

Uganda Virus Research Institute

UVRI-CDC Cooperative Program

Job Opportunity

Laboratory Manager

The Uganda Virus Research Institute (UVRI) has a Cooperative Agreement with the US Centers for Disease Control (CDC) and Prevention to strengthen Institute capacity through Sustainable Quality-Assured Diagnostic Laboratory Services for HIV-Related Testing, Validation, Disease Surveillance, and Epidemic Control under the U.S President's Emergency Plan for AIDS Relief (PEPFAR). Under this arrangement, UVRI intends to recruit a **Laboratory Manager** under a one-year contract which is renewable based on satisfactory performance and the availability of funds. This position is based at UVRI Entebbe.

Job Title: **Laboratory Manager** (100% time and effort).

Reports to: The Laboratory Director.

Supervises: All laboratory section heads.

MAIN PURPOSE OF THE POSITION

To be responsible for overall coordination and management of HIV Reference Laboratory (HRL) operations. This includes developing, planning, budgeting, and monitoring the implementation of the laboratory activities and supporting the national laboratory systems to strengthen laboratory services.

SPECIFIC RESPONSIBILITIES.

Administrative Management and Technical supervision.

- Directly oversees different laboratory sections and is responsible for the day-to-day management of the laboratory team.
- Develops orientation/training programs for new employees and trainees in the laboratories.
- Works with other project staff to ensure consistency of application of grants, contracts and implementing agreement procedures.
- Responsible for ensuring that all staff perform their duties in a technically accurate manner that conforms to USG, international and national guidelines.
- Coach the team in the selection and application of appropriate problem-solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
- Maintains files and records in the laboratory data collection specific to the activities/programs for which incumbent is responsible.

- Responsible for data integrity and security of information in the reporting databases that may relate to HIV/AIDS infection and other viral diseases.
- In charge of quality assurance data and accreditation information,
- Resolve complaints of lab section staff and refer unresolved ones to appropriate management official.
- In collaboration with the Program Manager, discusses individual performance management issues/problems and recommends appropriate actions, such as: assignments, reassignments, and performance appraisals.
- Track individual projects under the HRL cooperative agreement to ensure timely executions of activities and follow up with relevant stakeholders to address any implementation challenges as soon as they arise.

Technical Assistance to other Implementers and Stakeholders.

- Responsible for coordinating the different activities required to maintain various Accreditations. This includes liaising and communicating to College of American Pathologist and other Accreditations bodies on all the relevant matters concerning accreditation and is responsible for direct coordination with all the different partner laboratories on issues of quality, testing, results and any other matters concerned with laboratory service provision on day-to- day basis as issues arise.
- Provide overall quality assurance oversight for all testing and PT panel productions at HRL including reagent validations (checks) before use for testing.
- Liaise with relevant stakeholders and partners to closely follow up any underperformance of HRL Cooperative Agreement activities, and work with the team for improvements.
- Support initiatives aimed at strengthening all CDC laboratory programs under one system approach.
- Represents UVRI on institutional committees at national and international scientific meetings on quality control and quality assurance and is responsible for inter-laboratory collaborations with other laboratory partners such as the different National government laboratories.
- Participates in monitoring and evaluation of partner sites annually. This includes carrying out surveys in form of customer satisfactions surveys, testing for quality assurance, and the development of laboratory standard operating procedures (SOPs) to improve on the quality of services rendered to partners and also to help partners improve on the services they offer to the clients.
- Serve as a member and advisor on the USG technical working group (TWG) for strengthening linkages and coordination of laboratory service improvement activities at national level. Participates in the development of protocols for evaluation of the quality of laboratory services and recommends improvement strategies following results. May be delegated to represent UVRI at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.
- On request may participate on in-country committees for laboratory systems strengthening issues.
- Any other duties assigned to him/her by the Project director.

QUALIFICATIONS:

- Minimum of a bachelor's degree in medical laboratory science from a recognised university.
- A master's degree in biomedical or laboratory science and a diploma in management is of added advantage.
- Documented competence to perform the assigned duties.
- Currently licensed by the Allied Health Professionals Council (AHPC)

SKILLS AND ABILITIES

- Strong oral and written communications skills are required.
- Ability to understand and discuss quality assurance program data as may be required.
- Strengths in managing conflicting priorities and problem-solving skills.
- Ability to work collaboratively with stakeholders and teamwork.
- Good knowledge in biosafety and biosecurity including infection control.
- Ability to lead a laboratory technical team.

WORKING EXPERIENCE:

- Working experience as a Lab Manager level preferably at national reference or internationally accredited laboratory level for a minimum of five years.
- Membership on relevant national technical working groups.

SALARY: The salary for this position is attractive.

Applications together with copies of academic certificates, transcripts, a CV, including names of two work-related referees indicating their contacts with emails and phone numbers should be addressed to the Director, UVRI and forwarded to the address below not later than **5pm on 1st April 2024**:

The Director
Uganda Virus Research Institute
P.O BOX 49 Entebbe

Email: directoruvri@uvri.go.ug

Or hand deliver to his office Plot 51-59, Nakiwogo Road, Entebbe

Only short-listed candidates will be contacted.