



Vacancy Announcement



HRL Quality Officer - (1 Position)

Location: (NPHL - Juba Based)

ICAP at Columbia University seeks highly qualified and experienced candidates to fill the position of **HRL Quality Officer** to be based in NPHL - Juba South Sudan. The position is for a period of 10 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program, and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

The incumbent will serve as quality officer for HIV Reference Laboratory (HRL) based in PHL/Juba. The incumbent's primary responsibility will be to manage and monitor the proper functioning of all Quality Management systems activities performed by the HIV Reference Laboratory (HRL), and ensure continuous quality functioning, and quality systems strengthening in line with laboratory professional standards and with ICAP's mission. Additionally, she is expected to maintain all accreditations held.

ROLES AND RESPONSIBILITIES

Under the direct supervision of the HRL Manager, the **HRL Quality Officer** is responsible for, but not limited to the following:

- HRL SOP management, approval and implementation, to include ensuring annual reviews, archiving, maintaining up to date lists and schedules of review, and ensuring that all appropriate personnel have read and signed off. Coordinate generation of new SOP's as required.
- Manage, coordinate and perform monthly QA/QC data review in compliance with laboratory continuous quality improvement and quality assurance procedure and disseminate the information at relevant forums/meetings. Assist in trouble shooting, corrective actions and improvement in these areas.
- Manage, coordinate, and maintain equipment quality control documentation, schedules for laboratory equipment calibrations and verifications for functionality. This includes the weekly downloads of all data logging devices deployed in the HRL.
- Responsible for coordinating, review, and submission of all internal and external quality assurance activities and results/reports with other institutions, and summarizing performance to maintain accreditation standards.
- Manage, monitor and performing all the internal calibration of necessary equipment located in the laboratory such as pipettes, thermometers, timers, etc, and maintain documentation and schedules.
- Perform competency assessment for all technical laboratory staff and maintain schedule and documentation of the individual's performance.

- Manage and monitor implementation Lab documentation activities, processes, incidences, including performing weekly/monthly/quarterly DQA activities to timely identify any non-conformities and provide corrective action
- Monitor and timely provide feedback (daily/weekly/monthly) on HRL performance indicators including but not limited to TAT, safety, equipment/temperature, compliance, monitoring documentation, entry of patient data, backlog. Conduct weekly CQI & Safety meetings to provide feedback.
- Maintain your own knowledge and skills to perform the job as detailed in this job description. Including actively updating your training record and reading the SOPs provided.
- In addition to the duties described above, the incumbent must support the LCQI activities of the Lab program.
- She must follow KENAS accreditation & GCLP guidelines established for the laboratory.
- A high degree of professionalism and management ability is required of this position as well as interpersonal abilities to motivate and train individuals to perform in an efficient and productive manner.
- The ability to professionally communicate in writing and verbally or other means is deemed appropriate.
- The incumbent is expected to be able to sit for extended periods of time
- Other duties as may be assigned by the deputy laboratory manager.

ICAP is looking for a candidate with the below required skills & experiences:

- A Degree in Medical laboratory technology.
- Minimum of 3 years' work experience in clinical or public health setting and implementing lab quality management systems (QMS).
- The history of working with the MoH is an added advantage.
- Ability to work independently under pressure and to deliver quality work timely.
- Good interpersonal skills and ability to work as a team player.
- Good oral and written communication skills.
- Good computer skills.
- Highly organized, detail oriented and self-motivated.

Note: This is a national hire position, and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

How to apply:

Click on the link to apply

[Global Careers - ICAP at Columbia University](#)

Application Deadline is November 8, 2024.

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