



**Job title: Sierra Leone Population-based HIV Impact Assessment (SiLPHIA) – Laboratory coordinator**

**Reports to:** SiLPHIA Senior Laboratory Advisor  
**Supervises:** Provincial field laboratory supervisors, central and satellite laboratory staff  
**Job type:** Fixed-term contract  
**Job Location:** Freetown  
**Travel:** Up to 70% field visits, outside the workplace/office

**Context:**

The 2025 Sierra Leone Population-based HIV Impact Assessment (SiLPHIA) is a cross-sectional household (HH)-based, sub-nationally representative survey which will assess the prevalence of key human immunodeficiency virus (HIV)-related health indicators. The survey will characterize HIV prevalence, CD4 T-cell counts, viral load suppression (VLS), and risk behaviors in a HH-based, sub-nationally representative sample of the population in two districts of Sierra Leone (Western Area Rural and Western Area Urban) and will describe uptake of key HIV prevention, care, and treatment services across the adult continuum of care.

**Overall Job Function:**

Reporting to ICAP SiLPHIA Senior Laboratory Advisor, the Laboratory Coordinator will be responsible for coordinating and overseeing the field and laboratory component of SiLPHIA. Working closely with the Senior Laboratory Advisor, the incumbent will coordinate laboratory activities of the survey, monitor, and support the field and laboratory teams, and ensure that all laboratory samples are correctly collected, processed, and transported and results are returned in a timely manner.

The incumbent will participate in the training of laboratory and field staff on the survey protocol, relevant laboratory procedures, and will also ensure that the survey protocol and standard operating procedures (SOPs) are properly adhered to at all levels. The Laboratory Coordinator will assist with the supervision of provincial field laboratory supervisors and central and satellite laboratory staff.

**Specific responsibilities**

- Assist with hiring, training, and supervision of field and laboratory staff as needed.
- Assist in implementation and monitoring of QA/QC procedures for the collection, testing, processing and storage of other study-related lab specimens including for HIV recency, HIV RNA Viral Load.
- Participate actively in the field monitoring (regular visits of the field teams and satellite labs during the data collection)
- Review weekly reports from provincial field laboratory supervisors and monitors as well as reports from satellite lab supervisors.
- Ensure laboratory specimen data are correctly captured in the study database and assist with routine data analysis.

- Assist with the interpretation of field and laboratory results from SiLPHIA project and provide feedback on ways to improve/streamline lab procedures and systems.
- Assist the Senior Laboratory Advisor to develop strategies to ensure timely reporting of results to study participants.
- Liaise with provincial field laboratory coordinators and satellite laboratory team leads on a regular basis.
- Join Senior Laboratory Advisor at meetings with technical working groups and partner organizations.
- Perform any other tasks assigned by the supervisor.

**Qualifications, knowledge, and skills:**

- Level of training required:
  - Bachelor's degree in a relevant scientific field strongly preferred
- Technical experience required:
  - Minimum 2 years of related experience in providing laboratory technical expertise in public health surveys in Central and/or Sub-Saharan Africa. Experience in managing a clinical or research laboratory is an advantage.
  - Strong computer skills: MS Excel, Access, Word, and PowerPoint as a minimum
- Extensive knowledge and experience in design, implementation, and management of laboratory services in HIV programs.
- Laboratory Quality Assurance (QA) experience
- Knowledge/experience of procurement procedures and equipment/supply/stock tracking and inventory management.
- Excellent interpersonal, management, and communication skills
- Flexibility to work outside normal working hours and at weekends, with extensive travel outside the workplace.

**Travel requirements**

This position is based in Freetown but will require regular travel to field work areas in Western Area Rural and Western Area Urban for monitoring visits as well as the satellite and central laboratories