HJF Medical Research International, Inc.  
(HJFMRI)

VACANCY (ADVERTISEMENT)

JOB TITLE: Laboratory Systems Manager, HJFMRI

Position title: Laboratory Systems Manager

Location: Kisumu West, Kenya

Job Summary:

The incumbent will have the key responsibility of supporting the establishment and expansion of quality laboratory services especially improved access to laboratory diagnosis and monitoring through CD4 and viral load testing, TB diagnosis, Early Infant Diagnosis and rapid HIV testing. He/she will be responsible for coordinating activities regarding Viral load testing for monitoring patients on ART and testing of infants born to HIV positive mothers in PMTCT program in Seme and Kisumu West PEPFAR supported health facilities. Working collaboratively with National AIDS and STI Control Programme (NASCOP) in implementing routine HIV-VL testing in compliance with MoH and WHO recommendations/guidelines, the position holder will take lead in the day-to-day activities including but are not limited to: Patient sample preparation, transportation, processing, testing and results feedback. This position requires good coordination skills in addition to knowledge of Good Clinical Laboratory Practice (GCLP) and shall work as part of program team contributing to the goals and objectives of the program. This position reports to the clinical care manager.

A. Primary Position Responsibilities:

1. Support facility laboratories to ensure no testing interruptions due to supply or reagent stock outs, expired supplies or reagents, equipment failures, staff shortages or infrastructure issues
2. Mentor facility staff in implementing proper waste segregation and management by having posted waste disposal guidance and secure storage of infectious waste outside the facility
3. Work with facilities to ensure availability of written and standardized procedures for injection and phlebotomy equipment/supplies and safety procedures to reduce risk of blood borne pathogen transmission to patients and health care workers
4. Work with the sub/county teams to ensure each facility has an inventory management protocol for laboratory supplies and HIV rapid test kits (RTKs), CD4 reagents, VL/EID supplies, EID bundles, Gene expert reagents, S-crag kits and submit routine and accurate orders to maintain adequate stock (between established minimum/maximum stock levels)
5. In collaboration with CMLC/SCMLC, ensure facility laboratories identified to undergo accreditation have documentation of accreditation by international laboratory quality standards (e.g., ISO 15189). Implement a QMS program working towards continuous quality improvement including; documentation on routine personnel training, performance and documentation on routine equipment maintenance, inventory control system for supplies and reagents and regular quality improvement activities.

6. Support facility laboratories in implementing a biosafety program that includes availability and proper use of Personal Protective Equipment (PPE) and waste containers, training on biosafety for laboratory personnel, Laboratory biosafety SOPs and/or biosafety manual

7. Mentor laboratories in performing and monitoring routine Quality Control (QC) testing on all core HIV-related tests including enrolment and participation in proficiency testing (PT) or external quality assessment (EQA) programs for all core HIV-related tests that they perform, and corrective action is done, when necessary

8. Mentor laboratories to ensure standardized system or procedures to manage information and data for specimen registration, results recording, and results reporting. Records are legible and results are reviewed and signed by a supervisor

9. Strengthen and expand remote log in and printing of results from the NASCOP VL and EID platforms.

10. Take lead in routine VL and EID data verification and mentorship at sites to ensure > 95% EID testing for 0-2 months.

11. Ensure availability and implementation of a functional Laboratory Sample networking structure, through training on EID, VL, sputum and CD4, sample collection and transport to laboratories performing the test, track of results and ensure that results get back to the patients in a timely manner

12. Assist the Program/MoH staff in writing the site specific Standard Operating Procedures (SOPs), according to Good Laboratory Practices and to best standards

13. Participate in facility support supervision and SIMS for HJFMRI/DOD sites

14. Participate all stakeholder meetings at sub county and county levels including TWGs with regards to RTK management and County RTK allocation.

Qualifications and required skills:

- **Minimum** qualification:
  - Degree or Higher National Diploma in Laboratory Services with a minimum of three years of laboratory work experience.
  - Diploma in laboratory services with a minimum of five years of laboratory work experience.
- Registered with the Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB).
- Experience: 1-year experience as a medical lab.
- Quality assurance training an added advantage
**How to Apply:**
Interested candidates are requested to email their application letter and Curriculum Vitae with Position title in the subject line including names and contacts of three references to nairobijobslogin@hjfmri.org by May 22, 2020.

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