



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Laboratory Technologist I	P	P1	Saint Lucia

First Level Supervision: Scientific Co-ordinator Second Level Supervision: Head --EHSD

Signature:

Date: 26/10/17

Signature:

Date:

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease promote health and to respond to public health emergencies. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

3 Organizational Context (Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.

Responsible for on-schedule field work and analysis of samples, assistance with the implementation and maintenance of a Quality Management System in compliance with ISO/IEC 17025, maintenance of the laboratory in a state consistent with good laboratory practices.

4 Summary of Responsibilities

1. Collection of samples from previously assessed sites and field testing in accordance with the relevant standard operating procedures (SOPs).
2. Analysis of routine chemical and microbiological samples using SOPs
3. Sample extraction in accordance with SOPs
4. Performance of routine equipment maintenance
5. Performance of equipment calibration
6. Performance of raw data manipulation, validation and reporting
7. Analysis of appropriate QC samples as required by the test method and the Quality Management System
8. Maintaining complete records of sample preparations performed, in the field and the laboratory, including the appropriate quality control data for each procedure
9. Maintaining appropriate quality records for both the microbiology and chemistry sections, e.g., culture media and reagent preparation records, temperature records, calibration records, etc.
10. Preparation of reagents and materials required for analyses as required; documenting them on the non-conformance form
11. Identifying opportunities for improvement of the Quality Management System and documenting on the opportunity for improvement form or discussing with Scientific Co-ordinator
12. Review of precision and accuracy where applicable
13. Maintenance of inventories of consumables and equipment

Continue on additional page if necessary...

Description and Classification approval

Signature
Title

Executive Director - CARPHA

Date

30-10-17

PART B**KEY BEHAVIOURAL COMPETENCIES**

List and describe, in order of priority, essential competencies to perform the job

5 Key Behavioral Competencies (List and describe, in order of priority, essential competencies to perform the job).

Leadership & Systems Thinking:	<ul style="list-style-type: none"> Contributes to the practice of continuous improvement of organisational performance; Targets and achieves results, overcomes obstacles, accepts responsibility, and upholds standards and responsibilities.
Analytical/Assessment:	<ul style="list-style-type: none"> Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information; Uses information technology to store and retrieve data; Consistently does the right thing by performing with reliability.
Community Dimensions of Practice:	<ul style="list-style-type: none"> Provides information and support as needed for programmes that support Community initiatives; Demonstrates functional proficiencies and shows knowledge of the organization with regard to CARPHA's community partners.
Cultural competency:	<ul style="list-style-type: none"> Recognises the role of cultural, social and behavioural factors in the delivery of public health services; Adapts to strategies for interacting with persons from diverse backgrounds; Listens to customers, builds customer confidence, increases customer satisfaction, and responds to customer needs.
Communication:	<ul style="list-style-type: none"> Communicates well, both verbally and in writing; Effectively conveys and shares information and ideas with others; Listens carefully and understands various viewpoints; Presents ideas clearly and understands relevant detail in presented information; Acts to build trust, inspire enthusiasm, encourage others and develops consensus in creating high performance teams.

6 Technical Expertise (List and describe, in order of priority, the abilities required to perform the job).

- Knowledge of the principles of microbiological and chemical test methods used by the Laboratory
- Proficient in Microbiology analyses – Water, Wastewater, Mold and Food
- Proficient in use of GC-MS, AAS, HPLC and other analytical instrumentation would be a plus.
- Knowledge of approved field sampling protocols
- Knowledge of safe laboratory practices
- Possession of valid drivers license
- Collaborative problem solving skills

7 Education (Qualifications)

University degrees in Microbiology and/or Chemistry, preferably a Microbiology/Chemistry double major.

OR

Diploma Laboratory science or equivalent with minimum two years' experience in a water testing laboratory.

8 Experience

Minimum one year's laboratory experience conducting both Microbiological and Chemical analyses.

9 Physical requirements

The position requires standing for long time periods, and being able to carry field equipment and samples (both hands) to weights of up to about 14 Kg.

10 Languages

Excellent knowledge of English. Proficiency in French and/or Spanish would be a plus.

11 IT Skills

Demonstrated ability to use a computer with knowledge of windows based applications, e.g. Microsoft Office. Experience in the use of laboratory information system software.

SUMMARY OF RESPONSIBILITIES (Cont'd)

14. Preparation of purchase order requisitions as needed
15. Updating inventory records
16. Input of data into the Laboratory Information Management System
17. Approval and dissemination of test reports determined as routine by the Scientific Co-ordinator.
18. Preparation of non-routine test reports including expert testimony and interpretations where appropriate for approval by the Scientific Co-ordinator.
19. Marketing the services of the laboratory, as appropriate, and identifying business opportunities where they may exist
20. Any other relevant tasks as determined by the Scientific Co-ordinator, EHSD Head or the Executive Director.