HJF MEDICAL RESEARCH INTERNATIONAL, INC.

VACANCY

POSITION: LABORATORY DIRECTOR

The Henry M. Jackson Foundation Medical Research International (HJFMRI) provides scientific, technical and programmatic support services to global medical research programs. HJFMRI in collaboration with The Walter Reed Project, HIV Program-Kericho carries out HIV / AIDS vaccine and therapeutic research, and with PEPFAR supports HIV prevention, care and treatment programs in South Rift Valley. HJFMRI / Walter Reed Project- Kericho is seeking to fill the above position.

JOB SUMMARY:

As the Kenya Medical Research Institute/United States Army Medical Research Directorate-Africa (Kenya)/Henry M. Jackson Foundation for the Advancement of Military Medicine Medical Research International (KEMRI/MRD-A(K)/HJFMRI), Kericho Station Laboratory Director is responsible for the overall strategic direction and management of the laboratory in support of research and clinical care management of study participants and the comprehensive HIV Prevention, Care and Treatment beneficiaries under the United States President's Emergency Plan for AIDS Relief (PEPFAR). The officer offers laboratory leadership and integrates substantive specializations in various laboratory departments into a coordinated service platform. Thus effecting the delivery of multiple, integrated, diverse but crucial programs and functional areas, and the effectiveness of a wide range of organization activities and commitments to constituents. These constituents include specifically: 1) various research networks and partners and 2) the South Rift Valley (SRV) counties of Narok, Bomet, Kericho, and Nandi and the larger national and regional programs as required. The incumbent represents the Kericho Field Station at County Government, regional, national Ministry of Health (MoH) and international partnerships.

POSITION RESPONSIBILITIES:

I. The laboratory director acts as the Chief Laboratory Officer in the role of team leader of the KEMRI/MRD-A(K)/HJFMRI-Clinical research Centre (CRC) Laboratory and performs or delegates the following responsibilities to personnel meeting qualifications; technical laboratory supervision, clinical consultancy and general laboratory supervision to ensure effective integration of laboratory activities with overall program objectives.

II. If the laboratory director reapportions performance of his responsibilities, he remains responsible for ensuring that all duties are properly performed.

III. The laboratory director must be accessible to the laboratory to provide onsite, consultation as needed.

IV. The laboratory director must: -

1. Ensure that testing systems developed and used for each of the tests performed in the lab provide quality laboratory services for all aspects of test performance, which includes the pre-analytic, analytic and post analytical phases of testing.
2. Ensure that the physical plant and environmental conditions of the laboratory are appropriate for testing performed and provide a safe environment in which employees are protected from physical, chemical and biological hazards.

3. Ensure that:
    - The test methodologies selected have the capability of providing the quality of results required for patient care.
    - Verification procedures used are adequate to determine the accuracy, precision and other pertinent performance characteristics of the method.
    - Laboratory personnel are performing the test methods as required for accurate and reliable results.
4. Ensure that the laboratory is enrolled in approved proficiency testing programs for testing performed and that:
    - The proficiency testing samples are tested as required.
    - The results are returned within the timeframes established by the proficiency testing program.
    - All proficiency testing reports received are reviewed by the appropriate staff to evaluate the laboratory's performance and to identify any problems that require corrective action.
    - An approved corrective action plan is followed when any proficiency testing result is found to be unacceptable or unsatisfactory.
5. Ensure that the quality control and quality assessment programs are established and maintained to assure the quality of laboratory services provided and to identify failures in quality as they occur.
6. Ensure the establishment and maintenance of acceptable levels of analytical performance for each test system.
7. Ensure that all necessary remedial actions are taken and documented whenever significant deviations from the laboratory's established performance characteristics are identified and that patient test results are reported only when the system is functioning properly.
8. Ensure that reports of test results include pertinent information required for interpretation.
9. Ensure that a general supervisor provides on-site supervision of high complexity test performance by testing personnel.
10. Ensure a sufficient number of laboratory personnel with the appropriate education and either experience or training to provide appropriate consultation, properly supervise and accurately perform tests and report results in accordance with the personnel responsibilities.
11. Ensure that prior to testing patients' samples all personnel have documented, appropriate education and experience, receive the appropriate training for the type and complexity of the services offered and have demonstrated that they can perform all testing operations reliably to provide and report accurate results.
12. Ensure that policies and procedures are established for monitoring individuals who conduct pre-analytical, analytical and post-analytical phases of testing to ensure that they are competent and maintain their competency to process specimens, perform test procedures and report test results promptly and proficiently and whenever necessary, identify needs for remedial training or continuing education to improve skills.
13. Ensure that approved procedure manuals are available to all personnel responsible for any aspect of the testing process.
14. Specify in writing the responsibilities and duties of each supervisor as well as each person engaged in the performance of the pre-analytic, analytic and post-analytic phases of testing, that identifies which examination and procedures each individual is authorized to

perform, whether supervision is required for specimen processing, test performance or result reporting and whether supervisory or director review is required prior to reporting patient test results.

15. Responsible for supervising all laboratory functions including but not limited to SOP development and maintenance; oversee the quality management program; represent the Lab in protocol development and other clinic/research projects; Implement and supervise research studies/protocols in the Lab to ensure it produces quality clinical and research oriented results .Other activities include interpreting and implementing laboratory policies, guidelines, strategies and programs; undertaking monitoring and evaluation of laboratory services, programmes; planning, supervising, directing, and coordinating the preparation of work plans and technical reports; initiating medical laboratory collaborative research; and providing advice on cost benefit analysis for new technology to be adopted; planning, budgeting; coordinating laboratory teams involved in the investigations; promoting adoption and application of emerging laboratory technologies; ensuring safety of laboratory staff; ensuring compliance to relevant Standard Operating Procedures and other national and international regulations.

JOB SPECIFICATIONS:

Minimum Education Requirements: Advanced degree in Medicine (MD), or Doctoral degree in chemical, physical, biological or clinical laboratory science from an accredited institution. Qualification by training, expertise and experience in the areas of testing offered by the laboratory is mandatory.

Registration and Licensure: The individual must be registered with the appropriate professional boards including the Kenya medical and laboratory Technicians and Technologists Board (KMLTB) and have current practicing licenses and appropriate continuing professional development such as Good Clinical Laboratory Practice, Human Subjects Protection, Bioethics.

Experience: More than two years of experience directing high complexity testing laboratory.

Supervisory Controls: The incumbent will be under the supervision of the Kericho Field Station Director.

Work Environment: The incumbent will work from Clinical Diagnostics Laboratory of the Clinical Research Centre (USAMRD-K/KEMRI) Kericho Field Station.

Terms of Employment: 1 year renewable contract. The first three months will be probation period.

How to Apply: Interested and qualified candidates should submit their application letters indicating current and expected salary, updated CVs and contacts of three referees not later than **January 28, 2019** to: recruiting@hjfmri.org

Only shortlisted candidates will be contacted.

HJFMRI is an equal opportunity employer.