



TERMS OF REFERENCE
LABORATORY PROJECT COORDINATOR
CDC COOPERATIVE AGREEMENT

Basic Functions of Position

This position serves as the Coordinator for Laboratory Project activities under the Centers of Diseases Control and Prevention (CDC) Cooperative Agreement at the National Public Health Laboratory (NPHL) of the Ministry of Health, Kingston, Jamaica. The incumbent will provide technical and administrative support to the Director, National Laboratory Services Director of Immunology and the CDC Grants Manager on matters relating to the development and strengthening of the tiered National Public Health Laboratory system funded by CDC. The National Public Health Laboratory system includes the national, regional, hospital, and health center laboratories, including but not limited to HIV and HIV related network for sample referral and all aspects of national laboratory testing services and quality assurance programs in support of CDC-funded activities.

Major Duties and Responsibilities

- Provide technical and administrative support for the management and oversight of the day-to-day activities of the Project Management Unit (PMU) related to the management and implementation of the Laboratory Strengthening Project, including procurement, project monitoring and evaluation, progress and financial reporting.
- Under the guidance of the Director, National Laboratory Services, provide support to the supervision, coordination, planning and implementation of the National Laboratory Project activities, providing proposals and liaising with the Regional Laboratories and MOHW in developing work plans and, consultancies as well as logistics, procurement, budgeting and disbursements.
- Under the guidance of the Director, National Laboratory Services and /or Director of Immunology, establish and maintain professional relationships with relevant partner agencies including Government departments, Regional Laboratories and other partner organizations and projects.
- Provide support to the Director, National Laboratory Services and Director of Immunology by attending and participating in meetings and also preparing or providing assistance with the preparation of periodical reports on the progress of project activities.

- Provide technical and administrative support to the development and implementation of the Laboratory Project activities as it relates to the laboratory project for services and systems funded by the CDC/PEPFAR, these include, but are not limited to HIV (prevention, treatment and care), STIs, TB and viral load testing.
- Prepare, or as appropriate assist with preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders (MOHW and CDC), within the required deadlines as directed by the NPHL Director or designate.
- Participate in the preparation of annual Laboratory Project Work Plan for submission to the MOHW and coordinate the provision of updates on a quarterly basis. The annual plan will comprise reviews of activities undertaken and/or completed, as well as proposals for national project activities to be conducted the following year (scope, specifications and timeframe and expected outputs);
- Assist with the development of work plans, planning of workshops and periodical work sessions and meetings for the Laboratory Project to clarify the project's objective and methodology, and monitor implementation of activities on the Scope of work (SOW) under the direction of the Director, National Laboratory Services and/or the Director of Immunology.
- Provide technical and administrative support to the overall supervision of project activities and facilitate arrangements for review meetings as required. Participate in project meetings as needed to represent the Laboratory Strengthening activities.
- Assist with the preparation of terms of reference and identification of consultants/institutions to undertake national level activities in accordance with the approved annual Work Plan, under the supervision of the Director, National Laboratory Services for submission to the PMU and MOHW for approval.
- Assist with the management of local and foreign consultants, monitoring progress on deliverables under those contracts and provide feedback as necessary to the Director, National Laboratory Services and the Director of Immunology, and assist with the coordination of the work of the consultants consistent with the overall project implementation plan.
- Assist with the monitoring and supervision of laboratory project activities and assist with the facilitation of meetings and, as far as possible, ensure the timely and responsive delivery of outputs and reports.
- Provide support to the provision of responses to information requests related to Laboratory Strengthening Project activities, and provide documented updates as needed, within required deadlines
- Participate in building and implementing the detailed concept and approaches as part of the overall framework and methodology of the project.
- Any other duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

- a) A Bachelor's degree with Honors in a scientific or preferably Laboratory related discipline (Biochemistry, Chemistry or Microbiology) or suitable equivalent qualification, with 5 years relevant work experience. Direct work experience in a project management capacity would be an asset. MSc, MPH, MPhil, MBA would be an additional asset.
- b) Training and/or demonstrated competence in Project Management techniques and tools including proposal and report writing;
- c) Knowledge of quality management systems is an asset
- d) Broad perspective and knowledge of the principles of public health laboratory programs and practice.
- e) Experience of having been involved in similar public health laboratory systems strengthening; working directly with government or through an implementing partner (NGO) is an asset.
- f) Ability to plan, organize and co-ordinate meetings and workshops;
- g) Proficiency in English; excellent verbal and written communications skills; ability to write clear and concise reports
- h) Strong leadership and interpersonal skills; and
- i) Excellent computer skills and knowledge of Microsoft suite.

Skills and Abilities:

Ability to readily analyze, understand and discuss new program design, management and implementation approaches. Demonstrated ability to identify priority actions, generate and complete work plans within required deadlines with limited supervision. Ability to problem solve and adapt to changing requirements. Demonstrated persistence, flexibility and professionalism in the face of challenges.

Reporting/Supervision received:

Incumbent receives supervision from the Director, National Laboratory Services and the Director of Immunology, works in collaboration with the Cooperative Agreement Project Manager to review project activities and timelines. Incumbent will work independently to provide technical consultation on laboratory program activities of ongoing or proposed public health programs related to the PEPFAR project, in keeping with the overall objectives/project guidelines. Incumbent should be able to work independently and advise on adjustments related to the delivery of Lab project activities, including designing technical indicators and data collection instruments, and making

recommendations for project improvement, in consultation with stakeholders. The Project Coordinator, with guidance and support from Director, National Laboratory Services and the Director of Immunology has to work with MOHW officials, other partners from public health agencies including HIV/AIDS, TB, and STI, parish and regional hospital laboratories, CDC/PEPFAR implementing partners and CDC staff.

Exercise of Judgement:

Must exercise sound judgement and ingenuity in developing new approaches when available guidelines are inadequate or non-existent. Must exercise sound judgement when evaluating the laboratory project to develop appropriate recommendations for improvement and to effectively coordinate Lab project activities within the overall priorities, commitments, policies and program goals of the MOHW. Must exercise sound judgement when selecting, interpreting or adapting available guidelines and current procedures.

Funding

Funding for the contracted service will be supported through the CDC Cooperative Agreement allocation to the Ministry of Health and Wellness. The CDC has committed to funding activities under the Cooperative Agreement for the next five years.

Duration

The duration of the contract will be for the period of one year. The option for renewal will be subject to the availability of additional funds from the CDC over the five years of the Cooperative Agreement.

Proposals will be evaluated on the basis of :

Evaluation Criteria	Max. Score	Actual Score
Bachelor's degree with Honors in a scientific discipline or suitable equivalent qualification	20	
5 years relevant work experience	20	
Training and/or demonstrated competence in Project Management techniques and tools including proposal and report writing	20	
Experience of having been involved in similar public health laboratory systems strengthening; working directly with government or through an implementing partner (NGO)	20	
Proficiency in English; excellent verbal and written communications skills; ability to write clear and concise reports	20	
Total Score	100	

Candidate must attain a minimum mark of 70 to be considered