



## Ministry of Health

### AFRICA CENTRES FOR DISEASE CONTROL AND PREVENTION REGIONAL INVESTMENT FINANCING PROJECT (P167916)

#### TERMS OF REFERENCE FOR POSITION OF LABORATORY SPECIALIST

<b>Country</b>	:	<b>ZAMBIA</b>
<b>Project ID</b>	:	<b>P167916</b>
<b>Name of Project</b>	:	<b>Africa Centers for Disease Control and Prevention Regional Investment Financing project</b>
<b>Assignment Title</b>	:	<b>Laboratory Specialist</b>

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#### 1. PROJECT BACKGROUND

The Ministry of Health (MoH) with support from the World Bank is implementing the Africa Centres for Disease Control and Prevention (Africa CDC) Regional Investment Financing Project (ACDCP) which aims to enhance Public Health Security capacity by supporting the establishment of infectious disease control systems on the African continent.

The Africa CDC is a specialized technical institution of the African Union established to support public health initiatives of Member States and strengthen the capacity of their public health institutions to prevent, detect, control, and respond quickly and effectively to disease threats. To help Africa CDC and countries in the region cope with the burden of disease threats and outbreaks, the World Bank has provided funding to the Africa CDC headquarters in Addis Ababa, the Southern Africa Regional Coordinating Centre (SA-RCC) in Lusaka, the Ethiopian Public Health Institute (EPHI) and the Zambia National Public Health Institute (ZNPHI) for strengthening vital institutional capacities to execute measurable public health functions through the Africa Centers for Disease Control and Prevention Regional Investment Financing Project (ACDCP).

The overall Project Development Objective (PDO) is to support Africa CDC to strengthen continental and regional infectious disease detection and response systems.

The Project has five strategic components: (i) governance, advocacy, and operational frameworks; (ii) public health assets; (iii) human resource development; (iv) project management support; and (v) a contingent emergency response component for Ethiopia and Zambia. Each

component has complementary actions defined under sub-components for each implementing entity.

In Zambia, the Project seeks to provide institutional strengthening to the Zambia National Public Health Institute (ZNPHI) and support operationalization of the Africa CDC Southern Africa Regional Collaborating Centre (SA-RCC) based in Lusaka, Zambia. The Project will include the construction, equipping, and staffing of a Biosafety Level 3 (BSL-3) National Public Health Reference Laboratory and Office Complex that will serve as a Regional Centre of Excellence and provide additional capacity to support the Southern Africa region. The project will be implemented by Ministry of Health through Zambia National Health Institute of Public Health (ZNPHI).

Under the ACDCP, Ministry of Health/ZNPHI seeks to engage a Laboratory Specialist to support the project on all Laboratory related issues.

**a. Duty Station: Zambia National Public Health Institute, Lusaka**

**b. Reports to: Project Coordinator – ACDCP**

**c. Title: Laboratory Specialist (1 Post)**

## **2. OBJECTIVES OF THE ASSIGNMENT**

The Laboratory Specialist will primarily be responsible for implementation of the Laboratory aspects of the Project including contributing to the design and procurement of the equipment for the BSL 3 Laboratory to ensure adherence to set standards and quality. This requires working closely with the ZNPHI Laboratory Systems and Networks (LSN) cluster,

## **3. SCOPE OF WORK**

- The Laboratory Specialist ensures that project implementation adheres to appropriate laboratory technical standards and guidelines and that programs are technically sound. Provides scientific leadership by staying current of evolving laboratory technical standards, guidelines, and program developments in area of expertise. Responsible for sharing new knowledge/evidence with the project team, partners and other stakeholders.
- The technical responsibilities include conducting laboratory assessments, capacity building and strengthening of the laboratories; supporting strategies to enhance diagnostic surveillance systems; and support for improved and sustainable laboratory services both at the national and subnational levels with an emphasis of strengthening the role of the Public Health Reference laboratories for greater sustainability of laboratory services, including strategies for maintenance of QMS; hub system for specimen referral, testing, and result transmission; Laboratory Information Management Systems (LIMS); biosafety and biosecurity; increased utilization of the National Health Laboratory standards

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and regulations; and ensuring effective national, regional, and local partnerships and collaborations with technical experts and other professionals.

- Participate in technical meetings as may be required.

### **Duties and Key Responsibilities**

This position is suitable for an experienced laboratory scientist with public health experience. The Laboratory Specialist will work very closely with the ZNPHI Director of LSN and his team. The Laboratory Specialist is expected to develop collaborative relationships with other project staff, interact with internal and external clients and partners. Laboratory Specialists to provide technical assistance, quality assessment and capacity building services to ensure and enhance the quality of laboratory services associated with the Project. Specifically, the key responsibilities are:

