



# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

## JOB DESCRIPTION

### PART A

<b>1 Job Identification</b>	Duration:	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Fixed Term
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<b>Title</b>	<b>Category</b>	<b>Grade</b>	<b>Duty Station</b>
Laboratory Manager	P	P3	Saint Lucia
<b>First Level Supervision</b>	Head, Environmental Health & Sustainable Development (EHSD)		<b>Second Level Supervision</b>
			Assistant Director – Surveillance, Disease Prevention & Control
<b>Signature:</b>	<b>Date:</b> 07/08/2025	<b>Signature:</b>	<b>Date:</b> 07/08/2025

### 2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. This allows CARPHA to support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

### 3 Organizational Context (Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.

Under the direct supervision of Head – EHSD, the incumbent will provide technical and managerial oversight of the Environmental Health Laboratory (EHL), as well as the implementation and maintenance of its quality management system. Supports the coordination and interactions between the activities of Environmental Health Laboratory and EHSD programmes and projects.

### 4 Summary of Responsibilities

**Specific responsibilities and tasks involved with the Laboratory Manager's functions are:**

1. Supervision of operations of the laboratory including:
  - a. Organizing and scheduling all assigned technical activities
  - b. Approval and dissemination of test reports
  - c. Preparation of non-routine test reports including expert testimony and interpretations
  - d. Review of proposals and contracts with respect to laboratory analyses and analysis pricing
  - e. Subcontracting test work on behalf of the Environmental Health Laboratory to other laboratories as necessary
  - f. Performing data processing and validation of data
  - g. Following all documentation procedures and sample disposal procedures in compliance with the SOPs
2. Implementation of the Laboratory's Quality Management System to include:
  - a. Monitoring daily laboratory operations, status and quality of analytical work and results
  - b. Data management
  - c. Verification that quality control procedures and analytical methods are followed as specified for each contract or project
  - d. Implementation of requisite quality assurance and quality control (QA/QC) measures and procedures
3. Maintenance of the laboratory's Quality Management System to include:
  - a. The review and upkeep of the Quality Manual and related documentation
  - b. Documentation and review of standard operating procedures and accompanying work instructions
  - c. Conduct of internal quality system audits to ensure that sound quality assurance is being practiced in accordance with the quality system
  - d. Monitoring of quality control activities of the laboratory to determine conformance with the Quality System's policies and procedures
  - e. Verification of corrective actions specified on non-conformance records are carried out in a timely manner and evaluating effectiveness
  - f. Serving as a member of the Laboratory Management Review Committee with responsibility for preparing and submitting audit reports to the Laboratory Management Review Committee with recommendations for correction and improvement as necessary
  - g. Review of statistical data such as control charts and any other QC measures

*Cont'd on the next page*

## **SUMMARY OF RESPONSIBILITIES (Cont'd)**

- h. Update of control limits and precision / accuracy statements regularly
  - i. Ensuring the Quality System is understood and accepted by laboratory staff
  - j. Maintaining records of proficiency test results and certifications
  - k. Development and maintenance of all records pertaining to the functions of the laboratory
4. Performing analytical method protocols as detailed in written approved methods.
  5. Training of personnel in methods, standard operating procedures (SOPs), instrument operation and quality control requirements.
  6. Assessment of new field sampling sites to determine most suitable sampling points for data collection to support environmental monitoring for research, project activities and for establishing national environmental surveillance systems.
  7. Making recommendations for the selection, training and professional development of technical laboratory personnel.
  8. Providing leadership for staff in work policies, public services and professional development.
  9. Act as the focal point for EHL within appropriate regional networks.
  10. Champion the active involvement of regional EHLs within the Caribbean Public Health Laboratory Network (CariPHLN)
  11. Making recommendations for laboratory facilities, planning and evaluation and procurement for analytical instruments and equipment.
  12. Develop and implement management system for equipment.
  13. Coordinate environmental lab-based capacity building initiatives for CARPHA Member States (CMS) and EHL staff as required.
  14. Maintenance of all records pertaining to the work of the functions of the laboratory especially those relating to analyses conducted and revenues generated.
  15. Develop and implement a management system for hazardous waste and obsolete chemicals in collaboration with other technical staff.
  16. Develop, review and update the EHL business plan and work collaboratively with other CARPHA laboratories to contribute to the integrated laboratory business plan.
  17. Develop and implement an Occupational Safety and Health (OSH) system in collaboration with other technical staff
  18. Providing expert testimony regarding the results of laboratory analyses.
  19. Support research and scientific publications in collaboration with other technical staff.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

