



Vacancy Announcement Readvertisement

Vacancy/Reference Number: VNSA2022/12

Position Title: Laboratory Supervisor

Position Grade: G6

Duty Station: Pretoria, South Africa

Appointment Type: One Year Fixed Term Contract, with the possibility of extension

Closing Date: 25 August 2023

Context:

Under the direct supervision of the Chief Migration Health Officer (CMHO) and the overall supervision of the Chief of Mission (CoM) and the technical guidance of the Regional Laboratory Coordinator, the incumbent will be responsible for technical support to laboratory services with respect to Migration Health Assessments (HAP) and other programmes implemented by the IOM Migration Health Division Pretoria, South Africa

Core Functions / Responsibilities:

1. Organize laboratory services and oversee daily activities for efficient and optimal service delivery while adapting services to prevailing local conditions, levels of expertise and available technology.
2. Verify that facilities and bio-safety measures in the laboratory meet international standards and country requirements; inform the supervisor of any non-compliance and propose corrective actions.
3. Verify that standards of laboratory services correspond to HAPs and other programmes or project requirements via keeping Standard Operating Procedures (SOPs) up to date and annual review.
4. Maintain and promote high quality with regards to international standards in all aspects of service delivery via internal quality control and organizing and facilitating in external quality assessment.
5. Monitor needs of staffing levels for planned workload. Participate in recruiting, training, guiding and supervising laboratory staff. Promote staff development and continuous training needs for staff.
6. Participate in annual HAP activities planning and budget preparation related to laboratory services.
7. Ensure that the equipment and consumables are sufficient for the anticipated workload. Plan and coordinate procurement, delivery, installation, and operation of all laboratory equipment and optimal expenditure of consumables.
8. Monitor maintenance of established system of organized record keeping and information management for timely delivery of results, data collection, analysis and reporting for laboratory monitoring and facilitation to operational research.

9. Liaise on laboratory related topics with national laboratories and laboratories in other countries, IOM Departments and national relevant entities.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- University degree from an accredited academic institution in Medical (Clinical) Laboratory Sciences, Microbiology or a related discipline with six years of relevant experience.
- Master's degree from an accredited academic institution in Medical (Clinical) Laboratory Sciences, Microbiology or a related discipline with four years of relevant experience.

Experience

- Six years of relevant laboratory experience in a busy institution, preferably in a mycobacteriology laboratory.
- Effectively applies and transfers relevant technical knowledge and practices to personnel and laboratory operations.
- Computer literate with understanding of accurate data collection and analysis for monitoring and continuous improvement of laboratory services and performance.
- Good awareness of the laboratory role in health systems, optimal use of resources for quality and efficient services delivery.
- Supervisory training and/or experience is a distinct advantage.
- Working experience with UN and INGOs is a distinct advantage.

Languages

- Fluency in English (both oral and written) required.
- Working knowledge of local languages is an advantage.

Competencies:

The successful candidate is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

- **Teamwork**: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results**: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge**: continuously seeks to learn, share knowledge and innovate.
- **Accountability**: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication**: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Additional Notes:

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates and will be given priority if they meet the minimum requirements.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit for appointment, reference checks and any residency requirements and security clearances.

Method of application:

If you are qualified for this position, please email the following to pretoriacvs@iom.int under the REFERENCE: VNSA2022/12 in the subject line of your email:

- a. A COVER LETTER MOTIVATING YOUR APPLICATION
- b. DETAILED CV
- c. COPY OF ID
- d. IOM PERSONNEL HISTORY FORM WHICH YOU WILL FIND ON [HTTP://SOUTHAFRICA.IOM.INT](http://southafrica.iom.int) IN THE VACANCIES SECTION

Kindly quote the **REFERENCE-** VNSA2022/12 in the subject line of your application. We will not be able to track your applications without the reference code provided. Incomplete applications will be rejected.

Please send your CV by 25 August 2023. Only shortlisted candidates will be notified.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS.