



**Company:** Africabio Enterprises, Inc.

**Job Title:** Laboratory Technician

<b>Reports to:</b>	<u>Project Director – JWARG</u>	<b>Date Prepared:</b>	<u>7/01/17</u>
<b>Department:</b>	<u>Laboratory Services</u>	<b>Status:</b>	<u>Contractor</u>
<b>Supervisory Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Incumbent:</b>	<u>N/A</u>
<b>Duty Station:</b>	<u>Charlesville, Margibi County and Camp EBK</u>		<u></u>

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### Special Notice

This position is funded for a finite period of 1 year and may be subject to extension. Extension of the appointment is subject to extension of the mandate and/or availability of the funds.

### Org. Setting and Reporting

This position is located at LIBR under the Director of the Institute. The Laboratory Technician reports to the Laboratory Supervisor.

The laboratory technician is responsible for tasks that include accessioning, processing, testing, measuring and recording and analyzing results. The laboratory technician receives specimen and performs tests from different clinical specimens that helps in diagnosing and treating illness. He/ She is responsible for providing all the required laboratory technical support to enable the laboratory to effectively carry out the testing component of the research. The major role of the function is specimen accessioning, enter to the laboratory information system and follow up the proper updating of the system.

### Responsibilities

Within delegated authority, the Laboratory Technician will be responsible for the following duties:

#### 1. [Strengthening referral system, sample transportation and testing scale up.](#)

- Ensure that reagents and supplies are available for specimen collection and transported to the research laboratory at LIBR to include maintaining reagent logs
- Ensure request forms are correctly filled in (unique identifier, age, sex, date, time of collection, test requested, and requesting site). Requisition forms should be filled in with ungloved, clean hands. Contaminated requisition forms should be discarded in the contaminated waste container and a new requisition should be prepared.
- Follow up with collection sites to ensure specimen log book and forms are correctly filled in.
- Supervise and check packaging of specimens to ensure safety and sample integrity as per the specimen shipment standard operating procedures for specimen transport.

## JOB DESCRIPTION CONTINUED

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- Regularly supervise the couriers to make sure that the Courier Transport Log is filled in by the specimen collection site (site name; referral site name; date and time of pick-up and laboratory personnel initial). The courier will also ensure that the lid of the cool box is properly secured prior to accepting the box for delivery. The courier travels directly from the collection site(s) to the referral laboratory. During transportation, care must be taken to avoid excessive agitation of samples.
- Provide training on sample acceptance and rejection criteria. Provide guide lines and procedures on sample acceptance and rejection criteria.
- Mentor specimen receiving facilities on how to examine the quality of samples and apply specimen rejection procedure if necessary and for them to record this information in the specimen reception log at the referral laboratory.
- Supervise regularly to check if acceptable samples are booked into specimen reception log book procedure.
- Work with specimen collection sites to facilitate safe collection, transport and collection of specimen
- Perform collection site level M&E on the sample collection, packaging and transport process on regular basis.
- Maintain and monitor the specimen inventory
- Provide specimen inventory reports to the study PIs or their designates
- Supervise and monitor temperatures of specimen storage units.
- Conduct clinical assays in support of the study to include but not limited to clinical chemistry and hematology
- Perform specimen processing to include but not limited to serum, plasma, peripheral blood mononuclear cells and mucosal samples

### 2. Quality assurance

- Monitoring of quality standards at the collection site laboratories in accordance with good clinical laboratory practices
- Work with LIBR staffs and specimen collection facilities to ensure effective coordination.

### 3. Strengthening Biosafety measures

- Promote laboratory safety policies and guidelines as applicable to safe collection and transport of specimens in accordance with both national and international guidelines
- Advocate that protection is provided to laboratory personnel and staffs collecting specimens to prevent occupationally acquired diseases and management in cases of exposure.
- Follow up with biological waste management in the collection sites including cleaning, disinfection, sterilization, and disposal of sharps and contaminated material.

### 4. Laboratory reporting and networking

- Provide reports as required by the project manager
- Perform regular data entry and verification
- Support the receipt, storage, retrieval and analysis of laboratory data, and provide collated data when requested

### Education

A minimum of an associate's degree in medical technology

**Work Experience**

Knowledge of clinical laboratory tests and phlebotomy. Knowledge of laboratory information systems would be desirable.

**Essential Physical Requirements:**

- Ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 5-10- pounds.

**Special Requirements (Please list such as overnight travel, training or certification that must be completed after employment begins, etc.):**

- Regional and International travel likely
- Some weekend work required

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Prepared By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Incumbent's Acknowledgment \_\_\_\_\_

**How to Apply:**

Equal employment opportunity. Salary and benefit package commensurate to qualifications and experience. Clearly indicate the job title and reference number as subject line in your letter of application with your curriculum vitae, relevant credentials, expected salary and statement of interest attached. Send your application to [info@africabioenterprises.com](mailto:info@africabioenterprises.com). Deadline for submission of applications is September 25, 2017.