



DEPARTMENT	Global Health
FUNCTION OF DEPARTMENT	Supporting clients to improve health and humanitarian outcomes for citizens in low- and middle-income countries. Contribute to the success of Crown Agents by delivering profitable business results and building Crown Agent’s reputation as ‘go to’ provider for high quality and inclusive health systems strengthening, health supply chain and humanitarian solutions.
CHAMPS Programme Overview	<p>The Child Health and Mortality Prevention Surveillance (CHAMPS) site aims to determine and track the causes of under-five mortality and stillbirths through epidemiologic surveillance, including reporting within 24 hours, clinical sampling, and use of advanced laboratory testing and diagnostics across a network of international sites. The area selected for CHAMPS in Sierra Leone is Bombali Sebora and Bombali Siari chiefdoms in Bombali district (population 606,544). The site area has a population of 161,383 and is mostly urban, including the city of Makeni (population 125,970).</p> <p>CHAMPS employs the Minimal Invasive Tissue Sampling (MITS) procedure for post-mortem diagnosis. MITS was developed to reduce the uncertainty regarding causes of death. The data collected from the CHAMPS Sierra Leone site will be added to that collected from other sites and will help reduce child deaths in LMICs by providing detailed evidence on the cause of death to influence policy of funders and stakeholders.</p> <p>For the last three years, the CHAMPS project has collected MITS and Verbal Autopsy data and analysed these to inform policies and interventions by key stakeholders. To fulfil one of the key objectives of the CHAMPS network, the CHAMPS Sierra Leone site is now embarking on Data-to-Action activities, aimed at individuals, communities and the health system, to drive down under five deaths in Sierra Leone.</p> <p>We are now seeking for Laboratory Technician who will work on the laboratory components of CHAMPS at the laboratory in the Regional Hospital, Makeni in Bombali District in Sierra Leone and will be responsible for sample reception, processing, and storage of both tissue and non-tissue samples, and will also be responsible for the testing post-mortem specimens as defined in the CHAMPS Lab and Diagnostics plan. S/he will also be responsible for entering results into the database.</p>
ORGANISATION CHART Attached/Available on intranet	
MAIN JOB PURPOSE	The laboratory technician will participate in a variety of analytical laboratory support activities like microbiology, molecular biology. S/he will perform through the application of a body of knowledge related to standard laboratory methods, practices, procedures, policies, regulations, and laboratory materials and equipment. In addition, s/he should be able to manage reagents and consumables inventory, and specimen biorepository. S/he will be reporting directly to the Lab manager.
	<ul style="list-style-type: none"> • Process, analyse, and store MITS specimens in accordance with CHAMPS standard procedures e.g., malaria microscopy, microbiology cultures, molecular techniques etc. • Support development of Standard Operating Procedures, Job aids, Bench aids, Protocols and Guidelines • Ensure adaptation of network laboratory protocols and SOPs to site-specific procedures.



	<ul style="list-style-type: none"> • Perform specimen accessioning, processing, and shipment of specimen. • Perform testing of MITS samples at Regional Hospital Makeni working with basic/advance laboratory instrumentation • Observe biosafety regulations and perform routine operative maintenance on laboratory instrumentation. • Support installation, operation and preventative maintenance of laboratory equipment. • Perform lab data entry of testing results using relevant LMIS. • Maintain laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. • Maintain safe and clean working environment by complying with procedures, rules, and regulations. • Adhere strictly to infection-control and hazardous waste policies and protocols. • Perform daily monitor of laboratory quality control system • Ensure that good laboratory principles are observed at all time • Provide guidance to new staff on infection control in the laboratory • Perform any other duties that may be assigned by immediate supervisor <p>Safeguarding</p> <ul style="list-style-type: none"> ▪ Be aware of and compliant with all the standards following Safeguarding procedures and policies. Promote Crown Agents’ speak up culture to protect the welfare of children, young people and vulnerable adults <p>General</p> <ul style="list-style-type: none"> ▪ Be aware of and adhere to company quality standards and procedures in accordance with Crown Agents’ commitment to working to the highest quality standards and striving for continual improvement ▪ Undertake international and national travel on consultancy and research assignments as may be needed <p><i>Any other duties as appropriate to the position, as requested</i></p>
FINANCIAL AUTHORITY	As stipulated in the Policy and Authorities Manual
KEY RESULT AREAS	Financial, Client, Management, Quality/Professional Standards and Development

