

Website: icap.columbia.edu

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| **Job Title:** |  Lab Project Director |
| **Duration of Contract**  | 1 Year  |
| **Location:** | Liberia |

**Position Summary:**

The Project Director (PD) will provide day-to-day leadership of planning, implementation, and evaluation of CDC’s Advancing Diagnostic Network Optimization, Stepwise Laboratory Accreditation, and Integrated One Health Specimen Transport in Liberia, providing technical guidance and vision for the project and ensuring that all activities undertaken meet the highest technical and ethical standards.

**Major Accountabilities:**

* Provides day-to-day leadership to ensure effective implementation and coordination of lab program activities and monitor progress towards program goals and objectives.
* Oversees the design, implementation, and coordination of program activities to ensure quality, adherence to national and international standards, and sustainability.
* Guides overall program administration, technical implementation, and fiscal management and serves as the primary point of contact with CDC in-country, local government counterparts, and partner institutions.
* Oversees all activities, outputs, and outcomes related to program management and administration, including reporting, financial transactions, execution of program plans, and program performance monitoring and evaluation.
* Participates in planning meetings with CDC and leads annual work planning process.
* Participates actively in the development of innovative approaches to strengthening capability-building.
* Supervises and manages a program team of highly qualified staff, aligning their efforts with program goals.
* Manages partnerships and collaborative relationships between ICAP, CDC, the Ministry of Health, and other stakeholders.
* Actively participates in relevant Technical Working Group meetings and represents the program at local, national, and international meetings and events.
* Ensures timely and accurate reporting of program activities and results to CDC, and presents progress, achievements, and lessons learned to key stakeholders.

**Education:**

* PhD or MD with MS in laboratory science, epidemiology, or related field

**Experience, Skills & Minimum Required Qualifications:**

* Minimum of 10 years of experience in laboratory services and laboratory management with prior experience working to support and improve laboratory systems in sub-Saharan Africa.
* Demonstrated technical expertise in laboratory quality assurance, quality control, biosafety, document development, specimen management, and use of electronic information systems within a laboratory context.
* Demonstrated technical expertise in routine laboratory and clinical data-driven activities, including the development and use of data systems.
* Proven experience in establishing working relationships and collaborating with USG, other bilateral and/or multilateral donor agencies, and host-country governments.
* Demonstrated experience serving as a technical resource and in supervisory roles.
* Proven ability to effectively train and build capacity of collaborating partners.
* Fluent English oral and written communication skills.