

## **University of Zimbabwe - Clinical Trials Research Centre (UZ-CTRC)**

### **VACANT POST - DATA AND SAMPLE MANAGEMENT OFFICER (X1)**

**University of Zimbabwe - Clinical Trials Research Centre (UZ-CTRC) is seeking suitably trained, competent, talented, multi-task and qualified Data and Sample Management Officer based in Midlands (Mnene).**

**UZ-CTRC was established in 1994 and has conducted high impact observational studies, implementation studies and Phase I-IV clinical trials in HIV, TB, COVID - 19 and associated co-morbidities funded by National Institute of Allergy and Infectious Diseases, AIDS Malignancy Consortium, Bill, and Melinda Gates Foundation among others. UZ-CTRC has served as a center of excellence in the prevention and control of HIV and AIDS and have contributed to global understanding of HIV epidemiology and pathogenesis, global and Zimbabwean health policy, by providing scientific evidence through our highly equipped and resourced network of laboratories that operate in strict compliance with International best practices guided by GCLP and ISO 15189 standard.**

**UZ-CTRC is implementing a US Center for Disease Control and Prevention-US President's Emergency Plan for AIDS Relief (CDC-PEPFAR) funded Laboratory Systems Strengthening (LSS) program in Zimbabwe from 2023 to 2026 supporting the Ministry of Health and Child Care (MOHCC). The LSS program will enhance access to high quality testing towards achievement of the UNAIDS 95-95-95 goals.**

#### **Qualifications and Experience**

- Diploma/Certificate in Medical Laboratory Sciences. (MLT/SCMLT)
- Work experience in Laboratory QMS implementation is an added advantage.
- Registered with the Medical Laboratory & Clinical Scientists Council of Zimbabwe
- At least 3 years' experience in Clinical diagnostic Testing, VL/EID/TB specimen receipt and handling.
- Work experience in targeted District is an added advantage.
- Work experience in MoHCC Medical Laboratories is an added advantage.
- Computer literate.

#### **Responsibilities**

- To provide district level support for the smooth and timely management of data capturing, management, cleaning, and results management in LIMS.
- To support data systems, support for the electronic and paper-based databases at facility level including generation of monthly and weekly reports.
- Specimen management for supported tests including ensuring proper receiving, sorting, accessioning, registration in LIMS and proper storage prior to testing.
- Perform point of care (POC) or near POC supported tests; VL / EID / TB tests including the relevant QA activities.

- To refer specimens to testing laboratories, maintain appropriate referral documentation and sample packaging.
- Management of rejected samples based as per Standard Operating Procedure, immediate communication of sample rejections with the ordering health facility.
- To ensure proper monitoring of specimen transport conditions, temperature monitoring, use triple packaging of samples and maintain cold chain.
- Maintain and monitor specimen chain of custody records.
- Monitoring Rider's schedules to ensure all supported clinics in the catchment are being reached.
- Results management, maintenance of traceable records of all tests done, ensuring patient results are being dispatched and picked up by riders.
- Compiling and submitting periodic reports in collaboration with other laboratory personnel, including weekly, monthly, quarterly reports and other reports as needed.

To apply

**Interested candidates should forward applications and detailed curriculum vitae to the below email address not later than Friday 5 April 2024.**

**[applications@uz-ctrc.org](mailto:applications@uz-ctrc.org)**.

*Only shortlisted candidates will be contacted. Canvassing candidates will be disqualified.*