

## **JOB VACANCY ANNOUNCEMENT: Laboratory Coordinator**

### **A. Description of the organization:**

The Cameroon Baptist Convention Health Board (CBCHB) is a faith based non-profit organization that aims to provide quality health care to all by strengthening health systems in Cameroon. Established in 1936 by missionaries, it was transitioned to local leadership in 1975. It runs 12 hospitals, 32 Integrated Health Centers, and 61 Primary Health Centers in eight of the ten regions of Cameroon. The CBCHB runs public health programs in all the 10 regions of Cameroon including HIV/AIDS care and treatment, NCD, Women health, disability programs, etc. It has a staff capacity of over 6,000 full-time employees. The CBCHB is the leading local organisation that supports the MoH in HIV prevention, care and treatment, system strengthening including strategic information, clinical services, and program management. It is currently one of the key implementing partners of the PEPFAR funded grants in Cameroon with its roots in comprehensive, community and family focused HIV services.

As a faith based non-governmental organization, the CBC Health Services is committed to equal opportunity for all.

Interested applicants can visit [www.cbchealthservices.org](http://www.cbchealthservices.org) for more details.

### **B. Program description:**

In partnership with the Government of the Republic of Cameroon, United States Centers for Disease Control and Prevention (CDC) and other key stakeholders, CBCHB will conduct the second Cameroon Population-based HIV Impact Assessment (CAMPHIA). The first study was implemented in 2017-2018 and now the second study will be implemented in 2024. Described as CAMPHIA 2024, the study will evaluate the impact of the national HIV epidemic response and guide data-informed strategies to achieve and sustain HIV epidemic control in Cameroon. CAMPHIA 2024 will be government led and country owned with the following overarching guiding principles:

1. Ensure timely and high-quality implementation to inform HIV epidemic control
2. Strengthen local capacity of the health sector in conducting population-based health studies
3. Contribute to the creation of a National Public Health Institute (NPHI), especially around lab and data management

4. Leverage a strong foundation of technical assistance

To achieve these goals, CBCHB will be working in close partnership with key entities of the Ministry of Public Health (MoH), the National Institute of Statistics, CDC, and ICAP at Columbia University.

The CBCHB therefore, needs the services of an exceptionally qualified laboratory coordinator who will oversee all laboratory operations of the study.

**C. General information**

1. **Position:** Laboratory Coordinator
2. **Date posted:** 04/09/2023
3. **Deadline:** 20/09/2023
4. **Employment Type:** Full-time
5. **Contract Duration:** 1 year
6. **Job Location:** Yaounde with extensive travel within the country
7. **Salary:** Negotiable
8. **Employer:** Cameroon Baptist Convention Health Board (CBCHB)

**D. Overall Job description:**

Reporting to the CAMPHIA Project Director, the Laboratory Coordinator will be responsible for overseeing the laboratory component of the CAMPHIA 2024. The Laboratory Coordinator will also work closely with the National Public Health Laboratory, laboratory partners, CDC, other entities in MoH, and study teams to ensure that laboratory samples are correctly collected, processed, transported and that results are returned in a timely manner.

**E. Specific Responsibilities:**

**The candidate will be expected to fulfil the following responsibilities:**

1. Oversee high quality implementation of all laboratory-related aspects of the CAMPHIA 2024 study.
2. Participate actively in the hiring, training and supervision of a team of laboratory staff
3. Guide a national team in the assessment of the national laboratory network to identify the central/main testing lab and satellite labs that will be used for CAMPHIA 2024.

4. Oversee the upgrade of the central/main lab and satellite labs prior to data collection and laboratory testing.
5. Collaborate with the Survey Coordinator to develop a plan for the opening and closing satellite laboratories according to the deployment plan of the field teams
6. Participate actively in the field monitoring by conducting regular visits of the field teams and satellite labs during the data collection.
7. Prepare a weekly report of the performance of the satellite laboratories during the data collection period.
8. Provide support to the adaptation of the laboratory guidelines, training materials and standard operating procedures (SOPs).
9. In coordination with the CAMPHIA 2024 Project Director, coordinate the laboratory training sessions, ensuring timeline is being followed and operational and logistics aspects are in place for the training sessions.
10. Ensure discrepant results are being resolved as per SOP.
11. Ensure laboratory incidents are documented and reported timely.
12. Review weekly laboratory reports provided by the laboratory partner, and assist the Project Director with preparing regular progress reports.
13. Review the development and implementation of QA/QC procedures for point of care testing including HIV rapid and any other tests as defined in the protocol.
14. Review the development and implementation of QA/QC procedures for the collection, processing, and storage of other survey-related laboratory specimen as specified in the protocol.
15. Ensure laboratory specimen data are correctly captured in the survey database and assist with routine data analysis.
16. Assist with the interpretation of laboratory results from the CAMPHIA 2024 study and provide feedback on ways to improve/streamline laboratory procedures and systems
17. Develop and manage strategies to ensure timely return of results to survey participants through the return and linkage officers.
18. Represent CBCHB in discussions with the GoC and national stakeholders and assess ways in which national capacity to process samples can be developed and strengthened.

19. Ensure all samples collected from the survey and safely shipped to the biorepository and adequately supersized the upkeep and proper functioning of the biorepository.
20. Liaise with laboratory technical teams in CBCHB, NPHL, and CDC.
21. Perform any other tasks assigned by the supervisor.

**F. Qualifications, Knowledge, and Skills:**

• **Required Education:**

- Doctoral level qualification in laboratory sciences and research or an equivalent field of study.

**OR**

- Equivalent. Masters's level degree in Applied Biology (Microbiology), or Medical Laboratory Technology with significant experience is required,
- **Required Technical Experience:** Minimum 6 years' work experience providing laboratory technical expertise in HIV surveys, research, evaluations, or programs
- **Required Managerial Experience:** Minimum 4 years' supervising laboratory teams in the field
- Extensive knowledge and experience in design, implementation, and management of laboratory services in HIV programs
- Excellent written and verbal communication skills with fluency in English and French required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum) with proficiency with laboratory related data management systems
- Experience with laboratory quality management systems (quality assurance, control, and improvement)
- Extensive knowledge in Cameroon MOH laboratory system, and related stakeholders
- Ability to provide high quality technical assistance and lead and work with a diverse team
- Ability to work independently with minimal supervision and strong problem-solving skills
- Ability to work under pressure, demonstrate creativity and adaptability in developing new ideas to solve problems

- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.

### **G. How to apply**

All applicants should provide the following documents/information to demonstrate their qualification:

- A cover Letter
- An up-to-date resume or CV with three referees listed

Please, indicate the position you are applying for in the subject of your e-mail and do not attach certificates. Only shortlisted candidates will be contacted for interview in Yaoundé

**Send your application to:** [recruitment@cbchealthservices.org](mailto:recruitment@cbchealthservices.org)

**NOTE:** Successful candidates will be contracted for a specific duration of one year beginning on or around October 1, 2023.