

**U.S. MISSION CONAKRY- GUINEA**  
**ANNOUNCEMENT NUMBER: 2016-002**

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Irvins Hicks/Management Counselor

**OPEN TO:** ALL INTERESTED CANDIDATES/ALL SOURCES

**POSITION:** CDC PUBLIC HEALTH SPECIALIST (SENIOR LABORATORY SPECIALIST)  
FSN-10\*

**TYPE OF HIRE:** TEMPORARY

**OPENING DATE:** JANUARY 12, 2016

**CLOSING DATE:** JANUARY 28, 2016

**WORK HOURS:** FULL-TIME; 40 HOURS/WEEK

**SALARY:** \* LCP: 129,363,472 \* GNF P.A.  
(POSITION GRADE: FSN-10)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**The U.S. Embassy in Conakry, Guinea is seeking an individual for the position of CDC Public Health Specialist (Senior Laboratory Specialist)**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

**PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

#### **A BASIC FUNCTION OF POSITION**

Job holder serves as Senior Laboratory Specialist to agency officials, host country Ministry of Health, implementing partners and non-governmental organizations (NGOs) in the planning and strengthening of laboratory programs and activities. Responsibilities include program development, monitoring, reporting and close collaboration with partners to ensure that all public health activities, disease surveillance, research and analysis in laboratories are carried out in accordance with program objectives, internationally recognized best practices and standards to ensure laboratory safety and quality control. Partners include other agencies, host government ministries including international organizations such as the World Health Organization (WHO), and Non-

Government Organizations (NGOs) including Doctors Without Borders (MSF), the International Red Cross (IRC), and other entities involved in the treatment of diseases and other public health threats in country.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**100 % OF TIME**

**Program Management & Technical Assistance**

**60%**

Incumbent serves as coordinator for laboratory systems and services within the host country and is responsible for planning and implementation of capacity building of all laboratories to ensure consistency of results. In general, reviews individual laboratory procedures, weighing against accepted protocols and develops programs to ensure consistency and safety. Participates in developing major initiatives including the country program plan and planning and monitoring of all cooperative agreements and contracts that require research and diagnosis of Ebola and other emerging diseases in laboratories throughout the host country.

Job holder provides technical evaluation of all proposals for laboratory capacity building projects of partners, ensuring that protocols are being followed appropriately and recommends amendments/approval to supervisor. Incumbent provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with USG and international policies and guidance. Incumbent is responsible for working with epidemiology, surveillance and other program colleagues to ensure that programs are working together to complement support and capacity building.

Job holder collaborates with host government Ministry of Health, USG Department of Defense laboratories, international organizations and non-governmental organizations on their activities to make sure programs are being carried out as designed. In building laboratory capacity, collaborates with host country senior scientists on the design of new public health laboratory diagnostic approaches that are based on latest research findings. Recommends procedural modifications as warranted to align with investigative protocols. Provide subject matter expert content for training or instruction for laboratory activities and capacity building.

Assesses national referral and regional laboratory capacity to support surveillance and diagnostics for Ebola, international emerging infections and other opportunistic infections (OIs). Develops strategies to strengthen capacities and capabilities based on assessment findings. Introduces new diagnostic technology as it becomes available. Develops training plans and arranges for competent instructors to provide training for personnel at laboratories for which responsible.

Supports planning, oversight and coordination of cooperative agreements with the host government and potentially other partners for activities in areas of laboratory diagnostics, including the establishment and maintenance of a national quality assurance system. Institutes Quality Assurance (QA) programs, including internal and external quality control standards. Ensures validity of QA data and authorizes entry in appropriate data base. Works with host government to support accreditation process of laboratories that have been targeted for that process.

Develops standards to enhance capacities of regional and referral hospital laboratories and to support surveillance for Ebola, emerging diseases, and other public health threats. Standardizes testing protocols for diagnostics and surveillance. Develops and updates national guidelines for laboratory systems at all levels of operation. Designs safety and anti-contamination strategies according to international standards.

Promotes the standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies.

Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories.

### **Administrative & Operations Management** **20%**

Ensures proper budgeting of all national referral and regional laboratory activities supported by grants, partnerships, contracts, and cooperative agreements.

Facilitates procurement of equipment and supplies through agency channels to enhance laboratories operating within the host country. Provides guidance to laboratories requisitioning equipment and supplies on the international market. Works with host country to develop forecasting capacity for laboratory commodities.

Supports the Laboratory Team Lead in coordinating activities for relevant cooperative agreement and contract activities. Supports the oversight and monitoring of the performance of cooperating partners/contractors, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. Serves as CDC activity manager for laboratory specific activities in grants, cooperative agreements, and contracts.

Prepares data analysis and supporting documentation for technical papers that report on laboratory assessments and operational research studies for presentations at national and international meetings on improving laboratory capacity throughout the country. Conducts reviews of laboratory documents for scientific papers and journals for appropriate USG scientific review systems (Human Subjects Review, Institutional Review Board (IRB), Paperwork Reduction Reviews, and Ethics Reviews).

### **Interagency Coordination** **15%**

As a regional and international expert on matters pertaining to testing and operations of a variety of laboratories located within the host country, job holder supports Laboratory Team Lead in Guinea at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

In collaboration with Laboratory Team Lead, represents the agency in discussing and developing financial commitment proposals for laboratory programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, US Agency for International Development, Department of Defence, and Department of Health and Human Services (including National Institutes of

Health). Other partners include host government ministries including military hospitals, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of Ebola and other diseases in country. Serves as control officer/activity manager for short term projects in connection with the implementing partners/agreements.

Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for laboratories within the host country.

**Other duties as assigned (5%)**

Incumbent will be required to perform other duties as assigned by the agency.

**B QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**a. Education:**

MBA, Bachelor degree, or Guinea equivalent degree in Medicine, Biology, Virology, immunology, microbiology, chemistry or other related laboratory science discipline is required.

**b. Prior Work Experience:**

A minimum of three years of work in public health or private laboratory testing procedures and systems is required.

**c. Language Proficiency (Level and specialization):**

Level III (good working knowledge) in English and level IV ( fluency – speaking/reading/writing) in French are required.

**d. Knowledge, Skills and Abilities:**

**Job Knowledge:** In-depth knowledge and experience in advance laboratory techniques is required including knowledge of procedures for laboratory diagnostics and associated technologies. Good understanding of public health knowledge of current communicable disease issues is required. Detailed knowledge of the host government laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of public health programs, strategies, methods, processes and techniques used to plan develop, implement and evaluate results is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirementsm budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

**Skill and abilities:** Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation

designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will be expected to exercise ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. The ability to influence and persuade others will be required to work collaboratively with organizations engaged in laboratory programs to adopt appropriate strategies for their program activities and to coordinate with partners on national strategic planning for laboratory programs. Intermediate user level of work processing, spreadsheets and databases is required. Advance knowledge of statistics and data analysis and data management are required.

### **ADDITIONAL SELECTION CRITERIA**

1. CDC will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at [http://conakry.usembassy.gov/job\\_opportunities.html](http://conakry.usembassy.gov/job_opportunities.html) or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

### **SUBMIT APPLICATION TO**

#### **Physically at :CDC OFFICE**

CDC-GUINEA  
Immeuble IFES (Ancien USAID)  
Juste à coté de la Clinique Ambroise Pare  
Porte Verte, 2eme Etage Porte a Gauche  
Conakry, Guinea Republic

**Electronically at :** [ConakryHR-CDC@state.gov](mailto:ConakryHR-CDC@state.gov)

## **POINT OF CONTACT**

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

**CLOSING DATE FOR THIS POSITION: January 28, 2016**

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.