



Term of Reference (TORs)

NCHADS Laboratory International Standard Organization (ISO) Lead Officer

- Position** : NCHADS Lab International Standard Organization (ISO) Lead Officer
- Station** : NCHADS Laboratory and sometimes needs to travel to Siem Reap Lab and relevant project's provincial laboratories
- Report** : To Head of NCHADS Lab
- Salary:** : \$500 to \$800/month.

Background: Laboratory services played a key role in moving towards to reach Cambodia HIV/AIDS epidemic control by 2025, and receiving global recognition for being one of only seven countries in the world to have achieved the interim "90-90-90" treatment in July 2017. The National Center for HIV/AIDS Dermatology and STD (NCHADS) laboratory provides HIV viral load (quantitative), quantitative Early Infant HIV Diagnostic (EID), CD4 count, and Hepatitis C viral load testing services. The NCHADS Lab and the HIV Testing Services of NCHADS have jointly conducted HIV rapid testing, and internal quality control trainings to all staff at the 69 Voluntary Counseling and Testing (VCT) sites. In partnership with the National Institute of Public Health Laboratory, NCHADS also provides HIV External Quality Assurance Scheme (EQAS) to all VCT sites and follows up with corrective actions to underperforming sites. NCHADS leads in managing and coordinating the genotyping service with Cambodia Institute Pasteur and Macrogen laboratory in Korea for patients with repeated virological failure to identify mutations for drug resistance.

The Strategic Plan for HIV and STI Prevention and Control in the Health Sector 2021-2025, NCHADS lab plans to obtain ISO 15189 by 2024, and Siem Reap Lab plans to obtain Star-4 (LQMS Check list) by 2022. In the PEPFAR Regional Operation Plan 2020 (by September 2021), more than 80% of non-conformities of baseline assessment per ISO 15189 checklist findings are addressed. To meet these purposes, NCHADS urgently requires one qualified candidate for a position "NCHADS Laboratory International Standard Organization (ISO) Lead Officer", who will provide technical and day-to-day operational works with existing laboratory team members.

Specific Responsibilities:

1. Coordinates and works with NCHADS Lab Quality Management Team with regular informed progress to NCHADS' lab manager to seek decisions from NCHADS Management team to ensure all ISO 15189 requirements are properly addressed and fully implemented.
2. Coordinates and works with NCHADS Lab Quality Management Team and NIPH Mentors to identified non-conformities (NCEs) per ISO15189 checklist, by using baseline assessment findings. Puts those NCEs into action plan, with identified responsible person, and routinely address those NCEs in a timely manner.
3. Coordinates and works closely with all NCHADS lab staff on their routine daily works, including specimen rejection, quality control (IQC) of qualitative and quantitative tests, external quality assessment (EQA) results, etc. Any error occurs within the processes that requires to record or document and timely take corrective action and then share/report to relevant people and supervisor.
4. Assists and coordinates between NIPH mentors and NCHADS lab, and US CDC (Atlanta, Cambodia) lab teams and external assessors to arrange and re-arrange pertinent meetings, trainings, workshop, field visit, and taking minutes of those events as needed.
5. Assists and works with all assigned people at NCHADS lab to develop policy, quality manual, biosafety manual, procedures, job aids, forms, and ensure that all important documents are in place and fully implemented based on procedure of document control and records.
6. Coordinate with NCHADS Lab Quality Management Team, conduct internal audit and external audit based on NCHADS lab schedules by using ISO checklist and timely take corrective actions to the defined NCEs.
7. With technical support from NIPH Lab, prepares relevant documents for submission to an international ISO accreditation body and follow up on those documents.
8. Assists Head of NCHADS Lab, NCHADS Quality Officer to develop weekly, monthly and quarterly work plans, and closely monitor the execution of those work plan.
9. Develops NCHADS lab monthly report and then submit to Head of NCHADS Lab or NCHADS Director
10. Assists Head of NCHADS Lab to prepare presentations for meeting or conference needed.

Qualifications

- Bachelor's degree in lab/pharmacy is required and Master degree add values.
- Two to three years experiences lab quality management and project coordination
- Knowledge of management functions, principles and theory, and the project coordination and management.
- Knowledge and skill in writing English.

Please submit your application to NCHADS no later than February 18, 2021 via email: procurement_cdc@nchads.org and telephone to 012 373 824.