# **BT – BT Clinical Research Facility**

# **VACANCY ANNOUNCENCEMENT**

The Kamuzu University of Health Sciences (KUHeS) is a University and Centre of Excellence in health education, research, and innovation whose mission is ‘to advance knowledge, professional competencies, skills, and innovations in health sciences through high-quality student-centred and innovative education and research that responds to and influences the global/national policy, health, and development needs in an efficient, sustainable, and result-oriented manner’.

The BT-BT Clinical Research Facility is a collaborative effort between the Kamuzu University of Health Sciences (KUHES) and the University of Glasgow (UoG), supported financially by the Scottish Government, the World Bank, and KUHES. Situated at KUHeS main campus in Blantyre, along Mahatma Gandhi Road, the facility represents a significant advancement in the capacity and capability of clinical research in Malawi. It has a transformative impact on local healthcare delivery and operates as a self-sustaining, future-proofed translational research program in partnership with the government, major funders, and the international pharmaceutical industry.

KUHeS is inviting applications from suitably qualified individuals to apply for the following vacant positions at the BT-BT Clinical Research Facility based in Blantyre.

1. **Laboratory Manager**

**Job Overview**

Reporting to the Coordinator, the Laboratory manager will oversee the daily operations of a dynamic Blantyre-Blantyre research laboratory to ensure that the facility runs smoothly and efficiently. The individual will be responsible for managing laboratory personnel and equipment, ensuring compliance with quality and safety regulations, managing supplies and budgets, and supporting research teams in the execution of experimental protocols. The Lab Manager will also assist with data management, maintain accurate records, and contribute to the overall research support outcomes of the facility.

The successful candidate will be offered an initial two-year contract, which will be renewable subject to satisfactory performance.

**Key Responsibilities**

1. Laboratory Operations and Maintenance

* Oversee the daily operation and organization of the facility to ensure optimal workflow and productivity.
* Maintain and troubleshoot laboratory equipment, ensuring timely calibration, servicing, and repairs.
* Develop and enforce laboratory policies, protocols, and procedures to ensure a safe and organized laboratory environment.
* Develop roadmaps and procedures for ISO 15189 laboratory accreditation
* Ensure that all laboratory spaces meet safety and regulatory requirements, including the proper disposal of hazardous materials and adherence to biohazard protocols.
* Monitor and maintain inventory of lab supplies, reagents, and consumables; order and restock as necessary.
* Manage laboratory budgets, monitor expenditures, and prepare financial reports related to laboratory operations.

1. Personnel Management:

* Supervise and train laboratory staff, including research technicians, interns, and students.
* Oversee scheduling of personnel to ensure sufficient coverage for ongoing research projects.
* Conduct performance evaluations and provide feedback to laboratory staff to foster professional development.

1. Research Support:

* Collaborate with research teams to support the design, execution, and analysis of experiments.
* Assist research team with data collection, management, and analysis, ensuring accuracy and reliability of research data.
* Maintain accurate and up-to-date records of experimental protocols, laboratory results, and research findings.
* Provide technical expertise and troubleshooting support to laboratory personnel conducting experiments.
* Assist in the preparation of grant proposals, research manuscripts, and progress reports by providing relevant technical and operational insights.

1. Regulatory Compliance and Safety:

* Ensure compliance with institutional, local, and international regulations, including biosafety, chemical safety, and ethical research practices.
* Coordinate lab inspections and audits, maintaining all required certifications and documentation.
* Oversee and maintain laboratory safety programs, including emergency response protocols and hazardous material handling.
* Serve as the primary point of contact for safety and regulatory bodies.

1. Collaborative and Administrative Duties:

* Act as a liaison between the laboratory, the department/school, and other institutional administrative bodies.
* Facilitate communication and collaboration between internal and external stakeholders, including other research laboratories, institutions, and vendors.
* Contribute to the development of long-term research support strategies and laboratory improvement initiatives.

**Requirements**

Applicants for the position of Laboratory Manager must have at least the following:

* Master of Science degree in a relevant scientific field (e.g., Medical Laboratory Science, Biomedical laboratory sciences).
* Minimum of 5 years of laboratory management or research experience.
* Strong understanding of laboratory equipment, protocols, and safety procedures.
* Proven organizational and problem-solving skills, with attention to detail.
* Proficiency in data management, laboratory software, and research record-keeping.
* Excellent interpersonal and communication skills, with the ability to manage and train a diverse team.
* Ability to handle multiple projects simultaneously and manage competing priorities.

**Preferred Attributes and Qualifications**

* Previous experience managing a research laboratory in an academic or industrial setting.
* Experience in grant writing and research publication.
* Familiarity with regulatory compliance in ISO15189, biosafety, chemical safety

1. **Nurse/Receptionist**

**Job Overview**

Reporting to the Laboratory Manager, the Nurse/Receptionist will be responsible for providing customer service, administrative support, and assist with clinical procedures.

The successful candidate will be offered an initial two-year contract, which will be renewable subject to satisfactory performance.

**Key Responsibilities**

* Manage front desk operations, schedule appointments, and handle client registrations.
* Update patient records, scan documents, and maintain confidentiality.
* Process payments, handle billing inquiries, and manage insurance verification.
* Prepare patients for phlebotomy, specimen collection, and testing.
* Assist laboratory staff with procedures, testing, and sample processing.
* Take vital signs, document patient information, and prepare patients for examinations.
* Assist researchers with study coordination, data collection, and documentation.
* Maintain accurate records of study participants and specimen storage.
* Ensure compliance with research protocols and regulations.
* Communicate effectively with clients, laboratory staff, and researchers.
* Provide clear instructions, educate clients on procedures, and address concerns.

**Requirements**

Applicants for the position of Nurse/Receptionist must have at least the following:

* Diploma in Nursing from a reputable and accredited institution
* Be a registered nurse
* One year of experience in a healthcare or laboratory setting
* Excellent communication, organizational, and interpersonal skills.

**Preferred Attributes and Qualifications**

* Experience in a research or diagnostic laboratory
* Knowledge of medical terminology, laboratory procedures, and regulations
* Familiarity with laboratory information systems (LIS).

**APPLICATION PROCEDURE**

Interested individuals meeting the requirements above should submit applications including: cover letter, certified copies of certificates; detailed CV including names, emails and phone contacts of three (3) traceable professional referees to:

The Registrar

Kamuzu University of Health Sciences

Private Bag 360

Chichiri

Blantyre 3

Or email to: [recruitment@kuhes.ac.mw](mailto:recruitment@kuhes.ac.mw)

Applicants submitting via email must indicate the title of the post in the subject line of the email. Applications should be submitted by **21st November, 2024**. Only shortlisted candidates will be acknowledged.

KUHeS is an equal opportunity employer and therefore encourages applications from qualified men and women.

**Note:** The successful candidates will be requested to undergo a safeguarding check prior to appointment and periodically during employment.