMC laboratory manager, provide managerial and administrative support to the ICAP - BMC seconded laboratory staff to ensure the successful operations of laboratory program activities within the laboratory
- Collaborate with the BMC molecular laboratory team to ensure maintenance or improvement of the workflow for laboratory processes.
- Work with the ICAP laboratory supervisor to track the timely recollection and submission of rejected samples to the testing laboratory
- Provide technical support on HIV viral load (HVL) and Early Infant Diagnosis (EID) services focusing on testing and result reporting to the respective hubs supported by BMC.
- Support the analysis and communication of sample rejection information and reasons for rejection & allow prompt technical support and guidance.
- Work with the ICAP laboratory supervisor to track the timely recollection and submission of rejected samples to the testing laboratory
- Ensure maximum utilization of laboratory information system, i.e., DISA, to improve the turnaround time of test results



- Provide support to the lab team to ensure timely collection and submission of laboratory services data, as well as support strengthening of the related M&E systems – in collaboration with the laboratory M&E team
- Support the maintenance of accreditation and implementation of laboratory quality management systems to ensure good quality in laboratory testing
- Support efforts to identify gaps within BMC laboratory, design and implement Continuous Quality Improvement (CQI) initiatives to address the gaps identified
- Collaborate with BMC laboratory management and other stakeholders to ensure participation of BMC laboratory in daily Quality Control (QC) and External Quality Assessment (EQA) and proper maintenance of the laboratory equipment
- Work with BMC leadership to organize virtual meetings with the supporting IP on CQI and sample management.
- Collaborate with BMC laboratory management and MSD to ensure uninterrupted testing by ensuring the availability of reagents and supplies
- Coordinate and participate in periodic meetings with stakeholders to discuss the progress of VL/EID testing and other laboratory tests
- Design and implement supervision, training, and mentorship programs to improve the performance of hubs shipping samples to BMC Laboratory
- Ensure installation and verification of new assays by collaborating with BMC laboratory management, MOH, and assay manufacturers
- Work with the Bugando laboratory management to prepare, review and submit progress reports daily, weekly, monthly, and quarterly as required by ICAP and CDC
- Participate in annual work plan development, budget preparation, and ensure the implementation of laboratory activities at BMC molecular lab as per approved plan and budget
- Perform any other duties as assigned by the supervisor

#### **Qualifications, Knowledge, and Skills:**

- **Required Education:** Degree in Laboratory Science/Biomedical Laboratory Sciences
  - Master's degree in related fields an added advantage
- **Required Experience:**
  - Minimum 3 years of working experience in public health programs, including three years' hands-on technical expertise in the delivery of routine laboratory services related to HIV and TB programs.
  - Minimum 3 years of work experience in routine molecular lab processes and operations, competency in operating molecular lab equipment, and knowledge in drug resistance projects will be an added advantage
- Work experience in PEPFAR-funded HIV programs will be highly desired.
- Experience in monitoring, analysis, and interpretation of programmatic and operational research related to laboratory services for HIV and TB interventions.



- Ability to work and deliver under pressure and tight deadlines with minimum supervision.
- Excellent communication (both verbal and written) and presentation skills.
- Fluency in both written and spoken English and Swahili languages.
- Strong computer skills (MS Excel, Word, and PowerPoint).
- Strong problem-solving skills and ability to work independently with minimal supervision.

**To apply please visit:** <https://icapacity.icap.columbia.edu/en-us/listing>