

UCRC LABORATORY MANAGER

The UCRC is a collaborative partnership formed in 2013 between the Ministry of Health and the Ministry of Higher Education of Mali, the University of Sciences, Techniques and Technologies of Bamako, Mali (USTTB), and the National Institute of Allergy and Infectious Diseases (NIAID) of National Institutes of Health (NIH), Bethesda, Maryland.

This collaborative partnership aims to:

- Facilitate the development of a coordinated clinical research program in Mali.
- Enhance the existing clinical research programs and facilitate their growth and sustainability.
- Stimulate clinical research in West Africa that is guided by international standards and principles.
- Develop an excellent research environment that will foster collaborations and attract researchers worldwide.

The Laboratory Manager provides administrative and management support to the UCRC Laboratory Chiefs for all laboratory activities conducted at UCRC. The Laboratory Manager is expected to dedicate approximately 40 hours per week (5 days per week) or 100% of full-time effort to this position. The position will be based at the USTTB in Bamako, Mali.

Key Accountabilities

- Coordinate routine activities across different UCRC lab units.
- Assist Lab Chiefs in developing and updating SOPs for the lab units.
- Lead the inventory of supplies and reagents, their storage, and reception in close collaboration with members of each lab unit and report non-conformities to Lab Chiefs and the Leidos team.
- Plan and manage equipment maintenance with different stakeholders.
- Responsible for the UCRC lab central storage room and all temporary storage spaces
- Work with the Lab Chiefs to determine specific needs for each lab and submit procurement accordingly.
- Assist in training the new staff on core laboratory techniques and instruments.
- Lead the annual Biosafety training for all lab staff.
- Ensure quality assurance of laboratory procedures by working closely with the ICER CAP lab manager.
- Assist Lab Chiefs in daily administrative activities, including running lab meetings, assisting new hires with badge ID and email accounts, and scheduling external users for equipment.
- Maintain ongoing communication with lab Chiefs through in-person meetings and/or regular group meetings with the Lab Chiefs
- Participate in the UCRC lab meeting as well as the inventory meeting with the Leidos team.
- Provide regular updates on risk management implementation and deviations.
- Be willing to participate in any Lab-related activities per the needs of the UCRC program.
- Be willing to work after hours and during weekends per the needs of the UCRC program.
- Be willing to work in BSL2 and BSL3 environments with exposure to clinical samples.
- Be willing to do any other assigned task

Qualifications and Skills

- Master of Office computer science (Word, Excel, PowerPoint).
- Rigor, great sense of responsibility, assiduity, autonomy, adaptability, and work ethics.
- Knowledge of program activities and standard operating procedures.
- Maintain confidentiality.
- Interact and maintain good working relationships with people from different backgrounds.
- Communicate effectively (verbally and in writing).
- Carry out multiple tasks while respecting deadlines.
- The ability to work independently and manage tasks with minimal attention is required.
- Attention to detail and accuracy are essential.
- Proficiency in both French and English languages is highly regarded.
- Excellent interpersonal skills.
- Detailed-oriented with the ability to work in a fast-paced environment.

Education

The following education, qualifications, and experience are required for this position.

- Education: Master or Doctoral degree (PhD) in biological sciences, management or equivalent
- Experience: At least **2 years** of experience in a related position in a multifunctional research laboratory or management

Working Language Languages:

English and French

Required Information to be provided.

- A letter of Motivation
- A detailed Curriculum Vitae with evidence of laboratory experience
- A certified copy of the Diplomas
- A copy of your Criminal Record

Deadline September 30th, 2023

[Apply Here!](#)