



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

737 Bishop Street, Suite 2075 • Honolulu, Hawai`i 96813

Telephone (808) 537-3131 • FAX (808) 537-6868

Website: www.pihoa.org

Job Description

JOB TITLE: Regional Microbiologist/Laboratory Technologist
JOB STATUS: Full-Time, Consultancy (11-months)
DUTY STATION: Guam

ORGANIZATIONAL BACKGROUND: Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPI) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with field offices in Hagatna, Guam and Koror, Palau. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of ten executive, administrative and technical staff and a number of short and long-term consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

SUMMARY OF DUTIES: PIHOA is seeking a qualified and experienced microbiologist/laboratory technologist, with fundamental knowledge work experience in laboratory testing. Have familiarity with moderately complex microbiology testing methods. This position will be located in the U.S. Territory of Guam, Guam Department of Public Health and Social Services Laboratory.

SCOPE OF POSITION:

1. **Reports to:** Guam Public Health Laboratory Manager and PIHOA Regional Laboratory Coordinator
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** Must be able to work independently and in collaboration with other team members. Must be able to follow complex instructions. Must have the initiative to complete multiple tasks. Knowledge of acceptable office practices and procedures. Must possess exceptional organizational, communication, and time management skills.

MAJOR DUTIES & RESPONSIBILITIES:

1. Perform moderately complexity testing as assigned as well as standard EIA, MAC ELISA, PCR testing and similar laboratory tests on various specimens.
2. Familiar and experience with the following equipment and testing tools; Cepheid GeneXpert, Applied Biosystem ABI 7500, Biotek Microplate reader and washer, BioFire Film Array, Vitek-2 compact system, microcentrifuge/centrifuge, biosafety cabinet/fume hoods, rotators/incubators, pipettes, microwell washer, autoclave/sterilizer, dry/water baths, microscope, IEC Centra-W cell washer, refrigerated centrifuge, Ziel Neilsen AFB stain and phlebotomy equipment (needles, adaptor).
3. Implement quality control, preventive maintenance on all test reagents, instruments and equipment used in Molecular Microbiology, Bacteriology and/or Mycobacteriology department.
4. Render special blood and spinal fluid microbiological analysis and other required studies. Perform Molecular diagnostic testing. Manually record all patient information in Microbiology test worksheets.
5. Assist in guiding other laboratory staff in use of equipment and performance of microbiology analysis. Provide support in all duties of the alternate technologist assign in PCR/Bioterrorism (BT) laboratory in the absence of the primary staff assigned to this department or during busy periods.
6. Make assessments of body fluids and exudates. Performs other microbiological examinations and analyzes/interprets data pertaining to microbiological studies. Participates in laboratory research.
7. Assist in setting up laboratory equipment/experiments, maintains workspace, perform minor maintenance work equipment and Perform proficiency testing in the department assigned and submit results to medical director for review and submission.
8. Perform inventory of supplies in the department assigned, prepare supply orders, receives supply orders and follow-up with vendors.
9. Conduct testing for Hansen's disease, Gram stain, culture and sensitivity, AFB smear and culture, Neisseria, Salmonella, Shigella, Vibrio, Chlamydia/GC. GC culture, Influenza, Dengue, Leptospira, and other testing.
10. Discard used patient specimens, supplies and other biohazard wastes following laboratory safety protocol, autoclave and dispose autoclaved wastes. Disinfect, clean and organize work area.
11. Perform additional related duties as assigned, not limited to providing back-up work in other laboratory department as needed, practices Biosafety in handling and IATA certified shipping of infectious agent specimens to CDC.

ADDITIONAL DUTIES:

1. Perform test validations on new methods, tests, reagents, equipment in the department and assist in formulation of test procedures.
2. Assist in creating, updating and implementing Molecular Microbiology and Bacteriology standard of operation procedures and policies.
3. Assist in creating, updating and implementing Molecular Microbiology and Bacteriology standard of operation procedures and policies
4. Perform and follow approved corrective actions for proficiency testing discrepancies.
5. Attend meetings as assigned, seminars, trainings to improve and maintain technical competency or

for continuing education. Assist as assigned in training new staff or staff rotating in different departments.

6. Perform related duties in other departments of BCDC as requested or assigned.
7. Maintain records for surveillance purposes, submit data, and prepares reports.

PRIMARY QUALIFICATIONS:

- **Education:** Minimum of a Bachelor of Science degree in Medical Technology, Microbiology or equivalent qualifications from an accredited academic institution.
- **Job Experience:** Minimum of (3) years of experience of professional work experience in medical laboratory work and basic microbiology training and knowledge.
- **Job Knowledge:** Knowledge of business principles, grammar, spelling, and basic arithmetic. Must be proficient in Microsoft Office software (Excel, PowerPoint, Word, Outlook, Publisher).
- **Abilities and Skills:** Must have excellent English oral and written communication skills; high degree of accuracy at moderate rate (at least 45 wpm) and proficiently use or operate common office equipment. Must possess a valid driver's license.
 - Work effectively with the public and employees
 - Communicate effectively, orally, and in writing.
 - Must be able to effectively communicate with respect and diplomacy with a range of people from differing backgrounds, value systems, cultures, religious affiliations, and varying degrees of English-speaking and writing competencies.
 - Apply safe work practices.
- **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa type that allows for residency and employment in the US and its territories. PIHOA does not cover expenses for passport and visa expenses. These will need to be valid and in good standing prior to employment. PIHOA reserves the right to conduct security checks on successful applicants.

PHYSICAL/MENTAL DEMANDS: Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity sufficient to operate computer keyboard and lab equipment. Requires occasional lifting up to 45 pounds. Possible exposure to air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

COMPENSATION: Commensurate with qualifications and experience with salary of \$2,940 USD per month or \$35,280 USD per annum. Fringe and other benefits are not covered under PIHOA consultancy contracts.

TERM OF POSITION: This position is a temporary consultancy from hire date and not to exceed eleven (11) consecutive months.

APPLICATION: Submit the following electronically with attention to Emi Chutaro (emic@pihoa.org), Executive Director, and Regie Tolentino, Office Administrator (regiet@pihoa.org), no later than 5pm, April 17, 2020, Hawaii Standard Time:

- 1) **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above;
- 2) **Resume**; and
- 3) Minimum of **three (3) professional references** - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

For any enquiries related to this vacancy, please direct them to Janet Camacho at janetc@pihoa.org. Pacific Island Health Officers Association, 737 Bishop Street, Suite 2075, Honolulu, Hawaii, 96813. Office Telephone: 808.537.3131. Office Fax: 808.537.6868. Website: www.pihoa.org