- Support the ZNPHI LSN cluster in achieving the goals of establishing a functional One Health public health laboratory system and network for Zambia, particularly the design, equipping and operationalisation of the national BSL-3 laboratory facility to be constructed under the ACDCP.
- Participate in and provide technical input in the design and construction of the BSL3 Laboratory.
- Advise ZNPHI/MOH on the type and specification of Laboratory equipment to be procured for the Laboratories to be constructed under the project.
- Support laboratory biosafety and biosecurity initiatives work and help to ensure safe working practices.
- Support ongoing development and management of ZNPHL with a focus on strengthening laboratory practice to achieve accreditation to ISO 15189 Standards for Medical Laboratories
- Support the strengthening of disease prevention and control capabilities for Zambia, the SA-RCC member states and other countries.
- Support expansion of sentinel surveillance sites for AMR and human and animal diseases.
- Support laboratory detection and reporting of priority pathogens and linking with surveillance systems using a one health approach.
- Support excellence in practice, service delivery and improvement in scientific and technical performance always. This includes supporting innovative ways of delivering services to ensure Continuous Quality Improvement (CQI)
- Contribute to development of laboratory standard operating procedures and other management documents compliant with national and international quality and governance standards.
- Support the development of policies and strategies that ensure effective and efficient day-to-day operational work.

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- Support the development of management processes such as supply chain monitoring plan for the laboratories.
  - Participating in activities relevant to laboratory committees, working groups and other expert groups as required
  - Participate in developing and monitoring of annual work plans and budgets and execute the work-plan and budget using team effort.
  - Participate and or facilitate in trainings for laboratory staff that include QMS, accreditation programs, laboratory management and any other.
  - Conduct assessment of needs for expansion of laboratory testing profiles and placement of new equipment and support operationalization of satellite ZNPHI laboratory sites and public health laboratory network laboratories.
  - In close collaboration with project staff and laboratory management lead the follow-up of needed corrective and preventive actions following assessments and audits.
  - Supports the development and implementation of continuous improvement initiatives to build laboratory capacity and quality with reference to accepted standards and requirements.
  - Assist laboratories with preparing for accreditation through locally, regionally, nationally, and internationally accepted accreditation agencies.
  - Supports laboratories in building laboratory network and support in fostering collaboration and networking between the laboratories.
  - Support laboratories in data management and data sharing.
  - Support the implementation of laboratory-based sentinel surveillance activities and ensure timely laboratory communication of results of notifiable disease from sub national to national level and within the national public health laboratory network.
  - Support the implementation of laboratory activities in the AMR national action plan.
  - Assist with providing technical assistance to establish new diagnostics as they become available.
  - Perform other duties as assigned.

#### **4. CAPACITY BUILDING PROGRAM**

The Laboratory Specialist will be provided with opportunities to undertake training and skills enhancement relevant to execution of his/her duties. He/she will also work with the ZNPHI workforce development cluster to develop, organize and deliver relevant training to the implementing agency staff, contractors, field supervisors and other implementing agency officials; this will be coupled with inspection, technical support and mentorship visits to project sites.

#### **5. LIST OF REPORTS, SCHEDULE OF DELIVERABLES, AND PERIOD OF PERFORMANCE.**

##### **a. Reports/Deliverables:**

The Laboratory Specialist will ensure the following deliverables:

- a. Submission of acceptable monthly progress reports
- b. Submission of any other technical reports as may be required.

**b. Timelines and duration of Consultancy:**

This is a full-time position. The service is initially for a period of 2 years, subject to extension based on satisfactory performance, for the duration of the Project.

**c. Performance Assessment/Compensation**

The Laboratory Specialist will be appraised for the first six months and thereafter yearly. He / She will receive a competitive compensation monthly salary.

**6. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY MINISTRY OF HEALTH**

The MOH/ZNPHI will provide information, and facilities including office space, access to pool transport, office equipment, computers, and telecommunication systems necessary for effective execution of the Role.

**7. INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS**

The Laboratory Specialist will report to the Project Coordinator – ACDCP and functionally to the Director of Laboratory Network Services. He/She will work closely with ZNPHI and respective Government Departments that have a function role under the Project.

**8. QUALIFICATIONS AND SKILLS**

- Bachelor's degree in medical laboratory sciences or biological sciences or a clinical or diagnostic discipline is required.
- Postgraduate qualification in a Science field, Public Health field, or any relevant equivalent subject preferred
- At least five years work experience at senior level.
- Experience with laboratory quality control and quality assurance systems and implementation
- Member of relevant professional body
- Knowledge and experience with strengthening laboratories to achieve international quality standards including against ISO 15189 and/or SLMTA/SLIPTA.
- Familiarity with international biosafety regulations.
- In-depth understanding of relevant laboratory policies, standards, and guidelines.
- Good knowledge of laboratory management.
- Experience of participation in research and donor funded development projects will be an added advantage.
- Knowledge of the ZNPHI and the wider Zambia public health sector and laboratory network will be an added advantage.
- Experience of working with Laboratory Information Management System
- Experience working on a donor funded project will be an asset.

- Excellent communication skills (both written and oral) in English
- Proficiency in use of general computing applications such as MS Excel, Word, Power point

**9. DEMONSTRABLE SKILLS AND COMPETENCIES:**

- A team player with strong interpersonal communication skills, relationship building and networking skills;
- Strong analytical skills with an ability to evaluate and propose strategic options;
- Ability to multi-task (prioritize, organize, schedule work);
- Ability to think critically and strategically in difficult conditions to diplomatically challenge the status quo and encourage shared ownership of outcomes;
- Commitment to ensuring that knowledge transfer and capacity building is central in the work;
- Ability to work under pressure and meet tight deadlines.