



## JOB DESCRIPTION

<b>Job Title:</b>	Regional Laboratory Officer
<b>Reports to (Title):</b>	Laboratory Technical Advisor
<b>Location:</b>	Region 6 (Iloilo City); Region 7 (Cebu City)
<b>Date:</b>	

### POSITION SUMMARY

ICAP at Columbia University's *Targeted Programmatic Support Across Countries under the Global Fund to Fight HIV/AIDS, Tuberculosis and Malaria under PEPFAR* (PSA) is a program that provides technical assistance (TA) and capacity-building support to the Department of Health, in collaboration with key stakeholders and local partners in Central Visayas (VII) and Western Visayas (VI) Regions of the Philippines.

Under the supervision of the Laboratory Technical Advisor, s/he will support the laboratory component of the HIV/AIDS project working closely with the NRL-SACCL, rHIVda centers in the region and laboratory departments in supported facilities and laboratory personnel in their assigned areas. S/he will be responsible for overseeing of laboratory systems, strengthening laboratory activities, capacity building as well as laboratory quality management support to DOH program team, and other implementing partners. S/he will also support performance management in the laboratory program area in the region.

### Responsibilities:

- Support the implementation of regional laboratory strategic objectives of the HIV/AIDS project with specific emphasis on optimizing laboratory monitoring of Recipients of Care (ROCs) including timely HIV diagnosis, CD4 and Viral Load (VL) monitoring and diagnosis of opportunistic infections.
- Support the rHIVda centers with the implementation of recent surveillance activities in accordance with established standard operating procedures and the DOH approved protocol.
- Support the project Laboratory Technical Advisor and existing DOH lab teams with the development, review and implementation of laboratory QA/QC programs, Standard Operating Procedures (SOPs) and manuals for all laboratory related aspects of the HIV/AIDS project.
- Provide technical assistance (TA) to the regional DOH, rHIVda centers and supported facilities to develop, implement and monitor an effective referral system as part of the rHIVda scale up plan and the national implementation plan for the scaling up of routine VL monitoring.
- Provide TA to selected facilities to apply for rHIVda accreditation and licensing, and provide ongoing support to comply with the set standards.

- Provide day to day mentorship to the supported facilities and rHIV da centers to assure timely and quality HIV diagnosis, CD4 and VL monitoring with special attention to timely sample collection, storage and transport, return of result, documentation and use of laboratory results
- Liaise closely with his/her colleagues at SACCL and rHIVda centers to assure timely and accurate HIV diagnosis, CD4 and VL monitoring in all supported facilities.
- Prepare estimates of supplies and equipment required for the effective operation of the project within the region; make orders for laboratory kits, supplies and equipment in a timely manner.
- Maintain proper storage and security of laboratory kits, supplies and equipment and distribute received laboratory supplies to the laboratory staff of supported sites as required.
- Provide TA in the field of Supply Chain Management (SCM) to the regional DOH, LGU, supported facilities and rHIVda centers.
- Provide technical leadership in communicating HIV Surge urgencies and evidence-based performance optimization strategies in assigned facility(ies) and/or Local Government Area.
- To provide mentorship and supervision to strengthen performance and quality of Laboratory Services through laboratory optimizers (or champions), facility and community case management teams and EID focal persons for achieving linkage to optimized ART, client education and retention, and management of virologically unsuppressed clients.
- Facilitate technical assistance for diagnosis of co-infections (particularly TB and OIs in advanced HIV disease or AHD spectrum), recency testing, early infant diagnosis (EID) and HIV rapid testing continuous quality improvement program at supported service points.
- Support the selection, hiring, training and ongoing mentorship of medical technologist to improve access to timely and accurate HIV diagnosis, CD4 and VL monitoring within the region.
- Provide technical assistance for Laboratorians in the project supported facilities to ensure maintenance and efficient use of instrumentation for CD4 and VL monitoring
- Facilitate accurate laboratory specimen data reporting, routine laboratory data analysis and interpretation of laboratory results from the project and provide feedback on ways to improve/streamline laboratory procedures and systems.
- project in Laboratory related matters at regional level with stakeholders and make presentations as it may be required.
- Document project training and technical assistance activities and contribute to the production and dissemination of technical reports, guides, manuals, success stories, and other printed resources and toolkits.
- Participate in the recruitment process, training and supervision of teams of ad hoc laboratory personnel when required.
- Carry out any other tasks that may be assigned.

### **Qualifications**

- Bachelor's degree in Medical Technology or related field.
- 5 years experience in laboratory systems and optimization and service delivery management within the context of PEPFAR HIV programs
- Experience in PEPFAR laboratory procurement procedures and equipment as well as stock tracking and inventory management required

- Experience with lab related data management systems including but not limited to Laboratory Management Information Systems (LMIS) preferred.
- Proficient in MS Word, Excel, Outlook, and PowerPoint.
- Excellent interpersonal management and communication skills
- Ability to work independently with strong problem-solving skills
- Filipino national
- Excellent oral and written communication skills in English and Filipino

**Travel Requirements:**

- Domestic travels to project sites/partners as needed.