

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Laboratory Scientist Intern (1 post)  
**Reports To:** Laboratory Manager  
**Work Station:** Bagamoyo  
**Apply By:** December 26, 2023

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

**Ifakara Health Institute** seeks a qualified and experienced **Lab Scientist** to perform routine and experimental laboratory tests mainly in the fields of Molecular Biology, Immunology and Serology according to standard procedures (SOPs), ISO 15189 requirements, GCP, GCLP, and the study protocol in order to produce reliable and precise data for scientific investigations and meet customer satisfaction.

### Duties and Responsibilities

- Perform assigned lab tests including lab analysis in Molecular Biology, Immunology and Serology according to respective SOPs, ISO 15189 requirements, Quality manual, Safety manual, Sample collection manual, GCP, GCLP and adherence to study protocols and ensure recording of accurate, precise and reliable test results.
- Adhering strictly to safety and hygiene instructions to prevent accidents and exposure to hazardous materials including monitoring and maintaining laboratory cleanliness and organization.
- Preparation and reviewing of laboratory standard operating procedures (SOP).
- Taking part in designing, preparing, carrying out or supervising studies involving laboratory techniques.
- Carrying out quality control measures of all laboratory procedures which includes performance, monitoring and documentation of IQC, EQA, instrument performance, calibrations and maintenance.
- Receive, label, and prepare samples for analysis, and storage ensuring proper documentation and tracking and maintaining sample integrity and traceability throughout the testing process.
- Record test results accurately and maintain detailed records following ISO 15189:2022 documentation requirements and study protocols and complete laboratory documentation, including worksheets, reports, data entry and logs.
- Ensure all samples are processed on time and results are delivered on time.
- Supervising the respective assigned section.
- Perform routine maintenance on laboratory equipment; recognize and report equipment malfunctions, and assist in troubleshooting and repairs.
- Monitor and replenish laboratory supplies and reagents and assist in managing inventory levels to ensure uninterrupted workflow.

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Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

## VACANCY ANNOUNCEMENT

- Stay current with developments in laboratory technology, methods, and ISO 15189:2022 standards.
- Attend relevant training, meetings and workshops as required and participate in training others including students, volunteers and interns.
- Collaborate effectively with other laboratory staff and healthcare professionals.
- Communicate test results, findings, and any deviations to the appropriate parties and act to address and findings or deviations according to the SOP.
- Engage in the laboratory's quality management system and participate in internal and external quality assessment programs.
- Contribute to the continuous improvement of laboratory processes and procedures.
- Review and authorize lab results in areas of Molecular Biology, Immunology and Serology.
- Perform competence assessment
- Assisting other members of staff in the preparation of manuscripts.
- Perform data analysis and participate in manuscript and protocol writing.
- Oversees training activities in the lab by establishing and implementing training programs and archiving relevant documents relating to training.
- Perform all other duties assigned by the supervisor relating to Lab activities from time to time.

### Qualification and Experience

- A Bachelor of Science in Biotechnology and Laboratory Sciences or a related field with equivalent education.
- One year's working experience in biomedical research and clinical trials mainly in the fields of Molecular biology, Immunology, Microbiology and Serology.
- Knowledge of ISO 15189:2022 standards and quality management systems.
- Proficiency in laboratory techniques and instrumentation.
- Excellent communication and teamwork abilities.
- Commitment to maintaining confidentiality, working Impartial and ethical standards.
- Ability to work independently and under supervision.
- Physical ability to stand for extended periods and perform repetitive tasks as needed.

### Skills and Competencies

- Competence in molecular and genomics techniques such as PCR, Gel electrophoresis, NGS sequencing.
- Competence in Immunology and serological techniques such as ELISA, ELISPOT, PBMC Separation and freezing.
- Skills in data analysis with different statistical methods and software.
- Computer skills.
- Strong attention to detail and analytical skills.
- Ability to work under pressure.
- Research protocol and report writing.
- Leadership skills.
- Problem solving skills.
- Effective communication skills.

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- Team player.
- Flexibility.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI internship packages.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Tuesday, December 26<sup>th</sup>, 2023**. All e-mail application subject lines should include: **LABORATORY SCIENTIST INTERN – LABORATORY UNIT**. **Only shortlisted applicants will be contacted for an interview.**

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### Job Summary

**Position:** Laboratory Technologist Intern (1 post)  
**Reports To:** Laboratory Manager  
**Work Station:** Bagamoyo  
**Apply By:** December 26, 2023

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

**Ifakara Health Institute** seeks a qualified and experienced **Lab Technologist** to perform routine and experimental laboratory tests, mainly in the fields of Biochemistry, Haematology, Parasitology, Microbiology and Helminthology according to standard procedures (SOPs), ISO 15189 requirements, GCP, GCLP and the study protocol to produce reliable and precise data for scientific investigations.

