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| **Position Title:** | Research Laboratory Manager |
| **Position Number:** | 2006 |
| **Reports To:** | Associate Director |
| **Project Worksite:** | LIBR |

**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 Laboratory Lead overseeing the PREVAIL Research Laboratory at LIBR 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 staff, operating and monitoring laboratory equipment, analyzing and reporting scientific data, and problem-solving daily laboratory issues. Ability to communicate effectively and clearly with all laboratory colleagues is critical both within PREVAIL and with collaborating partners.

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 and efficiently
* Monitors and reports staff attendance on a regular basis to Assistant Director of Operations.
* Accountable for all tasks and responsibilities of subordinates. o Communicates effectively with the Lab Working Group team
* Delegates work to employees, tracks progress and provides constructive feedback throughout projects. o
* Motivates team members and create strategies to boost productivity.
* 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
* Trains new staff on all laboratory standard operating procedures.
* Evaluates performance of lab staff, and conducts regular performance reviews
* Reviews laboratory QA and QC on a regular basis.
* Participates in process improvement activities. o Participates in after-hours emergency response and/or establishes appropriate backup coverage when required.
* Responsible for reviewing and submitting all TMG forms to the appropriate individuals.
* Responsible for reviewing and approving research lab technicians/technical team competency and performance.
* Other duties may be assigned to meet study needs.
* Maintains a safe work environment.
* Reports to work on time and performs all daily functions.
* Participates in protocol meetings/calls in order to understand and provide suggestions for collection, processing and storage of PREVAIL study samples.
* Understands the regulations for sample shipment and storage both within Liberia, regionally and internationally.
* Ensures supplies are adequate and are not expired for all processes performed at LIBR
* Ensures staffing is adequate to perform PREVAIL sample processing, receipt, packaging and deliveries.
* Supervises day to day operation of laboratory to meet deadlines and ensures testing schedules are maintained.
* Tests new and improved laboratory methods and procedures.
* Prepares laboratory notes, charts, graphs and results of testing outcomes.
* Enforces safety procedures and provides training to staff.
* 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.
* 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: Master’s Degree in the field of Biological Science or** Biology, Chemistry, Clinical Trials, Life Science, Sciences or Related Field.
* **Preferred Job-related Experience:** Typically requires 3-5 years of laboratory management utilizing Good Laboratory Practices (GLPs).
* **Additional Eligibility Qualifications: 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 by email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

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