

Position:	Laboratory Coordinator
Supervisor / Line of reporting	Deputy Program Manager for Programs/Clinical Services
	<p>TOR</p> <p>Position Objective</p> <ul style="list-style-type: none"> To support the development of a comprehensive and coordinated impact mitigation strategy and policies with other key partners and sectors, including but not limited to interventions to support OVCs, workplace policies and interventions, nutritional support and income generation. <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> To ensure the provision of high quality care and treatment support is provided to OVC, following-up HIV/AIDS and STI diagnosis. To work with key partners to enact these strategies. To coordinate a quarterly Impact Mitigation Technical Working Group meeting of national and international partners To provide expert advice and assistance to support groups working on peer counseling and outreach services To work with Prevention and ART coordinators to ensure adherence to national testing and monitoring guidelines Allow with the M&E team develop a national database for all OVC, and linked them with their parents using the Unique Code per facility and county Ensure OVC received double benefit from SR and/or PR for schools support Provide monthly update on the number of OVC benefiting monthly Follow-up on the number of IGA project supported and by partners, county and/or PLWHIV association Work with M&E unit to ensure reports related to OVC are collected, and submitted data is analyzed
SUPERVISORY FUNCTIONS:	<ul style="list-style-type: none"> Prepare and regularly check drivers or vehicles logbooks. Ensure that an inventory of County Health Team equipment and vehicles is available and up to date at all times. Oversee and organize all bidding documents and processes for projects.
EDUCATIONAL QUALIFICATION	<ul style="list-style-type: none"> ASc. or BSc in Laboratory Science or Laboratory Technology 1 year experience as Lab Technician or Technologist in a similar position.
WORK EXPERIENCE	<ul style="list-style-type: none"> At least three (3) years’ experience working as a Laboratory Technician or Laboratory Technologist in the public or private sector. Minimum of one year experience as a Lab Technician or Technologist.
OTHER REQUIREMENTS:	<ul style="list-style-type: none"> Ability to work as a team; and take initiative. Ability to manage multiple tasks with shifting priorities. Ability to work independently and manages stressful conditions. Excellent communication and interpersonal skills. Methodical, consistently demonstrating excellent attention to details.
Application procedure	<p>To apply: Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to James Beyan, Director of Human Resources The job title of “Laboratory Coordinator” should be in the subject line of the email proumohsw@gmail.com and cc:mgdavis1966@gmail.com Applications can also be hand delivered at Room 318, MOH and addressed to Marvin Garbeh Davis, Sr. Asst HRD, MOH</p>

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	Deadline for Application: June 6, 2022 @2:00 PM / 1400 GMT A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for further interviews. The successful applicant shall be notified through a written notification letter.