

Job Description

Job Title:	Technical Laboratory Officer
Reports To (Title):	DPCB-HIV Program Manager DPCB-HIV Senior Health Program Officer, ICAP and CDC Laboratory Technical Advisor
Place of Work/ (Workstation)	Seconded to DOH-DPCB Office, Manila
Effectivity:	October 2024
Duration:	1 year

POSITION SUMMARY

Working under the supervision of the Department of Health Disease Prevention and Control Bureau in the Philippines, in close collaboration with CDC/ICAP Laboratory Technical Advisors, the *Laboratory Officer*, will provide technical assistance to strengthen the laboratory component of the National HIV program, working closely with other DOH concerned national and regional offices, including the National Reference laboratory - San Lazaro Hospital/STD AIDS Cooperative Center Laboratory (NRL-SLH/SACCL) and other relevant stakeholders.

The *Technical Laboratory Officer* will be responsible for providing overall technical support to the DOH in improving the HIV laboratory systems and services, strengthen the implementation of national laboratory strategies and activities, organize national level capacity building activities, conduct monitoring or evaluation activities that will lead for the country to reach the UNAID goal of 95-95-95.

MAJOR ACCOUNTABILITIES

The Technical Laboratory Officer shall:

1. Assist the National HIV Program in the development of policies, plans, technical guidelines, strategies pertinent to the improvement of HIV laboratory services
2. Support the scale up and implementation of HIV testing and laboratory services including but not limited to HIV self-test, HIV community-based testing, rHIVda, Viral Load, Early Infant Diagnosis (EID), CD4, drug resistance, and etc.

3. Support national roll-out and introduction of new laboratory services and technologies and explore possible integration of these services for multi-diseases testing to ensure provision of continuous and uninterrupted delivery of quality, accurate, reliable, timely laboratory results to support HIV patient's diagnosis, treatment, and monitoring including surveillance.
4. Collaborate with relevant partners and stakeholders in planning and implementing laboratory related capacity building activities, including the development and reproduction of training modules and materials.
5. Participate in the conduct of assessment and monitoring activities of the HIV program to identify cross cutting laboratory systems, policies, and implementation gaps that will guide programmatic decision making.
6. Provide scientific, technical and managerial expertise in support to the implementation of the HIV program laboratory strategic objectives with specific emphasis on optimizing laboratory processes through formation of standards and expansion of activities.
7. Provide technical assistance in communicating HIV urgencies and evidence-based performance optimization strategies in CHDs.
8. Provide programmatic mentorship to strengthen performance and quality of laboratory services through laboratory optimizers, 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.
9. Facilitate technical assistance for diagnosis of co-infections (particularly TB and OIs in advanced HIV disease or AHD spectrum), early infant diagnosis (EID) and HIV rapid testing continuous quality improvement program at supported service points.
10. Coordinate laboratory commodity supply, management and reporting for laboratory consumables and reagents to prevent stock outs and eliminate wastages.
11. Review, analyze, and provide regular updates, through monthly reports, on the consolidated supply of laboratory consumables and reagents.
12. Work closely with implementing partners and relevant stakeholders to develop work plans and monitor its progress towards program objectives and timelines.
13. 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.
14. Carry out any other related tasks that may be assigned.

EDUCATION

- Registered Medical Technologist, preferably with a Masters degree in Public Health or its equivalent.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- At least five (5) years' experience in laboratory systems optimization and service delivery management within the context of public health program/s.
- Preferably with at least 1-3 years' experience in Public Health Management.
- Technical writing capacity/skills, to include experience in writing publications, articles, journals.
- Experience in procurement, market study and stock analysis of laboratory commodities and equipment.
- Knowledge and experience in design, implantation and management of laboratory services.
- Good knowledge of laboratory QA and QC practices, both internal and external.
- Experience with lab-related data management systems including but not limited to Laboratory Information Management Systems (LIMS) preferred.
- High level of proficiency in basic computer applications, such as Microsoft, Google and on Excel
- Excellent interpersonal, management, and communication skills.
- Ability to work independently with strong problem-solving skills.
- Fluent in English, oral and written communication skills; ability to interact professionally in English and oversee development of comprehensive program reports