CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Title
Laboratory Technologist

Category
P

Grade
P1

Duty Station
Saint Lucia

First Level Supervision
Laboratory Manager

Second Level Supervision
Head, Environmental Health & Sustainable Development

Signature: [
Date: 07/02/20

Signature: [
Date: 07/02/20

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.
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 Laboratory Supervisor.
12. Review of precision and accuracy where applicable.
13. Maintenance of inventories of consumables and equipment.

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Description and Classification approval

Signature: [
Date: 07/02/20

Title: Executive Director - CARPHA
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<th>PART B</th>
<th>KEY BEHAVIOURAL COMPETENCIES</th>
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<td>5</td>
<td>List and describe, in order of priority, essential competencies to perform the job</td>
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**Leading and Managing Public Health Organizations and Practice**
1. Practices good communication internally and externally and actively participates in organizational development.
2. Works as part of a team, supports colleagues in the achievement of the organization objectives.
3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects.
4. Supports knowledge transfer activities and results-based activities
5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors.
6. Understands the importance of business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness.
7. Practices continuous improvement.

**Communication for Public Health**
1. Understands the importance of the role health information plays in the region.
2. Understands the importance that epidemiological evidence plays in supporting the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events.
3. Supports others in the effective communication with the local, regional and global media, including the use of social media networks.

**Evidence-Based Policy and Planning, Regulation and Control**
1. Understands and supports others in producing evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups.
2. Understands the role of quantitative and qualitative research methodologies.
3. Understands the need for application of methods such as the Hanlon Method of prioritization.
4. Supports the implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats.
5. Supports others in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making.
6. Supports others in the application of strategic planning methods and the development and execution of strategic plans.
7. Supports others in the conduct of impact-evaluation of population-level intervention and health service performance.

**Public Health Emergency Preparedness, Mitigation, and Response**
1. Supports responder to public health emergencies, assists in the preparedness of plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning.
2. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams.
3. Understands the importance of multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilisation.

**Caribbean Context and Small-Island Developing States**
1. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).
2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context.
3. Supports others in the implementation of cultural approaches to public health in the Caribbean.

**Health Economics and Public Health Financing**
1. Supports others in the development of programmatic and organizational budgets.
2. Ensures adherence to programmes within current and forecasted budget constraints.
3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations.
4. Understands the importance of mobilizing funds from international and global health programs, and mobilisation of funds through novel financing mechanisms such as social/health impact bonds to improve public health.
Technical Expertise (List and describe, in order of priority, the abilities required to perform the job).

- Knowledge of approved field sampling protocols.
- Knowledge of the principles of chemical and microbiological test methods used by the Laboratory.
- Knowledge of safe laboratory practices.
- Collaborative problem solving skills.
- Must be in possession of a valid driver’s license and have 2 or 3 years of driving experience with a Class B vehicle.

Education (Qualifications)

University degree in chemistry and/or microbiology
OR
Diploma Laboratory science or equivalent with minimum two years' experience in a water testing laboratory.

Experience

Minimum one year's laboratory experience.

Languages

Excellent knowledge of English. Working knowledge of French and familiarity with Kwéyòl is desirable.

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)

1. Preparation of purchase order requisitions as needed
2. Updating inventory records
3. Input of data into the Laboratory Information Management System
4. Approval and dissemination of test reports determined as routine by the Laboratory Manager.
5. Preparation of non-routine test reports including expert testimony and interpretations where appropriate for approval by the Laboratory Manager.
6. Marketing the services of the laboratory, as appropriate, and identifying business opportunities where they may exist.
7. Any other relevant tasks as determined by the Laboratory Manager or the Executive Director.