



JOB DESCRIPTION

Job Title:	Laboratory Science Adviser
Division/Programme	Public Health Division
Location	Funafuti, Tuvalu
Reporting to:	Team Leader, Clinical Services Programme
Number of Direct Reports	0
Purpose of Role:	To lead and strengthen laboratory systems for quality management, strategic planning and embed new testing capabilities as required to meet the host government's intended laboratory service level standards.
Date:	September 2024

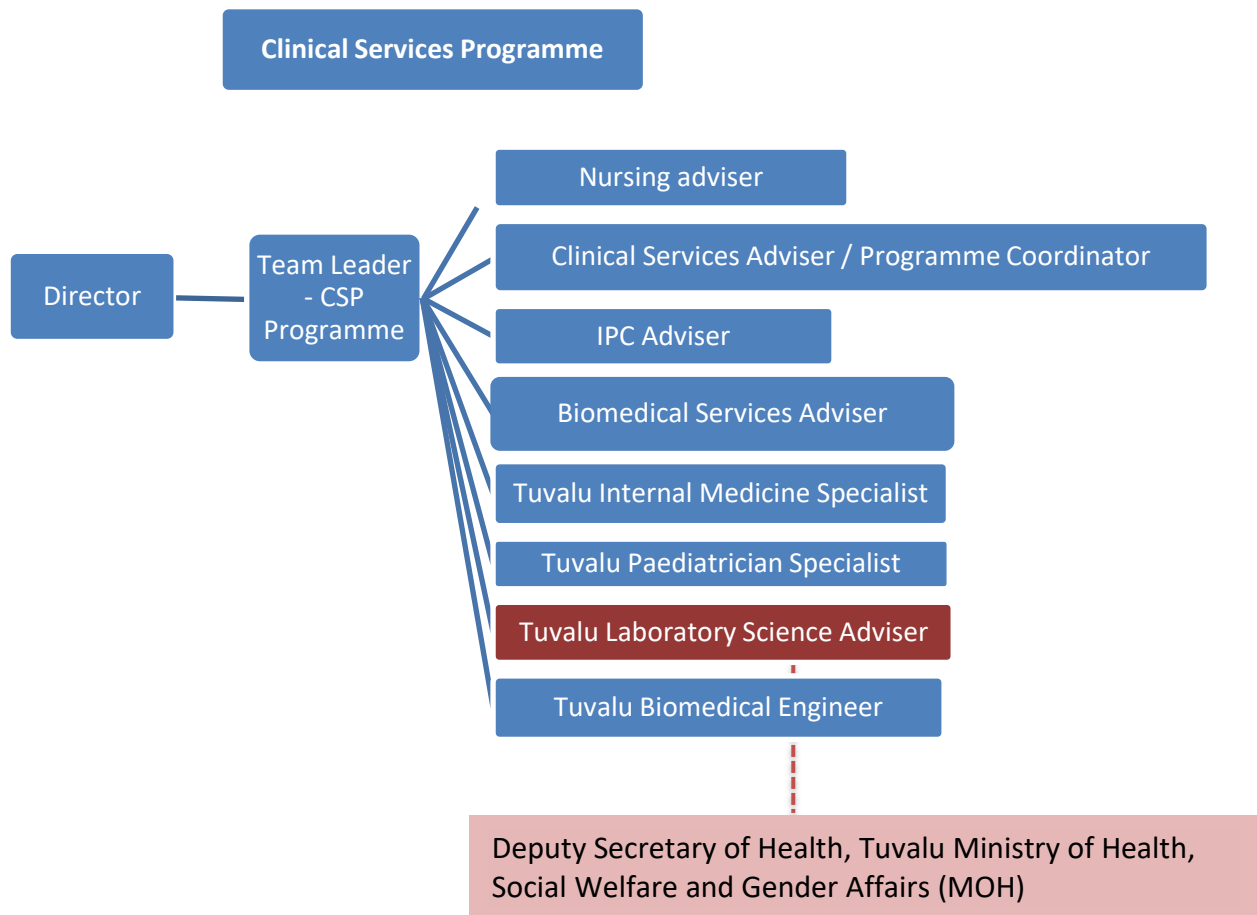
Organisational Context and Organisation Chart

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The Public Health Division (PHD) employs around 32 staff based in Noumea, New Caledonia and Suva, Fiji. It supports member countries in attaining healthier Pacific Island people and communities by helping in public health surveillance, prevention and control of communicable and non-communicable diseases and support for clinical services. The primary goal for all PHD activities is to promote population health and well-being, prevent disease and injury, restore, and/or maintain health and reduce inequalities in health. The PHD is comprised of three programmes: Surveillance, Preparedness and Response Programme (SPRP), NCD Prevention and Control Programme (NCDPCP) and Clinical Services Programme (CSP).

