

- Manage, coordinate, and maintain equipment quality control documentation, schedules for laboratory equipment calibrations and verifications for functionality. Laboratory staff competency assessment and documentation for all Laboratory staff.
- Responsible for coordinating, review, and submission of all internal and external quality assurance activities and results/reports with other institutions, and summarizing performance to maintain accreditation standards.
- Monitor and timely provide feedback (daily/weekly/monthly) on SLMTA performance indicators including but not limited to documentation, SOP, safety, equipment/temperature, compliance, monitoring documentation. Conduct weekly CQI & Safety meetings to provide feedback
- Perform competency assessment for all technical laboratory staff and maintain schedule and documentation of the individual's performance.
- Coordinate all SLMTA external quality assurance activities with other institutions, and summarizing performance.
- Other duties as may be assigned by laboratory management.

ICAP is looking for candidates with the below skills & experiences:

- Bachelor's degree in biomedical laboratory technology or related science laboratory field, with 1-2 years 'experience in QA/QC activities.
- In addition to the duties described above, the incumbent must follow GCLP guidelines established for the laboratory. The laboratory SLMTA CQI Officer will act as an independent reviewer for all Lab assay and work, while maintaining his/her technical skills.
- A high degree of professionalism and management ability is required of this position as well as interpersonal abilities to motivate and train individuals to perform in an efficient and productive manner.
- Ability to professionally communicate in writing and verbally or other means deemed appropriate. The incumbent is also expected to be able to sit for extended periods of time.

Deliverables/ TARGETS 2020/2021

- 100% of the laboratory documentation completed and filed
- 100% of Daily logs and equipment maintenance/servicing reviewed and filed*
- 100% of all the EQA proficiency testing panels done
- 100% passed EQA panels and returned results, filed and reviewed
- 12 CQI and Lab Safety meetings held, and documented.
- Improved laboratory TAT



How to apply: Note: This is a local/International 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 Cover letter and CV to ICAP. Indicate the Position you are applying for as "**Laboratory SLMTA Officer**" in the subject line of your email ro2274@cumc.columbia.edu and copy jte2120@cumc.columbia.edu or you can deliver your application and CV to ICAP office located next to **Non – Violence Office near American Residence.**

Application Deadline is October 29, 2021.

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