MS02001
LABORATORY SUPERVISOR

Level 7

Reports to (Hierarchical)
Laboratory Manager (if any) / Project Coordinator

Reports to (Functional)
Laboratory Manager

Job Family
Medical and Paramedical

Main Purpose
Planning, organizing and carrying out laboratory activities and supervising the laboratory staff according to **MSF** protocols, security measures and hygiene standards, in order to support the **MSF** medical team in the diagnosis of patients' diseases.

Accountabilities
- Participating in the project planning and follow-up and reviewing the laboratory budget when necessary in order to support **MSF**'s medical activities.
- Ensuring the compliance of **MSF** hygiene and safety protocols, both individually and collectively as well as informing staff of existing biological risks.
- Performing laboratory tests and carrying out sample collection (serology, hematology, biochemistry, bacteriology, parasitology ...) in accordance with prescriptions as well as ensuring that quality control tests are carried out regularly. Informing the doctor of the results of the tests and keeping a record of the analysis with data from patients.
- Ensuring proper management (cleaning, maintenance, arranging) of all laboratory equipment and the adequate supply of needed equipment and material in order to prevent stock-outs. This includes being responsible for all required automatic instrument calibration, ensuring that no material is taken out of laboratories without prior authorization and carrying out a proper storage system and conditions, inventory, etc. In cooperation with logistics department, ensuring that cold chain is properly maintained in Laboratory areas for both, samples and reagents.
- In the absence of a Laboratory Manager, ensuring proper registration and needs of all lab related activities and implementing a correct use of the associated management tool (EpyTryp. Etc.) in order to have a proper recording of laboratory activities. Preparing and sending slides/samples for external quality control .
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, coaching, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Producing regular reports on the testing and on any issues / problems related to laboratory personnel and / or the material used.

Education

Essential degree as Laboratory Technician

Experience

- Essential 2 years experience in a laboratory, preferably as a Lab Tech.
- Desirable in MSF or another NGO, desirable in a clinical laboratory

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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