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| **Position Title:** | **Clinical Lab Manager** |
| **Position Number:** | 2001 |
| **Reports To:** | Associate Director, Site Development/Ops, Lab, Pharmacy |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

This position will serve as a **Clinical Lab Manager** overseeing the PREVAIL clinical laboratory locations in Liberia. This position will work closely with the other Laboratory Working Group members to help train, audit, and coordinate movements of technicians and samples. They will also be responsible for conducting performance reviews of the laboratory supervisors, operating and monitoring equipment, analyzing and reporting scientific data and problem-solving daily laboratory issues. Ability to communicate effectively and clearly with all laboratory colleagues is critical. Organizes and directs the daily activities of the laboratory. Supervises laboratory processes, conducting and overseeing quality assurance and quality control, and collecting, analyzing, and interpreting lab results. Ensures the delivery of test results based on standard operating procedures in an accurate and timely fashion using proper safety precautions. Coordinates maintenance of equipment. Manages staff at multiple locations, supervising workload, schedules, performance and training among laboratory personnel. Collaborates with management to ensure department objectives are met and are aligned with organizational goals.

Essential functions include, but are not limited to, the following:

**Description of Responsibilities:**

* Responsible for supervising all direct reports to ensure that work is being done properly. Supervises day to day operation of laboratory to meet deadlines and ensures testing schedules are maintained. Account for all tasks and responsibilities for subordinates.
* Tests new and improved laboratory methods and procedures.
* Communicate effectively with Lab working group team and operational Management Team.
* Prepares laboratory notes, charts, graphs and results of testing outcomes.
* Assigns work to employees; track progress and provide constructive feedback. Delegate Envoi
* Understands and is capable of following all standard operating procedures for the laboratory activities that the Technicians and Supervisors perform daily, including blood draws, sample accessioning, sample processing/testing and biorepository activities such as aliquoting, storing, and data entry.
* Train new technicians on all Laboratory standard operating procedures
* Evaluate performance of all laboratory staffs and conduct regular performance review
* Must be able to earn 100% on the Saf-T-Pakk shipping infectious substances and related materials Training.
* Review laboratory QA and QC on a weekly/monthly basis.
* Participates in process improvement activities.
* Participates in after-hours emergency response.
* Enforces safety procedures and provides training to staff.
* Required to travel to all of the clinical laboratory locations, including but not limited to sites in New Kru Town, Monrovia and Kakata
* Other duties may be assigned to meet study needs.
* Maintain safe work environment.
* Report to work on time and perform all daily function.
* Maintains documentation for standard operating procedures and writes/revises as needed.
* Develops and maintains budget for laboratory expenditures.
* Assists with management decisions and activities.
* Performs other duties as assigned

**Skills**:

* Strong knowledge of Good Laboratory Practices (GLPs) and procedures with analytical testing for research studies.
* Works on problems of moderate scope that require analysis of data or identifiable factors.
* Exercises judgment within defined policies and procedures to determine appropriate action.
* Decisions made generally affect delays in schedules and failure to achieve goals of the department.
* Motivates team members and create strategies to boost productivity.
* Excellent oral and written communication skills.
* Excellent organizational and analytical skills.
* Project or technical leadership required.
* Supervisory or management experience required.
* Must be able to read, write, and speak fluent English.

Management Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education: Must have master’s degree or its equivalent. Must be a licensed Laboratory Personnel.**
* **Preferred Job-related Experience:** Typically requires 3-5 years of laboratory management utilizing Good Laboratory Practices (GLPs).
* **Additional Eligibility Qualifications:** All clinical lab staff must have a degree or diplomat in Medical Laboratory Technology. **Minimum 3 years of experience in line management of staff.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application