JOB GRADE						
DEPARTMENT		Healthcare Delivery				
CORE COMPETENCIES:						
CLUSTER	COMPETENCY	LEVEL See Competency Dictionary				
		1	2	3	4	5
Management of Work	Commercial Sense	✓				
	Client Centred	✓	✓	✓	✓	
	Planning & Implementing	✓	✓	✓		
	Quality Focus	✓	✓	✓	✓	
	Knowledge & Information Sharing	✓	✓	✓	✓	✓
	Technical Capability	✓	✓	✓	✓	✓
Personal Effectiveness	Communication	✓	✓	✓		
	Analytical & Innovative Thinking	✓	✓	✓	✓	
	Decision Making	✓	✓	✓	✓	



	Personal Intelligence	✓	✓	✓	✓	✓
	Leadership & Management	✓	✓			
	People Development	✓	✓			

JOB SPECIFICS:

Requirements	
Qualifications	<ul style="list-style-type: none"> A minimum of National Diploma in Medical Laboratory Science is required. Degree in medical laboratory Science or related field.
Job requirements	<ul style="list-style-type: none"> Technical knowledge of basic / advance laboratory instrumentation and laboratory information systems. Excellent interpersonal, writing, presentation, and communication skill Able to meet deadlines and multi-task as well as work under pressure. In-depth knowledge of laboratory operations, workflow, and testing Must possess excellent organizational skills and attention to detail. Must have experience with data entry and computers. Can read and write English.
Desirable additional abilities and attributes	<ul style="list-style-type: none"> GLP (Good Laboratory Practice) Willingness to work extended hours, as required Decision making Focus on service delivery Drive for continuous improvement Good communication and teamwork
Job demands	<ul style="list-style-type: none"> High levels of flexibility required Ability to work under pressure Respect for project deadlines
Knowledge	Good knowledge in laboratory practice, computer and data entry skills

Skills
 The following specific skills are required for this job, an F, I or E (defined below) is entered against the skill to indicate level required.

Foundation (F) - *basic operational ability and skills, fundamental knowledge; apply knowledge and skills to straightforward tasks and duties.*

Independent (I) - *takes responsibility for own results; increased expertise and experience; ability to apply fundamental skills to more complex tasks.*

Expert (E) - *acknowledged expert in specialised field; highly skilled professional operator in required job tasks; coaches and advises other*

Skill	Descriptor	F	I	E
Management and Leadership skills	Able to lead by example and engender respect. Effectively manage the performance of direct reports and programmes. Excellent ability to think both strategically and operationally around the introduction and implementation of appropriate tools, processes and strategies;	✓		
Business Winning	Market research, opportunity identification, analysis and follow-up, competitor analysis, client relationship management	✓		
Commercial awareness	Ability to introduce and drive a profit motivated approach and culture		✓	
Stakeholder management	Set and manage client expectations. Increase customer satisfaction and play a leadership role in the management of client relationships			✓



Communication	Utilising diverse channels to share messages, decisions and clarify expectations.			✓
Interpersonal	<p>Excellent interpersonal skills and emotional intelligence:</p> <ul style="list-style-type: none"> • a genuine team-player with strong listening, negotiating and persuasive skills, and the ability to gain the trust and confidence of stakeholders at all levels. • Ability to build internal and external networks across countries. Ability to work collaboratively with key internal and external stakeholders. • A flexible and enthusiastic approach to work and operates as part of a team. 		✓	
Quality focus	Focus on quality and a strong eye for detail.			✓
Project Management	Design, plan, structure, resource, mobilise, monitor, exit and evaluate in line with terms of reference and best practice project management methodology	✓		
Influencing	Ability to persuade colleagues to work with you to deliver shared objectives.		✓	