The position is within the Clinical Services Programme and will be based at the Princess Margaret hospital (PMH), Ministry of Health, Social Welfare and Gender Affairs (MOH), Funafuti, Tuvalu. During COVID-19, this position was critical to assisting with preparing for reopening and managing the outbreak. The Ministry of Health in Tuvalu has sought further extension of this position, to support the Princess Margaret Hospital strengthen its laboratory capacity.

The main responsibilities for the Laboratory Scientist and Adviser, Tuvalu will be to work within and across the Tuvalu Ministry of Health Princess Margaret Hospital Laboratory Team, in partnership with the Laboratory Manager to strengthen laboratory systems for quality management, strategic planning and embed new testing capabilities as required to meet the host government's intended laboratory service level standards.



Key Result Areas (KRAs):

The position encompasses the following major functions or Key Result Areas (KRAs):

- Training and Capacity Building
- Improve Laboratory quality and standards
- Strengthened staffing and budgeting in work unit
- Data and evidence
- Programme planning and Management

The requirements in the above Key Result Areas (KRAs) are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
KRA 1. Strengthen Capacity Building and Training (30%)	
In partnership with the Laboratory Manager and staff, develop or update training plans for the laboratory staff members. <ul style="list-style-type: none"> • Develop and document structured and informal training, with competency assessments, particularly for new capacities in the laboratory e.g. microbiology, open RT-PCR and on laboratory infection prevention and control. • Assist the laboratory team to commence establish systems and start testing with new capabilities e.g. microbiology laboratory, open RT-PCR. • Draw on regional and other partnerships to harness external training and development 	<ul style="list-style-type: none"> • Training plans for the laboratory staff members are developed and updated. • Informal trainings are developed, with competency assessments, particularly for new capacities in the laboratory e.g. microbiology, open RT-PCR and on laboratory infection prevention and control. • Laboratory team is assisted to establish systems and testing with new capabilities e.g. microbiology laboratory, open RT-PCR. • There is coordination and collaboration with regional partnerships to harness external training and development opportunities and co-ordination e.g. SPC, Pacific Pathology Training

Jobholder is accountable for	Jobholder is successful when
<p>opportunities and co-ordination e.g. the Pacific Community (SPC), Pacific Pathology Training Centre (PPTC).</p> <ul style="list-style-type: none"> Contribute to professional development through seminars and/or science education in Tuvalu e.g. talks about science careers or tours of the laboratory for Secondary students or the University of the South Pacific, if opportunities arise. Development of handover and transition plans for each area of responsibility in preparation for the end of the deployment. Identify any activities needed as part of handover. 	<p>Centre (PPTC).</p> <ul style="list-style-type: none"> There is contribution and facilitation to professional development through seminars and/or science education in Tuvalu, career education etc with Tuvalu high schools and the University of the South Pacific. There is documented handover and transition plans for each area of responsibility with the laboratory department.
KRA 2. Improve Laboratory Quality and Standards (20%)	
<ul style="list-style-type: none"> Develop and update relevant laboratory policies and protocols, strengthen laboratory quality management systems, and laboratory information management, in particular, through assistance of WHO and SPC Facilitate training and technical support to maximise the use of laboratory and scientific testing available within Tuvalu. Identify opportunities and linkages to strengthen Laboratory Information Management Systems. Provide technical assistance and guidance related to support best practices in laboratory supply chain management. Collect, create and disseminate information on innovations, best practices, and positive outcomes. 	<ul style="list-style-type: none"> Laboratory policies and protocols are developed and updated Laboratory quality management systems are strengthened Laboratory information management is strengthened <p>And in particular, through assistance of WHO, SPC and recommended laboratory networks</p> <ul style="list-style-type: none"> Training and technical support is maximised in the use of laboratory and scientific testing available within Tuvalu. Laboratory Information Management Systems is strengthened through linkages and opportunities Technical assistance and guidance is provided to support best practices in laboratory supply chain management. There is dissemination of information on innovations, best practices, and positive outcomes.
KRA 3. Strengthened staffing and budgeting in work unit (20%)	
<ul style="list-style-type: none"> In conjunction with the Laboratory Manager, co-ordinate with the biomedical team to establish or embed equipment procurement & donation policies and efficient disposal of assets that are unsuitable, broken or no longer required. 	<ul style="list-style-type: none"> Laboratory equipment procurement & donation policies are developed and embedded within laboratory management systems There is efficient disposal of assets that are unsuitable, broken or no longer required.
KRA 4: Data and Evidence (20%)	
<ul style="list-style-type: none"> Assist with the analysis of data in the work unit that can inform areas for further development e.g. test turnaround time, sample quality, external quality assurance results. Extract data from the staff training and competencies database to show progress and enable the planning of future training. 	<ul style="list-style-type: none"> Data is analysed for decision making in laboratory planning and policy development including test turnaround time, sample quality, external quality assurance results. Data is analysed to demonstrate and to show evidence of progress of laboratory staff training and knowledge and identify gaps for future training.
KRA 5: Programme Planning and Management (10%)	
<ul style="list-style-type: none"> Facilitate annual workplan and budget in laboratory services delivery Prepare and submit monthly laboratory reports 	<ul style="list-style-type: none"> Laboratory annual workplan and budget completed Monthly biomedical reports compiled and

