Announcement

National Center for HIV/AIDS, Dermatology and STDs (NCHAD)

The National Center for HIV/AIDS, Dermatology and STDs (NCHAD) of the Ministry of Health has received funding from the US CDC/Global AIDS Program (GAP) under Cooperative Agreement for the expanding HIV/AIDS Program Activities of the Ministry of Health of the Kingdom since 2002. Now the project mission has reached to Phase IV (April 01, 2018 to March 31, 2023).

Currently NCHADS is seeking for qualified candidates working under the US CDC project as the following positions:

1. **Position**: Laboratory Quality Assurance (QA) Manager (01 Post)
   **Location**: NCHADS, Phnom Penh
   **Accountable/ Report to**: Head of NCHADS Laboratory

**Job summary:**
To be responsible for assisting the Laboratory Manager with planning, managing, implementing and maintaining high quality standards for testing at NCHADS’ HIV and STI Research Laboratory and throughout NCHADS’ Laboratory Network at the site level. To develop necessary documents used for implementing the quality assurance program at the NCHADS laboratory and the NCHADS’ Laboratory Network in country. To be responsible for recording, tracking, and ordering inventory for all relevant commodities needed in the Laboratory.

**Specific Responsibilities**
1. To assist with development, subsequent review and dissemination of policies, strategies, practical frameworks, guidelines, and standard operating procedures (SOP) for the implementation of NCHADS’ laboratory networks.
2. To assist for managing the NCHADS Laboratory to support HIV/AIDS and STI programs, for clinical laboratory testing, Surveillance and Research, with high quality standard of laboratory testing.
3. To assist the overall scale up in Viral Load (VL) testing and improving the quality of diagnostics services and test results at NCHADS and other VL labs in the network.
4. To develop and manage the quality assurance program for implementation in the laboratory to reach a high-quality standard that can be applied to NCHADS’ laboratory network.
5. To develop and format necessary documents for the laboratory following clinical laboratory practice such as: workflow, safety, staff competency, SOP of testing, PM forms and QA forms.
6. To assist in the development of an activity plan for, coordinating and supervising NCHADS’ laboratory networks.
7. Supervise and monitor laboratory staff to implement regulatory activities needed in clinical laboratory such as: sample management, testing performance, equipment maintenance, quality control check, biosafety and security management.
8. Monitoring stock levels, and making timely requests for additional stock, for all reagents and consumables needed to perform the duties specified herein.
9. Wherever available ensuring participation in recognized international external quality assurance (EQA) programs
10. Managing documents and records by keeping accurate records of all laboratory work including: completeness of sample records, tracking specimen referral status, test results, QC document and forms, and an “Issue” log book accurately describing unexpected results, errors encountered, instrument breakdowns etc. along with the action(s) taken to rectify said issues.

General Responsibilities
11. To assist with due diligence in carrying out the tasks of the position.
12. To cooperate helpfully within and between units to strengthen the performance of NCHADS.
13. To ensure regular, punctual and full-time attendance to duties during official working hours.
14. To strive at all times to assist the unit attaining the highest levels of accuracy and honesty in all its activities.
15. To draw the attention of the Head of laboratory unit or Head of technical bureau or relevant NCHADS Technical units or Director of NCHADS immediately to any irregularity or other matters of significance affecting the efficient and honest functioning of the unit.
16. To undertake any other duties assigned by the Head of Laboratory unit and/or Head of the Technical Bureau and/or the NCHADS Director.

This job description may be modified at any time after consultation and agreement between the post holder, the Head of NCHADS laboratory, the Head of the Technical Bureau and the Director of NCHADS.

Qualification Requirement of Laboratory QA manager

- Fulltime working in NCHADS laboratory
- Medical doctor, Pharmacist, Medical laboratory Technologist or equivalent
- Able to speak, read and listen English
- Works experience as multi-disciplinary laboratory techniques is considerable
- Able to work with the routine laboratory equipment.
- Able to work with Quality Assurance program in Laboratory
- Able to work with computer Words, Excel, Access and lab information systems.
- Able to work with the laboratory team spirit
- Experience working in clinical laboratory at least 3 years

Interested individuals are encouraged to apply by e-mail or in writing with a copy of an Up-to-date CV and Cover Letter to the following address:

Procurement Office on 1st floor of National Centre for HIV/AIDS, Dermatology and STDs
No. 245H, St. 6A, Phum Kean Klang, Sangkat Prek Leap,
Khan Chhroy Chanva, Phnom Penh, Cambodia
E-mail: nala@nchads.org
Tell: 023 432 090/ 016 595969
Website: www.nchads.org

Applicants should clearly mark the applied position title and its location and send to the above address no later than 17:00 on August 28, 2018