



POSITION DESCRIPTION

JOB TITLE: Viral Load Phlebotomist

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Juba Teaching Hospital

DIRECT REPORT: ART In Charge

ISSUED DATE: June 12, 2018

ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

POSITION SPECIFICATIONS:

The incumbent will initially be introduced to the QA/QC policies in the laboratory and learn Phlebotomy, DBS processing per SOP and become proficient enough to conduct the assay without daily oversight.

Each technician must be aware of the logistics used in the laboratory and be conscious of laboratory safety issues at hand. Occasionally new laboratory activities will be initiated and the incumbent may be requested to learn the experiment protocol.

DUTIES AND RESPONSIBILITIES:

1. Proficiently perform Viral Load Specimen collection, including DBS preparation, DBS Drying, packing and dispatching according to standard Good Laboratory practices.
2. Professionally maintain complete and correct recording/accessioning of all VL samples processed in to the Facility VL sample & Results tracking register, and VL sample dispatch form/book respectively.
3. Receive and enter/update real time all VL results in the Facility VL sample & Results tracking register and give it first priority and bearing in mind turn-around-time (TAT) of the results to the ART Clinic/stakeholders.
4. Prepare weekly/monthly VL samples/results reports to characterize the turnaround time and workload for VL samples collected and VL results received in the laboratory.



5. The incumbent will be required during his/her work in the lab at JTH to work closely with other staff in the ART Clinic and participate (present Lab VL reports) in the Weekly/Monthly ART clinic MDT Meetings.
6. Perform QA/QC, maintain laboratory equipment, including but not limited to service and repair as established by SOPs and QA/QC guidelines.
7. Maintain a clean and safe working environment. The laboratory should be free of clutter and potential hazardous working conditions. All hazardous waste should be disposed of in an appropriate manner.
8. Maintain all laboratory supply needs in coordination with the Laboratory supervisor
9. Perform other duties as assigned.

EDUCATION:

Certificate or **Diploma in medical laboratory technology, or any related science laboratory field.** Working experience in a medical/research laboratory is not key but will be considered.

Desirable:

- Ability to professionally communicate in writing and verbally or other means deemed appropriate. The incumbent will from time to time be required to lift some lab supplies to and from the lab to the required destination as he/she may be directed by his/her superiors. The incumbent is also expected to be able to sit for extended periods of time
- **MUST be a South Sudanese national**

How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

Please forward your resume or CV to ml4185@cumc.columbia.edu and copy mka2155@cumc.columbia.edu, ro2274@cumc.columbia.edu Please indicate you are applying for the "South Sudan –Viral Load Phlebotomist" position in the subject line of your email.

Application Deadline June 29, 2018

NB: Only those who are shortlisted will be contacted

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