# HJF Medical Research International, Ltd/Gte

7 Usuma Street • Maitama • Abuja, Nigeria

## Vacancy Announcement

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| **Position**: QA Manager | **Date:** 6 February 2019 |
| **Open to:** All Interested Applicants | **Closing Date:** 20 February, 2019 |
| All Interested candidates should submit an updated CV, cover letter to: recruitment@wrp-n.org<br>**Please state QA Manager in the subject line.** | |

**Job Summary:**

The QA manager will oversee quality assurance/quality improvement programs for DRL, which is an ISO 15189 accredited laboratory. He/she will support the leadership, vision and direction of laboratory operations in achieving safety and quality standards of the medical laboratory in order to meet objectives for clinical service delivery, investigative protocol execution, timely achievements of targets set by DRL leadership and benchmarks set within the laboratory quality manual. S/He is expected to uphold impeccable professional and management standards, including excellent interpersonal abilities to help motivate, train, monitor compliance, identify areas of non-compliance, develop corrective and preventative actions and ensure continuous performance improvement of the laboratory to provide quality laboratory services.

**Essential Duties** **90%**

- Serves as Quality Assurance (QA) Manager and Subject Matter Expert (SME) in QA.
- Advises NMOD HIP's Laboratory Director, HJFMRI Associate Director DRL, and DRL staff in all areas of quality management.
- Works with DRL Directors to ensure regulatory compliance in all aspects of laboratory operations to maintain the accreditation status.
- With DRL Directors, incumbent will develop, and oversees DRL's Quality Management/Quality Improvement Program including compliance with the Laboratory Quality Management Systems as defined in the quality manual.
- Develops, implements and oversees quality training program for DRL employees as well as ensuring training and competency of employees to perform assays is documented and monitored.
- Develops, implements and maintains systems to monitor and track pre-analytical, analytical, and post analytical performance. Review of abnormal results and conduct root cause analysis.
- Provides regular feedback to employees, DRL Directors and unit supervisors on performance, advising development of corrective and preventative action plans when there is non-compliance to performance standards.
- Oversees periodic review of all SOPs for accuracy.
- Ensures appropriate document control is in place for all polices, plans, SOPs, worksheets and forms.
- Ensures all staff are trained on new/revised SOPs and that all technical/management staff review/sign all pertinent documents.
- Develops equipment and method verification/validation plans in conjunction with DRL's Directors and technical staff, and reviews all documents for acceptability.
- Manages review of Corrective Action/Administrative/Occurrence logs and ensures corrective actions are completed and documented.
- Manages Proficiency Testing (PT) Program; receipt of PTs, tracking assignments, pre-submission review, review of post evaluation report, and ensure completion of Corrective Actions for potential Proficiency Testing Exceptions (PTES).
- Oversees all internal audits, interacts with external inspectors/auditors.

- Conducts annual QA evaluation of Laboratory Operations and produces the Quality Assurance Management Report.
- Interacts with management and technical staff concerning QA improvements.
- Conducts periodic QA/QC/QI meetings, generates minutes and tracks action items.
- Ensures timely equipment preventative maintenance and calibration, reviews related documents, maintains records.
- Trains new employees and visitors on proper QA/QC/QI procedures and conducts/facilitates QA/QC/QI portion of in-service training.
- Conveys data, procedures, and policies in a concise and professional manner.
- Manages preparation of and ensures action on occurrence reports.
- Supports cost effectiveness of laboratory operations by monitoring workload, supply utilization, wastage and run failure.
- Conducts customer satisfaction surveys and oversees the preparation of summaries of results.
- Must keep abreast with developments in all aspects of QA and laboratory management and maintain certifications as required by IS0 15189.
- Maintain regular communications with Technical Director for Laboratory Services at HJF headquarters (Bethesda).
- Perform other duties as required by management.

**JOB SPECIFICATIONS**

Minimum Education/Training Requirements: Degree in Medical laboratory science or related biomedical laboratory science field is required. A post graduate degree in Medical science, QA and certification training in Internal audit or related regulatory field is desirable.

Prior Work Experience: A minimum of 8 years continuous bench working experience of which at least Five (5) years is in clinical laboratory QA/QC/QI experience is required. Experience with any ISO 15189 laboratory accreditation process with evidence and extensive knowledge of mentoring a laboratory to accreditation is required. Laboratory QA/QC/QI experience is desirable. Laboratory regulatory experience for at least 3 years is desirable. Authorship of professional journal articles is desirable.

Language Proficiency: Level IV English (fluency in both written and oral) is required

Required Licenses, Certification or Registration**:** Registered with the Medical Laboratory Science Council Of Nigeria.

Supervisory Received**:** Supervision by Associate Director, DRL.

Knowledge: A full understanding of QA/QC/QI issues relevant to local and international regulatory agency/ ISO 15189 accreditation body, e.g. CAP, A2LA, SADCAS, SANAS, etc. Conversant with standards and policies guiding laboratory operations, Extensive knowledge of planning and executing internal audit, investigating and resolving incidences are among the required.

Supervision Exercised: N/A.

Skills and Abilities: Competency in data management computer skills including but not limited to advance use of excel spreadsheets is required. Competency in Microsoft Office suite is required, including creating PowerPoint presentations. Proficiency in statistics is desirable. Familiarity with relevant US Government laws, rules, regulations, policies and procedures. Follow all guidelines and policies established for DRL and the wider HJFMRI program and comply with Nigerian Government laws as applicable. Perform the position's duties independently of the lab data generating activities. Maintain skills and competencies relevant to all laboratory activities.

Travel Requirements: The ability to travel throughout the country and elsewhere for extended periods is required.

Work Environment: The incumbent will be expected to practice safe handling of infectious materials and hazardous chemicals. This laboratory supports work of investigators of diverse scientific disciplines and nationalities and requires good interpersonal skills for effective job performance. This position is posted at the Defence Reference Laboratory (DRL), located inside Mogadishu Cantonment.