



## Vacancy Announcement – Clinical Laboratory Manager

The St. Joseph Catholic Hospital Management is interested in employing the services of a knowledgeable and well experienced Clinical Laboratory Manager (with expertise in Good Lab Practices and new methodologies implementation) on a contractual basis for immediate assignment at the Central Clinical Laboratory at the St. Joseph Catholic Hospital - Congo Town, Monrovia (Liberia)

Open To: All Interested Candidates

Job Title: **Clinical Laboratory General Manager**

Duration: 12 months contract (renewable under the same terms and condition)

Type of Contract: Full time

Opening Date: 20<sup>th</sup> December, 2018

Closing Date: **05<sup>th</sup> January, 2019**

### Basic Functions of the Position

Under the direct supervision of the Hospital General Director and Medical Director, the Lab Manager performs a wide range of functions and manages the day-to-day operations of the central Laboratory in addition to providing supervision and oversight for subordinate staffs, including but not limited to the following:

- Plan and oversee the work of all laboratory personnel performing routine testing including planned laboratory work, evaluating performance and handling any procedural or technical problems that may occur. He/she takes measures to keep the lab running effectively and efficiently by developing and implementing quality control programs, placing timely orders for supplies, preparing technical reports on lab activities and developing work schedules for lab personnel;
- Introduce new procedures, techniques and best practices to the team members in order to enhance output at the Lab; assist in hiring and performance appraisals, take responsibility for communication with the medical personnel and patients involved in testing.
- Help to plan, coordinate and lead operations at the Laboratory; ensure accuracy and speedy output of lab results, advise doctors and users appropriately; manages stress and complexity, undertake other complex analytical studies, standard inventory management, equipment maintenance, make recommendations for improvement, represents hospital's interest, etc.

### Qualifications and experience

- Minimum of a Bachelor Degree, MSC or Graduate Diploma in Lab Management, Laboratory Science, Microbiology and other related sciences is preferable.
- Minimum of five years previous work-related skills, knowledge and experience in Lab Management and Good laboratory Practices.
- Knowledge of modern techniques, use of modern equipment/apparatus, basic principles and laboratory applications of biology, microbiology and chemistry is highly desirable.

## Skills and Abilities

- Work independently and critical thinking skills to resolving problems, working effectively under pressure and adverse condition
- Leadership: team player in multi-cultural environment
- Effective collaboration with Hospital management team and communication skills
- Computer literate, fluent in the English Language
- Ability to plan, procure and manage supplies with integrity and ethical behavior
- Expertise in developing SOPs, Guidelines and Quality Control Management
- Working full time at the laboratory bench
- Good hygiene, public health laboratory laws and regulations
- Managing budgets
- Planning and running effective meetings
- Management by walking around
- Leadership
- Doing more with less
- Managing conflicting priorities
- Managing diversity
- Maintaining personal integrity
- Creative problem Solving
- Skills Development
- Managing Projects

## Disclaimer clause

This job description is not an exhaustive list of the skills, effort, duties and responsibilities associated with the position.

## Required documentation

- Presentation/Cover Letter
- Curriculum Vitae
- Reference Letters from the last 3 job positions
- Qualification Certificates
- License Boards

## How to apply

- By hand deliver: 2 hard copies of all required documentation to be presented in  
Human Resource Department  
A/A Human Resource Manager  
St. Joseph Catholic Hospital, Congo Town, Monrovia, Liberia  
Before 05<sup>th</sup> January, 2019 at 5:00 p.m.
- By Email to:  
Hospital General Director - [brpeterlansanadawoh@gmail.com](mailto:brpeterlansanadawoh@gmail.com) AND  
Human Resource Manager - [joelwilliams10@yahoo.com](mailto:joelwilliams10@yahoo.com)  
Before 05<sup>th</sup> January, 2019 at 5:00 p.m.