
TERMS OF REFERENCE

LABORATORY TECHNICIAN, NTP (NORTHERN)

The New Funding Model is a transitional funding, supported by the Global Fund and is a result of the concept note submission by the Fiji Country Coordinating Mechanism (CCM) which provides program oversight. The Ministry of Health and Medical Services (MoHMS) is the Principal Recipient (PR) with the National TB Programme (NTP) as the only implementing unit. There are three (3) sub-recipients (SRs) external to the MoHMS and they are the Fiji National University (FNU), the Fiji Nurses Association (FNA) and the Fiji Red Cross Society (FRCS). All SRs will report to the Grant Management Unit (GMU) of the PR. The Willingness to Pay (WTP) funding has commenced up to 31st December 2018.

The goals of the grant are aligned to the National Strategic Plan (NSP) of the TB programme from 2015-2020 and they are:

1. To contribute towards the goal of 5% reduction of TB incidence in 2020 (baseline 2013 WHO TB estimates);
2. To sustain TB treatment success rates beyond 85% and
3. To contribute towards the goal of 25% reduction of TB mortality in 2020 (baseline 2013 WHO TB estimates).

Two major outcome targets are: (i) to increase notification rates of all forms of TB from 37/100,000 in 2015 to 41/100,000 in 2017 (ii) to maintain treatment success rate of all forms of TB above 85% from 2015 to 2017.

The Willingness to Pay provides financing on the basis of a 'performance based funding' framework. Strong performance against planned targets ensures a continuity of funding, whereas bottlenecks and delays could threaten program delivery and sustainability.

The Grant Management Unit invites applications from experienced and qualified individuals for the following positions:

- 1. Position Title:** Laboratory Technician, NTP (Northern)
Location: Ministry of Health and Medical Services, Suva, Republic of Fiji
Reports to: Laboratory Superintendent, Labasa Hospital, Ministry of Health and Medical Services
Term: Up to 12 months (dependent on performance)
Start Date: By 1st February, 2018
Remuneration: \$22,215.38

Although the grant is TB specific, the MoH & MS with technical partners have identified areas to address Health systems issues including the areas of PAL (Practical Approach to Lung Health); Infection Control; Operational Research and HMIS (Health management Information systems).

The Global Fund grant supported key interventions which are aligned to the NSP 2015-2020 can be summarised as follows:

- I. Enhance TB case finding in prioritized high-risk groups /hard to reach populations;
- II. Ensure patient-centred care and adequate supplies of quality assured medicines;
- III. Prevent TB within the Wellness framework and ensure detection and treatment of latent TB infection (LTBI), sustain high coverage of BCG vaccination;
- IV. Strengthen Management Capacity, Supervision, Recording and Reporting and Monitoring & Evaluation with TB financing;
- V. Improve accuracy of TB mortality data, scale up infection control measures in all health facilities;
- VI. Empower communities, implement the Family-Centred strategy for awareness, stigma reduction and treatment support;
- VII. Promote evidence based approaches through Operational Research and
- VIII. Strengthen diagnostic capacity through the procurement and distribution of health products including 2 Gene X-pert machines and related reagents and laboratory consumables.

The Laboratory Technician will work closely with counterparts at the NTP, peers at the divisional hospital laboratories, sub-recipients and other stakeholders.

The Grant supports a Laboratory Technician based at the Labasa Hospital, and is part of the NTP eighteen (18) member team. The incumbent will report directly to the Nurse Practitioner, TB Unit North.

Overall Purpose:

Working closely with the NTP unit and other stakeholders:

- Support to the implementation of the TB programme strategies in line with the Global Fund (GF) Project and National plans;
- Supports resource mobilisation and partnership building;
- Effective communication and facilitation of knowledge building and sharing.

Detailed position description:

In partnership with the Fiji Ministry of Health and Medical Services and the Fiji CCM, and with an overall goal of ensuring programme objectives and targets are achieved:

Programmatic Responsibilities:

- To carry out relevant scientific tests and laboratory investigations of the mycobacterium causing infectious process in an individual through AFB Microscopy and Gene Xpert.
- To compile monthly, quarterly and yearly statistic for Mycobacterium and other diagnostic test;
- To update electronic Laboratory information databases
- Assist and conduct stock take and quality control of laboratory consumables in collaboration with the Procurement & Supply Management officer-GMU and the Labasa Hospital Pharmacy and stores:
- Maintain good inventory management practices for the laboratory;
- Perform phlebotomy and other assigned duties;
- Prepare, participate in internal and External Quality Assessment;
- Assist the Senior Laboratory technician in the re-training of relevant laboratory staff on AFB Microscopy or other relevant training;
- Participate in the outreach clinics or active screening activities for divisional TB team; (Mobile TB Laboratory)
- Participate in the Review and Revision of Laboratory manuals or Standard Operating Procedure Manual;
- Facilitate access to other laboratories for the purpose of supervision and training (Savusavu and Taveuni)
- Provide support to the Program Monitoring and Evaluation team with relevant laboratory information upon request.

Administrative and Financial Support

- Ensure timely submission of laboratory reports per month and per quarter is submitted to the TB Control Officer, Northern division
- Provide support to other NTP staff;
- Ensure administrative and financial reconciliations of unit coordinated with other NTP staff.

Resource Mobilisation

- Track and reporting on mobilised resources from the laboratory.

Communication/Training and development

- Share experiences and best practices during the project life;
- Attend, submit reports for implementation.

Miscellaneous

- i. Employment benefits, requirements, rules and regulations in accordance with the Government of Fiji Public Service Commission;
- ii. The officer will be entitled to training and development opportunities supported by THE GLOBAL FUND or other donors;
- iii. The incumbent will be required to fulfil other duties directed by the NTP Manager or MoH & MS senior management;
- iv. The incumbent will be performance managed every six months (6 months) aligned to PR reporting cycle to THE GLOBAL FUND.

QUALIFICATIONS AND EXPERIENCE

Essential

- A Degree in Medical Laboratory Technology or Laboratory Science majoring in Microbiology;
- A certificate in AFB Microscopy would be an added advantage;
- This position requires a person with Basic Microbiology skills in AFB Microscopy, research capabilities, good reports and ability to work without supervision;
- A minimum knowledge of Managing Procurement Supply is desirable;
- A minimum knowledge of packaging and transportation/ Shippers of Infectious Substances
- Willingness to try new innovative ways of improving the section;
- A responsible individual who can be a team player – teamwork;
- Solid knowledge in conflict & gender sensitivity development approaches.
- Excellent communication and interpersonal skills and be able to work in a team environment
- Excellent command of the English language with writing and communication skills, and full computer literacy;
- Possess good computer literacy (Microsoft word and Excel).
- Experience – This is negligible and incumbent can be trained on the job.

CORE COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to MoH & MS mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Knowledge of Results Management Guide and Toolkit but not essential

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities

Application: Applicants should provide their completed curriculum vitae and specifically address each of the criteria listed for the position in their covering letter. Applicants should provide names and contact details of three (3) referees.

Please forward your completed cover letter and CV by **hand-delivered (only)** addressed to:

**The Grant Manager
The Grant Management Unit
Level 2
Ministry of Health
88 Amy Street, Toorak, SUVA
P. O. Box 19255,
Suva.**

For any queries: Please contact **Ms. Maca Colata** on Telephone:

679-995 8623 or 330 6177 Ext 340 168 or on email – colatamaca@gmail.com

Closing Date: By 4:00pm (Fiji Time), Monday, 22nd of January 2018

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TB**