### Duties and Responsibilities

- Perform assigned lab Tests including lab analysis in Haematology, Biochemistry, parasitology, helminthology and microbiology according to respective SOPs, ISO 15189 requirements, Quality manual, Safety manual, Sample collection manual, GCP, GCLP and adherence to study protocols and ensure recording of accurate, precise and reliable test results.
- Adhering strictly to safety and hygiene instructions to prevent accidents and exposure to hazardous materials including monitoring and maintaining laboratory cleanliness and organization.
- Preparation and reviewing of laboratory standard operating procedures (SOP).
- Taking part in designing, preparing, carrying out, or supervising studies involving laboratory techniques.
- Carrying out quality control measures of all laboratory procedures which includes performance, monitoring, and documentation of IQC, EQA, instrument performance, calibrations and maintenance.
- Receive, label, and prepare samples for analysis, and storage ensuring proper documentation and tracking and maintaining sample integrity and traceability throughout the testing process.
- Record test results accurately and maintain detailed records following ISO 15189:2022 documentation requirements and study protocols and complete laboratory documentation, including worksheets, reports, data entry and logs.
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- Stay current with developments in laboratory technology, methods, and ISO 15189:2022 standards.
- Attend relevant trainings, meetings and workshops as required and participate in training others including students and volunteers.
- Collaborate effectively with other laboratory staff and healthcare professionals.
- Communicate test results, findings, and any deviations to the appropriate parties and act to address and findings or deviations according to the SOP.
- Engage in the laboratory's quality management system and participate in internal and external quality assessment programs.
- Contribute to the continuous improvement of laboratory processes and procedures.
- Review and authorize Lab results in areas of Haematology, Biochemistry, Serology, Helminths and Parasitology.
- Perform competence assessment.
- Perform all other duties assigned by the Supervisor relating to Lab activities from time to time.

### Qualification and Experience

- A degree in Medical Laboratory or related field with equivalent education.
- Three years of working experience.
- Relevant registration/practicing license.
- Knowledge of ISO 15189:2022 standards and quality management systems.
- Proficiency in laboratory techniques and instrumentation.
- Excellent communication and teamwork abilities.
- Commitment to maintaining confidentiality, working impartial and ethical standards.
- Ability to work independently and under supervision.
- Physical ability to stand for extended periods and perform repetitive tasks as needed.

### Skills and Competencies

- Competent in microscopy and other laboratory activities such as Biochemistry, Helminthology, Haematology and Microbiology.
- Computer skills.
- Strong attention to detail and analytical skills.
- Skills in Data analysis with different statistical methods and software.
- Ability to work under pressure.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI internship packages.

### Equal Opportunity

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Laboratory Quality Assurance Officer (1 post)  
**Reports To:** Laboratory Manager  
**Work Station:** Bagamoyo  
**Apply By:** December 26, 2023

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

**Ifakara Health Institute** seeks a qualified and experienced **Lab Quality Assurance Officer** who will be responsible for ensuring the laboratory's compliance with quality management systems, GCP, GCLP, ISO 15189, regulatory requirements, Study protocols and Standard Procedures (SOP). The role also involves the development, implementation, and maintenance of quality assurance processes and procedures to uphold the highest standards of accuracy, precision, and reliability in laboratory testing and operations and meet customer satisfaction.

### Duties and Responsibilities

#### 1. Quality Management System (QMS)

- Develop, implement, and maintain the laboratory's quality management system in alignment with ISO 15189 or other relevant standards.
- Ensure that quality objectives are defined and monitored regularly.

#### 2. Policy and Procedure Development

- Collaborate with lab management and personnel to establish, review, and revise laboratory policies, procedures, and protocols.
- Ensure that all laboratory practices adhere to established quality standards.

#### 3. Documentation and Record Keeping

- Oversee the documentation and record-keeping processes to ensure compliance with regulatory and accreditation requirements.
- Conduct regular audits of laboratory documentation and records.

#### 4. Internal Audits and Inspections

- Plan and conduct internal audits to assess the effectiveness of quality assurance processes and identify areas for improvement.
- Develop corrective and preventive action (CAPA) plans in response to audit findings.

#### 5. Compliance and Accreditation

- Monitor and maintain compliance with relevant regulatory agencies and accreditation bodies.
- Prepare and coordinate laboratory accreditation and certification processes.

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### 6. Training and Education

- Develop and deliver quality assurance training programs for laboratory staff to enhance awareness and compliance with quality standards.
- Keep staff updated on changes in regulations and standards.

### 7. Risk Assessment and Management

- Conduct risk assessments and assist in the development of risk management strategies to mitigate potential issues affecting laboratory operations.
- Address and document deviations and non-conformities as they arise.

### 8. Continuous Improvement

- Identify opportunities for process improvement and lead quality improvement initiatives.
- Analyze data to monitor trends and recommend corrective actions.

### 9. Supplier and Vendor Quality Assessment

- Evaluate and maintain a list of approved suppliers and vendors, ensuring their adherence to quality standards.
- Collaborate with procurement to manage supplier relationships.

### 10. Communication and Reporting

- Provide regular reports and updates to laboratory management on quality assurance activities, issues, and achievements.
- Serve as a point of contact for external auditors and inspectors.

### 11. Other duties

- Review and authorize Lab results.
- Be accountable for Lab services costs by raising invoices.
- Perform any other job assigned by a Supervisor that seems relevant.

### Qualification and Experience

- A Bachelor's degree in Medical Laboratory or relevant equivalent education and experience.
- Five Years of working experience in Lab Quality Assurance.
- Certification in quality management (e.g., Certified Quality Manager, ASQ) preferred.
- Medical Lab registration.
- In-depth knowledge of quality management principles, standards (ISO 15189:2022 requirements, CLIA), and regulatory requirements.
- Detail-oriented with a commitment to accuracy and compliance.
- Proficiency in using quality management software and tools.
- Proficiency in laboratory techniques and instrumentation.
- Commitment to maintaining confidentiality, working Impartial and ethical standards.
- Ability to work independently and under supervision.

### Skills and Competencies

- Auditing Skills.
- Skills in Data analysis with different statistical methods and software.
- Computer skills.
- Strong attention to detail.
- Ability to work under pressure.

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- Report writing.
- Planning skills.
- Budgeting and Finance skills.
- Leadership skills.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Flexibility.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

### Remuneration

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### Equal Opportunity

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