### **Description and Classification approval**

Signature  
Title

  
**Executive Director**

Date **07/08/2025**

## **PART B**

### **KEY BEHAVIOURAL COMPETENCIES**

**List and describe, in order of priority, essential competencies to perform the job**

<b>5</b>	Leadership and Managing Public Health Organization and Practice	<ol style="list-style-type: none"><li>1. Demonstrates excellence in effective leadership and communication for strategic visioning and organizational development.</li><li>2. Demonstrates excellence in effective day-to-day operational leadership of a team.</li><li>3. Demonstrates excellence in the application of project management methods to design, implement, and monitoring as well as evaluate population-level public health interventions aimed at realizing health in all policies.</li><li>4. Demonstrates excellence in developing human resources for health through mentorship, knowledge transfer activities, performance-based management, and lifelong learning for the workforce and key actors.</li><li>5. Demonstrates excellence in establishing and managing coordination mechanisms and strategic partnerships such as transnational advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health.</li><li>6. Demonstrates excellence in business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness.</li><li>7. Demonstrates excellence in continuous quality improvement of critical functions such as public health surveillance and control systems to address new, emerging and re-emerging diseases and, and public health threats.</li></ol>
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PART B		
KEY BEHAVIOURAL COMPETENCIES		
List and describe, in order of priority, essential competencies to perform the job		
		<p>8. Demonstrates excellence in strengthening leadership and management of public health systems in alignment with transnational influences such as the 2030 Agenda for Sustainable Development, the International Health Regulations 2005, the Innovative Care for Chronic Conditions Framework, and the Astana Declaration of 2018.</p> <p>9. Demonstrates excellence in the ethical practice of public health.</p>
Communications for Public Health		<p>1. Demonstrates excellence in application of methodologies, technologies and good practices for the management, analysis, and communication of health information.</p> <p>2. Demonstrates excellence in communicating epidemiological evidence, to the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events.</p> <p>3. Demonstrates proficiency in effective communication with the local, regional and global media, including the use of social media networks.</p>
Evidence-Based Policy and Planning, Regulation and Control		<p>1. High proficiency in the generation of evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups.</p> <p>2. High proficiency in the development and application of quantitative and qualitative research methodologies.</p> <p>3. High proficiency in the design and execution of health situation analysis of populations.</p> <p>4. High proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Hanlon Method of prioritization.</p> <p>5. Demonstrates excellence in the design and implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats.</p> <p>6. High proficiency in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making.</p> <p>7. High proficiency in the application of strategic planning methods and the development and execution of strategic plans.</p> <p>8. High proficiency in the conduct of impact-evaluation of population-level intervention and health service performance.</p>
Public Health Emergency Preparedness, Mitigation, and Response		<p>1. Demonstrates excellence in the development of public health emergency preparedness and management plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning.</p> <p>2. Demonstrates excellence in supporting health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams.</p> <p>3. Demonstrates excellence in supporting a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.</p>
Caribbean Context and Small-Island Developing States		<p>1. High proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).</p> <p>2. Demonstrates excellence in developing and adapting relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context.</p> <p>3. Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context.</p> <p>4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean.</p> <p>5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean.</p> <p>6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states</p>
Health Economics and Public Health Financing		<p>1. Demonstrates excellence in the development of programmatic and organizational budgets.</p> <p>2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints.</p> <p>3. Utilizes high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.</p> <p>4. Demonstrates excellence in the mobilization and channelling of funds from international and global health programs, and mobilization of funds through novel financing mechanisms such as social/health impact bonds to improve public health.</p>

<b>6</b>	<b>Technical Expertise</b> <i>(List and describe, in order of priority, the abilities required to perform the job).</i>
	<ul style="list-style-type: none"> <li>• Training and experience with Laboratory Instrumentation (AAS, GC).</li> <li>• Ability to mobilize resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and international partners.</li> <li>• Ability to effectively promote and articulate the Agency's role, function, programmes and initiatives in regional and international circles through the consistent application of communication policies and strategies.</li> <li>• Demonstrates a commitment to efficient and effective response to Member States in emergency situations.</li> <li>• Thorough Knowledge of laboratory safety requirements;</li> <li>• Thorough Knowledge of the principles of chemical and microbiological testing.</li> <li>• Thorough Knowledge of approved field sampling protocols.</li> <li>• Thorough Knowledge of laboratory information management systems.</li> <li>• Thorough Knowledge of QA/QC protocols and statistical techniques for environmental laboratories.</li> <li>• Knowledge of principles and practices of waste management.</li> <li>• Skills in communicating technical information.</li> <li>• Collaborative problem-solving skills.</li> <li>• Team building and leadership skills.</li> </ul>
<b>7</b>	<b>Education (Qualifications)</b>
	An advanced university degree in a laboratory science or related field. Training in delivery of quality management systems would be an asset.
<b>8</b>	<b>Experience</b>
	<p>Essential: At least 5 years relevant experience in a laboratory environment with progressive responsibility.</p> <p>Desirable: Experience of management of staff. Experience in training and capacity building.</p>
<b>9</b>	<b>Languages</b>
	Excellent knowledge of English with working knowledge of Creole, French and/or Spanish will be an asset.
<b>10</b>	<b>IT Skills</b>
	<p>Proficient in the use of a variety of database tools, spreadsheets, word processing and presentation software (e.g. Microsoft Office).</p> <p>Demonstrated relevant Information Technology and Communications (ITC) skills.</p> <p>Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, GoTo Meetings etc.</p>