



**Position Title: Tanzania HIV Impact Survey (THIS) Laboratory Coordinator (1 position)**

<b>Reports to:</b>	THIS Project Director
<b>Supervises:</b>	THIS Regional Laboratory Supervisors; Designated Laboratory Technologists; Return of Results Officer
<b>Employment Type:</b>	Full-time
<b>Job Location:</b>	Dar es Salaam
<b>Travel:</b>	Up to 70% in intervention districts outside of job location

**Overall Job Function:**

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Programme (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

Reporting to the THIS Project Director, the THIS Laboratory Coordinator will be responsible for overseeing the laboratory component of the THIS which is a national population-level HIV impact assessment (PHIA) in Tanzania. The Laboratory Coordinator will also work closely with public health laboratories, laboratory partners, CDC, ministries of health, National Bureau of Statistics (NBS) and the Office of Chief Government Statistician (OCGS), and survey teams to ensure that laboratory samples are correctly collected, processed, and transported and that results are returned in a timely manner.

**Specific Responsibilities and Duties:**

- Support implementation of all laboratory-related aspects of the THIS project
- Hire, train and supervise a team of laboratory staff, as needed
- Collaborate with the THIS Survey Coordinator to develop a plan for the opening and closing satellite laboratories according to the deployment plan of the field teams
- Participate actively in the field monitoring by conducting regular visits of the field teams and satellite labs during the data collection
- Prepare a weekly report of the performance of the satellite laboratories during the data collection period.
- Provide support to the adaptation of the laboratory, guidelines, training materials and standard operating procedures (SOPs)
- In coordination with the senior THIS advisor and lab partner, coordinate the laboratory training sessions, ensuring timeline is being followed and operational and logistics aspects are in place for the training sessions
- Ensure discrepant results are being resolved as per SOP
- Ensure laboratory incidents are documented and reported timely
- Review weekly laboratory reports provided by the laboratory partner, and assist the THIS Project Director with preparing regular progress reports
- Review the development and implementation of QA/QC procedures for point of care testing including HIV rapid tests and any other tests as defined in the protocol and conducted by the laboratory subcontractor in the survey

- Review the development and implementation of QA/QC procedures for the collection, processing, and storage of other survey-related laboratory specimens by the laboratory partner in the survey as specified in the protocol
- Ensure laboratory specimen data are correctly captured in the survey database and assist with routine data analysis
- Assist with the interpretation of laboratory results from the THIS project and provide feedback on ways to improve/streamline laboratory procedures and systems
- Develop and manage strategies to ensure timely return of results to survey participants
- Represent ICAP in discussions with the host government and national stakeholders and assess ways in which national capacity to process samples can be developed and strengthened
- Liaise with laboratory technical team in ICAP NY headquarters and CDC
- Perform any other tasks assigned by the supervisor

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Master's degree or doctoral level qualification in laboratory sciences
- **Required Technical Experience:** Minimum 5 years' work experience providing laboratory technical expertise in HIV surveys, research, evaluations, or programs
- **Required Managerial Experience:** Minimum 3 years' supervising laboratory teams in field.
- Extensive knowledge and experience in design, implementation, and management of laboratory services in HIV programs
- Excellent written and verbal communication skills with fluency in English required and Kiswahili preferred.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum) with proficiency with laboratory related data management systems
- Experience with laboratory quality management systems (quality assurance, control, and improvement)
- Extensive knowledge in Tanzania laboratory system, and related stakeholders
- Ability to provide high quality technical assistance and lead and work with a diverse team
- Ability to work independently with minimal supervision and strong problem-solving skills
- Ability to work under pressure, demonstrate creativity and adaptability in developing new ideas to solve problems
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station

**APPLICATION INSTRUCTIONS**

Please visit our website at <https://icapacity.icap.columbia.edu> for application deadlines and submit your application through the online portal prior to the deadline. Completed applications will be reviewed on a rolling basis. Furthermore, only short-listed applicants will be contacted.