**Terms Of Reference – Laboratory Program Officer**

**Position**: Laboratory Program Officer

## Work place: Hanoi, Vietnam

**Duration:** 12 months, extendable

**Start date:** As early as possible

**Background**

The Clinton Health Access Initiative (CHAI) is a trusted advisor to governments worldwide, helping them transform the way they provide health services. In Vietnam, CHAI works with a number of national institutions, especially the Vietnam Authority of HIV/AIDS Control (VAAC) and the National Tuberculosis Program (NTP), to help the government reach national HIV and TB targets. Established in Vietnam in 2006, CHAI has emphasized a sustainable and integrative approach to health systems strengthening premised on a close partnership with government to build national capacity. CHAI believes that strengthening the government’s capacity to manage and coordinate the national health system is the most effective approach to improving health outcomes in the long-term.

CHAI’s team in Vietnam consists of a dynamic core of 15 plus additional resources at the regional and global levels.

**Position overview**

CHAI seeks to hire a full-time Laboratory Program Officer (can be an experienced lab technician, medical scientist or medical doctor with a laboratory specialization) to help strengthen the national laboratory system for HIV-related testing. The Laboratory Program Officer will help to coordinate and implement HIV/AIDS related strengthening programs for diagnostic and clinical laboratories at both the national policy and implementation levels.

**Responsibilities**

Day to day engagement with CHAI and government staff in creating and executing various laboratory system-related strengthening activities, including:

*National level*

* Facilitate the Laboratory Technical Working Group (TWG). This advisory panel consists of representatives from the highest level labs and national institutes in order to advise and facilitate any and all lab programs.
* Participate in developing and improving HIV-related laboratory guidelines and policies
* Provide technical assistance in planning and optimizing the referral network for HIV serology, CD4 and PCR testing
* Build training curriculums and conduct trainings related to Quality Management System (QMS), CD4, HIV serology, and other HIV-related diagnostics
* Provide technical assistance in building and coordinating External Quality Assessment (EQA) programs for various diagnostic tests
* Assist in translating lab-related materials from English to Vietnamese and vice versa
* Resolve all issues that may arise, included those related to the lab supply chain and the referral network between labs and treatment sites

*Site level*

* Visit laboratories, conduct performance assessments, and suggest solutions for improvement
* Provide technical assistance to reduce turn around times for HIV and CD4 testing
* Assist in planning and implementing specimen referral network between clinics and testing facilities within and across provinces
* Provide training on Quality Management System (QMS), CD4 Point of Care Testing (POCT), etc.
* Provide intensive technical assistance to implement QMS write Standard Operating Procedure (SOP) and other issues related to Internal Quality Control and EQA for HIV and CD4 tests
* Help to build lab technical capacity at provincial and district facilities by coordinating with VAAC and by providing training and mentoring

**Skills and Experiences**

* Advanced degree in laboratory-related field (HIV- or TB-related preferred), or medical degrees with lab specializations
* 3 years experience with HIV- or TB-related laboratory systems, international-accepted best practices, and Vietnam’s MOH guidelines and regulations on laboratory-related issues
* Good experience in QMS, International Organization for Standardization (ISO), or Good Laboratory Practice (GLP)
* Strong understanding of general laboratory testing principles
* Strong English speaking, reading, and writing ability
* Proactive, team-spirit, and self-motivated
* Excellent interpersonal skills
* Ability to work effectively under pressure in the government ministry environment
* Ability to train and motivate others
* Proficient in Word, Excel, and PowerPoint

Interested candidates should send your CV and a one-page cover letter to: vietnam\_office@clintonhealthaccess.org. Please write “Lab PO application” in the subject line. **Applications will be reviewed as they arrive, but must be received by 12 June 2014**. Only shortlisted candidates will be invited for interview.