

**ICAP – Columbia University
Burundi – Bujumbura Office
JOB DESCRIPTION / FICHE DE POSTE**

Job Title: Laboratory and Pharmacy Lead

Reports to: Technical Director

Location: Bujumbura, Burundi

Position Summary:

Working under the guidance and direction of the Technical Director based in Bujumbura for the RISE project in Burundi, the Laboratory and Pharmacy lead will oversee the implementation of HIV-related laboratory activities including HIV testing, Early Infant Diagnosis (EID), VL testing, other HIV-related core laboratory testing services, comprehensive specimen referral and pharmacy activities of the RISE-Burundi project. S/he will provide technical and operational guidance and oversight to the regional teams and laboratory officers at the provincial level, district, and site level, liaising with partners and local organizations.

Qualifications and Professional Experience Requirements

- Medical Doctor, Master's in Medical Laboratory Sciences, or its equivalent.
- A Master of Public Health is an added advantage

At least 5 years' experience in laboratory practice in the Health Sector preferably at a national level, and with experience in HIV-related assays

Required Experience and Skills

- Experience in the development/ review of national guidelines and different Standard Operating Procedures (SOPs)
- Has training on rapid HIV testing, EID, VL testing, specimen referral, TB diagnosis and treatment monitoring, laboratory quality management system (LQMS), proficiency testing (PT) preparation and interpretation.
- Extensive knowledge and experience in the design, implementation, and management of laboratory services in HIV programs
- Experience in training, supervision, and mentoring of laboratory experts and other clinicians
- Experience in equipment and supplies need assessments, development of specifications, and forecasting
- Knowledge/experience of procurement procedures and equipment/supply/stock tracking and inventory management
- Experience with lab-related data management systems
- High level of proficiency in relevant computer applications MS Office, Excel, PowerPoint, etc.
- Excellent interpersonal management, and communication skills.
- Ability to work independently with strong problem-solving skills
- Fluent French and English oral and written communication skills; ability to interact professionally in French and English and oversee the development of comprehensive program reports

Travel Requirements

Frequent site visits are required

Major Duties and responsibilities

- Assist with the development of SOPs for the implementation of all laboratory and pharmacy-related aspects of the RISE project.
- Train and supervise a team of laboratory officers, as needed.
- Provide oversight and coordination within the RISE laboratory and pharmacy networks

- Provide guidance and supervision for the supply chain management for drugs and consumables for RISE-supported districts
- Review the development and implementation of LQMS, including QA/QC procedures at all supported and linked laboratories, and participate in the implementation of the accreditation preparedness (SLIPTA) program and other CQI initiatives
- Provides technical support to produce PT and implementation of External Quality Assessment (EQA) for core HIV-related laboratory testing services at all ICAP support health facilities.
- Facilitate and support the revision, distribution, and proper utilization of SOPs, request forms, registers, inventory management tools, and different provider support tools.
- Establish efficient and effective sample transportation systems for TB, EID, VL, etc. as well as the return of results
- Ensure laboratory specimen and pharmacy data are correctly captured and assist with routine laboratory and pharmacy data analysis.
- Assist with the interpretation of laboratory and pharmacy results from the RISE project and provide feedback on ways to improve/streamline lab procedures and systems.
- Assist the RISE team to develop strategies to ensure timely reporting of results back to the facility and clients
- Prepare/ review weekly, monthly, and quarterly laboratory reports, and assist the Technical Director with preparing regular progress reports for feedback to the provincial, district, and site leadership as well as the donor,
- Represent RISE in discussions with national stakeholders and assess ways in which national capacity to process samples can be developed and strengthened,
- Participate in the national laboratory technical working group meetings, quantification exercises and other relevant technical working groups

Received by :	Date:
	<u>Signature</u>