



*Republic of the Marshall Islands*

**MINISTRY OF HEALTH**

**P.O. Box 16**

**Majuro, Marshall Islands 96960**

**Phone: (692) 625-5660/5661 \* Fax: (692) 625 3432 \***



### **JOB DESCRIPTION**

<b>Position Title</b>	<b>Molecular Technologist/Lab Technician</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Bureau of Majuro Health Care Services, Majuro Hospital, Laboratory Unit
<b>Location</b>	Delap Village, Majuro Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Mr. Paul Lalita, Laboratory Manager, Majuro Hospital Laboratory
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

**JOB PURPOSE:** The Molecular Technologist/Lab Technician, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely detection and surveillance of COVID-19 transmission across the RMI.

**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Molecular Technologist/Lab Technician will:

1. Support the RMI MOHHS Supervisor to conduct timely and quality SARS-CoV-2 and other associated infectious disease testing, including sample collection, preparation, diagnostic test processing, data entry and reporting of patient results;
2. Support the RMI MOHHS Supervisor to quality assure diagnostic results and reporting of such results in a designated lab information system/database that informs both public health surveillance and clinical case management;
3. Support the RMI MOHHS Supervisor to develop and/or refine existing protocols and procedures for SARS-CoV-2 diagnostic testing and biosafety compliance. At beginning of the contract period, plan and conduct formal biosafety assessment of the lab, with biosafety assessment report submitted to the RMI MOHHS Supervisor to inform any corrective actions that need to take place immediately;
4. Ensure adherence and monitor safe handling and biosafety compliance for all lab staff in the collection, preparation, processing and disposal of infectious biological samples for SARS-CoV-2 and other infectious agents and diagnostic testing to minimize cross-contamination and infectious disease transmission within the lab, including logging and reporting of any biosafety non-compliance issues to the RMI MOHHS Supervisor for immediate corrective action;
5. Ensure and plan for timely maintenance and calibration of diagnostic equipment and validation of SARS-CoV-2 diagnostic testing processes with reference controls to ensure optimal equipment functionality and accuracy of diagnostic results;
6. If requested by the RMI MOHHS Supervisor, provide training and capacity development to local lab and RMI MOHHS counterparts for SARS-CoV-2 testing and biosafety compliance, including support for on-going refinement of lab protocols, policies and procedures, and other associated technical lab operation manual(s);

7. Support the RMI MOHHS Supervisor to monitor, track and record SARS-CoV-2 testing and ancillary lab supply utilization and inventory, including projection of future inventory needs to inform timely ordering/procuring of supplies to mitigate stockouts and stoppage of testing;
8. On request, support the RMI MOHHS Supervisor to communicate with lab equipment and ancillary supply vendors and RMI MOHHS Medical Supply Office to ensure timely ordering, procurement, customs clearance and delivery of lab supplies;
9. On request, support RMI MOHHS Supervisor to compile and present COVID-19 lab testing status information to the RMI MOHHS' COVID-19 Response Task Force and National Emergency Operations Center to inform on-going COVID-19 preparedness and planning efforts; and
10. Perform other duties as assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

**Key Deliverables:**

1. Timely collection, preparation, testing and reporting of SARS-CoV-2 samples and test results as evidence by RMI MOHHS Lab Information System and public health surveillance reports
2. Baseline Biosafety Assessment Report
3. Developed and/or updated Lab Biosafety Manual (or policies and procedures)
4. Developed and/or updated SARS-CoV-2 diagnostic testing protocols/procedures
5. Biosafety standards maintained to a high degree to mitigate cross-contamination
6. SARS-CoV-2 testing reagents and ancillary supplies maintained at adequate levels at all times in the event of an outbreak; no stockouts reported
7. Key RMI MOHHS and government stakeholders are kept informed of critical COVID-19 lab testing information to support effective and timely COVID-19 preparedness and response

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

1. Bachelor's degree or above in medical laboratory science (MLS), or equivalent degree in molecular biology, from an accredited tertiary institution;
2. Demonstrated practical competencies in the use and application of microbiology and molecular laboratory diagnostic tools and processes, particularly RT/PCR and NAAT technologies and moderate to high-complexity testing platforms such as ABI 7500 and GeneXpert; and
3. Current Certificate of Practice, or equivalent, from a recognized accreditation body.

**Skills:**

1. Minimum of 1 or more years of working experience as a Molecular Technologist/Lab Technician, with strong preference for working experience in limited-resource settings;
2. Demonstrated knowledge and practical experience in running a variety of laboratory diagnostic testing platforms for infectious disease testing;
3. Must have demonstrated high level of interpersonal skills and ability to facilitate effective communication with the RMI MOHHS leadership, staff and service contractors;
4. Must have intermediate to advanced computer skills, including familiarity with MS Office applications such as Word, Excel and Powerpoint;
5. Must have intermediate to advanced English-speaking and English writing skills given the job requirements for timely and effective communication and reporting;
6. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making to resolve problems as they arise;
7. Must be self-motivated, disciplined and able to operate with limited supervision;
8. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions;
9. Demonstrated ability to work collaboratively with other healthcare professionals in a team-based environment;

10. Must have valid passport to be able to travel domestically and internationally; and
11. When requested, must be able to submit a Police Report of good standing.

