



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">ABIDJAN, Côte d'Ivoire</p>	2. Agency <p style="text-align: center;">CDC/HIV</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
(Position Number) _____, (Title) Laboratory Technician (Series) _____ (Grade) 6

b. New Position LABORATORY TECHNICIAN

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	LABORATORY TECHNICIAN	FSN-6;FP-8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan</p>	a. First Subdivision <p style="text-align: center;">CDC</p>
b. Second Subdivision <p style="text-align: center;">LABORATORY BRANCH</p>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
Processing and examination of blood samples and other biologic specimens using standard laboratory methods for epidemiological research of AIDS related viruses.

14. Major Duties and Responsibilities

Reception and labelling of specimens. Maintenance of manual and computer patient data records. Separation of blood samples. Aliquotting and storage of serum samples. General maintenance of laboratory and disposal of waste material.	_____ % of Time 80%
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Techniques performed: _____

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of high school certificate and 2 or 3 years of laboratory technical formal training is required.

b. Prior Work Experience

At least 1 year general laboratory science experience is required.

c. Post Entry Training

Orientation to CDC/HIV Project. Training given to work within codes of safety practice in a medical laboratory.

On-the-job training in all techniques necessary to perform laboratory Serology, Virology, Immunology and Haematology and Microbiology work. On-the-job training in manual and computer maintenance of patient and serum data records. Opportunity given to learn spoken English or French.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III (Good Working Knowledge) Speaking/Reading/Writing in English and Level IV (Fluency) Speaking/Reading/Writing in French is required.

e. Job Knowledge

Basic laboratory techniques.

f. Skills and Abilities

Ability to work under pressure with accuracy on a large number of specimen in a logical manner is required. Must have good interpersonal skills in working with other laboratory and hospital staff and ability to pay attention to safety.

16. Position Element

a. Supervision Received

Regular supervision from Laboratory Chief.
Supervision from Project Director in research studies.

b. Supervision Exercised

None

c. Available Guidelines

Laboratory procedures. CDC Codes of laboratory practice.
Terms and regulations as set out in contract.

d. Exercise of Judgment

Use of judgement as it relates to laboratory work with the view to obtaining expected results.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Interacts with Project staff.

g. Time Expected to Reach Full Performance Level

One month.

Addendum 1

SEROLOGY : Examination of serum samples for HIV-1 and HIV-2 by Rapid tests, Elisa, Synthetic Peptide tests and Western Blot techniques.

VIROLOGY : Separation of whole blood and preparation of samples for PCR and virus culture work.

IMMUNOLOGY : CD4-counts by monoclonal staining and analysis by FACScan or FACScalibur.

HAEMATOLOGY : Complete blood count performed by coulter MaxM.

The complexity of some of these tests. E.g. CD4-counts has to be emphasized.

OTHER RESPONSIBILITIES :

20%

Communication of results to doctors within and outside of Project RETRO-CI.

Representing Project RETRO-CI and giving scientific presentations at conferences and meetings