

PHS – Laboratory CDC

VA Number: DaresSalaam-2019-027

Major duties and responsibilities

Program Management, Planning and Coordination

30%

Incumbent serves as principal coordinator for laboratory systems and services within the host country and is responsible for planning and implementation of capacity building of all laboratories to ensure consistency of results. In general, reviews individual laboratory procedures, weighing against accepted protocols and develops programs to ensure consistency. Job holder participates in developing and reviews of major initiatives including planning and writing the laboratory portion of Country Operational Plan (COP) each year and review of all cooperative agreements that require research and diagnosis of HIV/AIDS, STD, AI, TB, malaria and emerging diseases in laboratories throughout the host country. Work with Counseling & Testing, Care and Treatment, Prevention and Strategic Information colleagues to ensure that programs are working together to complement support and capacity building.

Job holder represents CDC Tanzania Laboratory Support Program at Public health, technical, policy and strategic planning meetings with collaborators. Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to ensure consistent with PEPFAR and international policies and guidance. Support the strengthening of HIV viral load capacity and implementation of scale up plan.

Incumbent serves as a member and advisor on the USG technical working group for strengthening linkages and coordination of laboratory service improvement activities within USG PEPFAR programs and at national level. Participate in the development of protocols for evaluation of the quality of laboratory services and recommends improvement strategies following results.

Monitors and evaluates progress of projects, identifying policy, organizational and personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. Identifies training needs and participates in the development / implementation of training courses for partner organizations.

Represent CDC Tanzania in national and international meetings and workshops, and works in collaboration with NHLQATC and other laboratory cooperative agreement partners to writes abstracts for presentation in national and international forums.

Technical Assistance and Oversight

30%

Provides technical assistance and oversight to the MOHSW, NHLQATC and other partners in the implementation of laboratory capacity building activities, including validation of clinical molecular assays (using PCR, DNA sequencing and other modern molecular analysis techniques), evaluation of all proposals for testing programs and Public Health Evaluation (PHE) projects of PEPFAR partners, ensuring that human subjects requirements are being met, protocols are being followed appropriately and recommends amendments/approval to supervisor. The annual budget for external laboratory programs in Tanzania in fiscal year 2019 is \$9.5 million.

Assesses national referral and regional laboratory capacity to support surveillance and diagnostics for HIV/AIDS and HIV-related risk behaviors, STI, TB and other opportunistic infections (OIs) as well as international emerging infections. Develops strategies to strengthen capacities and capabilities based on assessment findings. Introduces new diagnostic technology as it becomes available. Develops training plans and ensures competent instructors to provide training for personnel at laboratories for which responsible.

Plans, oversees and coordinates cooperative agreements with the host government for activities in areas of laboratory diagnostics, including the establishment and maintenance of a national quality assurance system. Institutes Quality Assurance (QA) programs, including internal and external quality control standards. Works with host government to support accreditation process of laboratories that have been targeted for that process. Help develop sustainability plans for CDC-supported laboratory quality management programs and blood safety.

Develops standards to enhance capacities of regional and referral hospital laboratories and to support surveillance for HIV, STD, TB, AI and malaria. Standardizes testing protocols for diagnostics and surveillance. Develops and updates national guidelines for laboratory systems at all levels of operation. Designs safety and anti-contamination strategies according to international standards.

These roles and responsibilities require knowledge, as well as public health technical and leadership, negotiation, advocacy, constant and clear communication with CDC, USG laboratory and other programs, MOHSW and other laboratory implementing partners and stakeholders.

Independently plans, summarize in reports on laboratory assessments and operational research studies for presentations at national and international meetings on HIV/AIDS prevention/care. Translates and verifies translations of protocols and other documents from and to English and host country language. Assists in standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies. Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories. Ensures proper budgeting of all national referral and regional laboratory activities supported by PEPFAR. Ensures validity of data and authorizes entry in appropriate database.

Serves as activity manager and main point of contact for 3 Laboratory branch cooperative agreements and contracts. Once cooperative agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. Facilitates procurement of equipment and supplies through CDC channels to enhance laboratories operating within the host country. Provides guidance to laboratories requisitioning equipment and supplies on the international market. Works with host country to develop forecasting capacity for laboratory commodities.

II. Management

25%

Maintains effective liaisons with program officers and partner staff to ensure that partners meet monitoring requirements for supported cooperative agreement activities (e.g., quarterly reports, continuation applications, and supplemental applications). Reviews cooperative agreement narrative and financial reports to assess progress in meeting stated objectives and the status of expenditures in relation to planned budgets.

Conducts site visits to assess progress of partner organizations in meeting program objectives. Analyzes and evaluates program activities and writes reports and abstracts on findings for presentation at national and international conferences and meetings. Provides guidance and technical assistance to partners in analyzing and evaluating program activities and developing reports and presentations for conferences and meetings. Provide TA to laboratory sites in various districts to ensure quality laboratory testing and systems are in place.

III. Interagency Coordination

15%

As in-country expert on matters pertaining to testing and operations of a variety of laboratories located within Tanzania, job holder represents CDC/Tanzania at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interest parties.

Represents the agency in discussing and developing financial commitment proposals for laboratory programs at administrative and strategic planning meetings. This includes all USG PEPFAR implementing agencies (Departments of State, Defence, Health and Human Services (including Centers for Disease Control and Prevention, National Institutes of Health), USAID, and Peace Corps).

Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for laboratories within the host country. Develop and maintain relationships among a variety of national and international public health and medical organizations, other government agencies, and academic institutions.

Note: Incumbent will be required to perform other duties as assigned by the agency.