



**HJF Medical Research International, Inc.
(HJFMRI)**

VACANCY (ADVERTISEMENT)

JOB TITLE: Deputy Laboratory Manager

Location: Kenya

Henry Jackson Foundation for Medical Research International (HJF MRI) HIV Program-Kisumu West in collaboration with the USMRD-A, is seeking to fill the above position. HJFMRI conducts HIV / AIDS vaccine and therapeutic research, and supports HIV prevention, care and treatment programs in Seme and Kisumu West Sub counties of Kisumu County.

Job Summary: The incumbent will have the key responsibility of:

1. Provide oversight of the technical, financial, logistical and administrative functions of all research associated lab sites at the direction of the Laboratory Manager. Research, test, and evaluate new clinical laboratory procedures, equipment, and supplies. Plan and implement protocols and trouble-shooting procedures for solutions to testing problems. Evaluate published methods and techniques for implementation in the laboratory. Conduct research in reagent preparation, special techniques and data preparations for publication. Recommend use/purchase of new laboratory methods or technology based on efficiency, cost effectiveness, reliability and performance, as they relate to research activities.
2. Serve as the Research and Studies Liaison to all Principal Investigators and external partners, delegate specific laboratory points of contact for protocols, and manage required protocol training.
Included in this role, the Deputy Laboratory Manager (Research Operations) will serve as a Research Assistant for the African Cohort Study (AFRICOS). He/she will be responsible for overall conduct of the study under auspices of the AFRICOS Principal Investigator and overall AFRICOS Study Coordinator.
3. Ensure that adequate operational supplies are available for assigned areas. Monitor instrument maintenance and equipment to ensure items are maintained according to manufactures specifications and organizational standards.
4. Assist the Laboratory Manager to develop programs of instruction, such as safety, transport of bio-hazardous material, and chemical hygiene, and conducts required in-service training sessions. Ensure staff is sufficiently trained to perform tasks independently.
5. At the direction of the Laboratory Manger, develop, review, upgrade and implement published procedures. Verify correct instrument operation using established protocols and quality control checks. Identify the cause of common problems and makes simple repairs. Manage processes to ensure quality control procedures on equipment, reagents and products are completed. Maintain proper records for quality control reports. Manage quality assurance for assigned areas. Regularly perform quality review activities and

internal audits to ensure compliance with ISO 15189 standards. Ensure correct specimen collection/handling and proper specimen preparation procedures are followed. Troubleshoot lab processes and equipment to determine reasons for unacceptable performance/results.

6. Other primary areas of focus will include establishing and maintaining select agent inventories; serve as Freezer works Coordinator; manage specimen retention and disposition; manage shipments of samples to Kericho lab or to other collaborators. Maintain and manage chemical supplies and inventory, and work with the Safety Officer to manage the Chemical Hygiene Plan; assist and oversee permitting issues (import/export); and provide general HJF research activity support.

7. Perform other duties as assigned by the Laboratory Manager.

Qualification and Skills Requirements:

- KCE Division Two (2), KCSE C+ or its equivalent
- Must have a Higher Diploma or a Bachelor's degree in Medical Laboratory Sciences.

Registration/Licensure Requirements:

- Must be registered with the Kenya Medical Laboratory Technologist & Technicians Board

Experience:

- At least 3 years supervisory experience in a clinical or research laboratory setting.

Terms of Employment:

One-year contract renewable on annual basis subject to availability of funding. The first three months will be probation period.

How to Apply:

Submit a CV, mandatory cover letter, testimonials and list of references as attachments in a zipped folder with the applicants name and sent to nairobijobslogin@hjfmri.org by 25th September 2020. The email subject line should be "Deputy Laboratory Manager". Kindly include current and expected salary and your earliest date of availability on the cover letter.

HJFMRI is an equal opportunity employer. Only short-listed candidates will be contacted.