Jobholder is accountable for	Jobholder is successful when
to Tuvalu MOH and SPC <ul style="list-style-type: none"> ○ Include trip reports and workshop report <ul style="list-style-type: none"> ● Perform any other tasks as required by in country supervisor and SPC. 	reported including trip reports and workshop reports <ul style="list-style-type: none"> ● Other tasks performed as required by in country supervisor and SPC.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

<ul style="list-style-type: none"> ● Ability to lead, manage and facilitate in country laboratory service delivery including meetings, trainings, capacity building of local staff ● Ability to provide policy advice and guidance in relation to development and strengthening of laboratory services for Tuvalu. ● Possess strong communication skills for briefings, presentations, training and workshops. ● Has strong writing and analytical skills for development of reports, laboratory briefing papers and strategic communications, including annual work planning and budgeting activities. ● Developing a good working relationship with in-country counterparts and ensuring participation of countries in laboratory regional programmes. ● Implementing activities as and when required by in country supervisor and SPC – Director PHD, CSP Team Leader
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> ● Tuvalu MOH Minister of Health, Secretary of Health, Deputy Secretary of Health, (Acting) Medical Superintendent ● In country laboratory stakeholders e.g. government procurement, local suppliers, NGOS (Tuvalu Family Health Association, Red Cross etc) ● PICT MOHs, technical working groups, counterparts and key implementing partners ● Regional bodies and technical working groups ● General public 	<ul style="list-style-type: none"> ● Requesting and providing information, providing training and advice, resolving conflicts, explaining, gaining cooperation ● Coordination of communication and activities with relevant statutory bodies/Ministries etc
Internal	
<ul style="list-style-type: none"> ● PHD Director, Principal Adviser, Team Leaders and Advisers, PHD staff ● Colleagues and Teams across SPC technical divisions ● Crosscutting and taskforce teams ● Section's Managers and staff of the Operations and Management Division, 	<ul style="list-style-type: none"> ● Facilitating, giving and receiving information, resolving minor conflicts, advising, explaining, gaining cooperation and cooperating ● Coordination

especially in ICT, translation, interpretation and publication services	
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Level of Delegation:

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Degree in Laboratory Science or health related discipline 	<ul style="list-style-type: none"> Post graduate or Master in Laboratory Science or health related discipline

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 8 years of work experience in laboratory services in the Pacific. Significant experience in managing and/or leading laboratory services and knowledge of health systems strengthening. <ul style="list-style-type: none"> Quality assurance and standardisation of equipment Quality management and information systems Significant experience in procurement Advanced written and oral communication skills in English Demonstrated extensive work experience in laboratory services planning and development, policies and programming. Demonstrated ability to implement a sector-wide response to laboratory services issues Willingness to travel and conduct laboratory services to outer islands 	<ul style="list-style-type: none"> Understanding of Pacific cultures Experience in working in the Pacific Region Familiarity with government and NGO systems among PICTs Leadership and managerial experience in laboratory services

Key Skills /Attributes / Job Specific Competencies

The position would typically need to have the following levels in relation to the skills/attributes/competencies listed in the table below to be considered 100% ‘fully effective’.

Levels	Skills/attributes/competencies
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Expert level	<ul style="list-style-type: none"> Professional skills – developing and implementing appropriate laboratory health services programs at different levels (regional, national and community levels) Assessment of laboratory services programmes and determination of in-country needs Mentoring skills – effective mentoring to provide technical support to multi-sectoral stakeholders Written and spoken English Developing and evaluating biomedical services policies and programmes Setting priorities with minimal supervision
Advanced level	<ul style="list-style-type: none"> Advocacy skills – strong advocacy skills to engage effectively at different level Ability to promote evidence based best practice for laboratory Services Interpersonal skills – ability to work with a diverse team
Working Knowledge	<ul style="list-style-type: none"> Project management Principles of development effectiveness Development of funding applications and research protocols
Awareness	<ul style="list-style-type: none"> SPC Regulations and Policies Goals and mandates of member countries, partner agencies and organizations

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Ability to engage and motivate people
- Clear and effective communicator
- Ability to think creatively and solve problems
- Ability to sum up the situation and make decisions quickly if required
- Able to handle high pressure, high workload environments

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.