**Other Requirements:**

1. Where relevant to the position, must be able to pass and receive Certificate or License of Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

**Other Information/Benefits:**

- In addition to a competitive negotiated, flat-rate monthly base compensation, the successful candidate will be provided up to, but not exceeding, USD 1,500 in monthly housing allowance paid directly to the owner upon receipt of executed rental (housing) contract. Any rental expenses beyond USD 1,500 will be at the expense of the candidate.
- The candidate will be eligible for certain reimbursable expenses upon submission of proper receipt and payment documentation, including up to but not exceeding, USD 40 per month in local transportation (fuel, taxi, or car rental) expenses, and up to but not exceeding USD 200 per month in local communication expenses (internet/cell cards or wifi/mifi installation and usage fees). Any expenses incurred beyond these ceilings will be at the expense of the candidate.
- All other office and program supplies needed to conduct required work will be provided by PIHOA and the RMI MOHHS, including, but not limited to a laptop and relevant software subscriptions and laptop accessories and general office supplies (PIHOA) and office space (RMI MOHHS).
- All international travel expenses between candidate's home base and duty station will be fully covered by PIHOA using the most economically and direct travel routes (coach class), including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel) and transit daily subsistence allowance per PIHOA's Travel Policy, at start and conclusion of contracted performance period. Any accompanied luggage/cargo, or excess weight expenses and travel insurance fees may be eligible for reimbursement upon submission of proper expenses receipts from the airline and travel insurance provider. Any local, domestic travel required in the conduct of work within the RMI will be covered by the RMI MOHHS. All other travels not associated with contracted work will be at the expense of the candidate.
- Aside from what is stated above, no other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes will be the responsibility of the candidate. PIHOA, however, will maintain some funds under its sub-contract with the RMI MOHHS to support any, upfront expenses for emergency, medical evacuation, in the event such will be needed.
- At this time and until further notice, all successful candidates will have to undergo pre-departure and arrival quarantine and COVID-19 testing at designated quarantine facilities in Fiji or Hawaii, and on arrival, in designated quarantine sites in the RMI. All pre-departure and arrival quarantine-related expenses will be covered by PIHOA and the RMI Government.

Approved by:

\_\_\_\_\_  
MOHHS Secretary of Health

\_\_\_\_\_  
Date



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**JOB DESCRIPTION**

<b>Position Title</b>	<b>Molecular Technologist/Lab Technician</b>
<b>Position Type</b>	Short-term, Technical Consultant/Contractor
<b>Ministry and Division</b>	Ministry of Health and Human Services, Kwajelein Atoll Health Care Services, Ebeye Hospital
<b>Location</b>	Ebeye Island, Kwajelein Atoll
<b>Contract Period</b>	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
<b>Immediate Supervisor</b>	Mr. Allen Capelle, Laboratory Manager, Ebeye Hospital Laboratory
<b>Contracting Agency</b>	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
<b>Salary/Compensation</b>	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

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**KEY RESPONSIBILITIES:** Under the direction and supervision of the designated RMI MOHHS Supervisor, the Molecular Technologist/Lab Technician will:

1. Support the RMI MOHHS Supervisor to conduct timely and quality SARS-CoV-2 and other associated infectious disease testing, including sample reception, preparation, diagnostic test processing, data entry and reporting of patient results (pre-analytical, analytical and post-analytical processes);
2. Support the RMI MOHHS Supervisor to quality assure diagnostic results and reporting of such results in a designated lab information system/database that informs both public health surveillance and clinical case management;
3. Support the RMI MOHHS Supervisor to develop and/or refine existing protocols and procedures for SARS-CoV-2 diagnostic testing and biosafety compliance. At beginning of the contract period, plan and conduct formal biosafety assessment of the lab, with biosafety assessment report submitted to the RMI MOHHS Supervisor to inform any corrective actions that need to take place immediately;
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5. Ensure and plan for timely maintenance and calibration of diagnostic equipment and validation of SARS-CoV-2 diagnostic testing processes with reference controls to ensure optimal equipment functionality and accuracy of diagnostic results;
6. If requested by the RMI MOHHS Supervisor, provide training and capacity development to local lab and RMI MOHHS counterparts for SARS-CoV-2 testing and biosafety compliance, including support for on-going refinement of lab protocols, policies and procedures, and other associated technical lab operation manual(s);

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10. Perform other duties as assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

**Key Deliverables:**

1. Timely preparation, testing and reporting of SARS-CoV-2 samples and test results as evidence by RMI MOHHS Lab Information System and public health surveillance reports (pre-analytical, analytical and post-analytical)
2. Baseline Biosafety Assessment Report
3. Reviewed and/or updated Lab Biosafety Manual (or policies and procedures)
4. Develop SARS-CoV-2 diagnostic testing protocols/procedures
5. Biosafety standards maintained to a high degree to mitigate cross-contamination
6. SARS-CoV-2 testing reagents and ancillary supplies maintained at adequate levels at all times in the event of an outbreak; no stockouts reported
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**DESIRABLE REQUIREMENTS:**

**Qualifications:**

1. Bachelor's degree or above in medical laboratory science (MLS), or equivalent degree in molecular biology, from an accredited tertiary institution;
2. Demonstrated practical competencies in the use and application of microbiology and molecular laboratory diagnostic tools and processes, particularly RT/PCR and NAAT technologies and moderate to high-complexity testing platforms such as ABI 7500 and GeneXpert; and
3. Current Certificate of Practice, or equivalent, from a recognized accreditation body.

**Skills:**

1. Minimum of 3 or more years of working experience as a Molecular Technologist/Lab Technician, with strong preference for working experience in limited-resource settings;
2. Demonstrated knowledge and practical experience in running a variety of laboratory diagnostic testing platforms for infectious disease testing;
3. Must have demonstrated high level of interpersonal skills and ability to facilitate effective communication with the RMI MOHHS leadership, staff and service contractors;
4. Must have intermediate to advanced computer skills, including familiarity with MS Office applications such as Word, Excel and Powerpoint;
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