



ICAP at Columbia University Job Description

Position Title: Laboratory Advisor, TRACE, ICAP in Ethiopia
Duty Station: Tigray, Afar, Dired Dawa, Amhara
Reports to: Regional ICAP Directors, Ethiopia
Date: November 20, 2019

POSITION SUMMARY

The Laboratory Advisor is a focal person for regional training, monitoring and reporting TRACE activities in coordination with the implementation HIV project lab activities and getting direct supervision from the ICAP Regional Director and technical direction on TRACEC from the National TRACE Coordinator. The incumbent works with Regional Health Bureau (RHB), sub-regional health offices and health facilities to support HIV recency testing in the context of Case-based Surveillance (CBS).

MAJOR ROLES AND RESPONSIBILITIES

1. To ensure training by:
 - a. Reviewing onsite training needs/gaps
 - b. Inspect the level of trainees and the required number of trainees per facility, Wereda, Zone and Region
 - c. Conduct and support training with different stakeholders on TRACE and HIV program lab services implementation
2. Ensure data management by:
 - a. monitoring sites with given data bases system about TRACE data
 - b. Check the completeness of data collection formats related to TRACE at different levels
 - c. Support the data entry and utilization at different levels
3. Ensuring quality control and proficiency testing for Recency testing
 - a. support the preparation of QC/PT materials both at National and regional level
 - b. Support the distribution of QC/PT materials at national and regional level
 - c. Support the documentation and/or the entry of quality control/PT data at the site level
 - d. Check the completeness of the QC/PT report and identify gaps
 - e. Act on the identified gaps in collaboration with EPHI, Regions and site
4. Ensuring the availability of test kits at different levels
 - a. Ensuring the availability of planned test kits with the national, regional and site level
 - b. Ensure the availability of monitoring mechanism for testing and delivery and harmonize it with the national procurement plan and distribution

- c. Ensuring the quality of test kit lots at the national level
- 5. Monitoring
 - a. Plan for supportive supervision of the recency testing sites
 - b. Monitor the sites of Recency testing in collaboration with CBS team
 - c. Identify gaps and suggest remedial actions
 - 6. Planning and reporting
 - a. Plan the weekly, monthly, quarterly and annual plans
 - b. Harmonize the plans with the national program and CBS
 - c. Execute the plans according to specific timelines
 - d. Report on a weekly, monthly and quarterly basis to the National TRACE Coordinator
 - 7. Meetings:
 - a. Participate in the meetings at ICAP level
 - b. Participate in the meetings at national and regional level
 - c. Report the updates of every meeting

Required qualification and experience

- Degree in Biomedical/Biological Sciences and at least three years of experience
- Knowledge about the national quality assurance program on HIV testing is essential
- Knowledge about the HIV surveillance system has additional advantage
- Previous exposure on working with RHBs, Ethiopian Public Health Institute (EPHI), and the U.S Centers for Disease Control and Prevention (CDC)
- Good analytical and communication skills
- Good computing skill