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APPROVED  
MUT  
18 MAY 2021

**Vacancy notice**

**Advert opens 18<sup>th</sup> May 2021**



**Introduction**

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **HIV/TB Laboratory Services Officer as detailed below.**

**Position:** HIV/TB Laboratory Services Officer

**Based Location:** Kapoeta/Bentiu-Roving

**Number of positions:** One (1)

**Reporting Lines:**

HIV/TB Laboratory Services Reports to Laboratory Specialist

**Purpose of the position**

The officer will provide technical support to laboratory staff at various State Hospital, County Hospitals and PHCCs in the supported States and Counties. The incumbent will steer the development of high-quality health laboratory systems in supported Counties that support delivery of comprehensive HIV/AIDS and TB prevention, care and treatment services at all laboratories at various levels of the County health system.





### **Key accountabilities and Responsibilities**

- Build capacity of HCWs to provide Quality TB and HIV testing services in health facilities.
- Build capacity of Laboratory staff in supported facilities to provide quality laboratory tests required for diagnosis, treatment and monitoring of HIV related illnesses for adults.
- Build capacity of Laboratory staff to provide quality laboratory required for diagnosis, treatment and monitoring of TB.
- Adapt to National standards and Maturation System based on the principles the Lab Quality Management System (Organization, infrastructure, equipment, sample collection management, process control (QA/QC), documentation, infection control and safety, assessment of the labs customer care, process improvement and information management) and link the standards to the Laboratory strengthening Program.
- Developing a QA/QA system (internal quality control system and external quality control system, SOPs and manuals) and ensuring their use in selected facilities.
- Establish and monitor Equipment Management and Maintenance Systems in target Laboratories.
- Establish and monitor Supply Chain Management Systems and ensure timely ordering of buffer stocks for target labs.
- Oversee Hub operations, sample transportation and result transmission systems.
- Support processes geared towards accreditation of laboratories in supported States and Counties.
- Any other duties as may be assigned by management.

### **Qualifications and skills**

- A Bachelor's degree in Medical Laboratory Technology.
- A postgraduate diploma (especially related to management) will be an added advantage.
- Active registration with the relevant professional body
- At least 3 years' experience in laboratory planning, management, and QA/QC.
- Experience in design, development, and implementation of lab systems at different levels in the health services.
- Experience in analysis and reporting of data for program decision-making.
- Good report / proposal writing and presentation skills.
- Experience in providing technical Assistance to large scale HIV/AIDS HSS laboratories within MoH structures and systems.







**Further information and how to apply.**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.

**CSS09/5/21 HIV/TB Laboratory Services Officer.**

or

Applications can also be hand dropped at Cordaid Juba office and Cordaid Juba field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **16<sup>th</sup> of June 2021.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.

**(South Sudanese Nationals only)**

