



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## **GOVERNMENT VACANCY**

**JOB TITLE:** Director - National Public Health Laboratory

**MINISTRY:** Ministry of Health and Human Services

**DEPARTMENT:** Ministry of Health and Human Services

**LOCATION:** The job is based in Providenciales but at the discretion of the Chief Medical Officer may be relocated to another part of TCI.

### **JOB SUMMARY:**

The Director NPHL is a senior management position which is responsible for all of the activities of the National Public Health Laboratory.

### **TASKS AND RESPONSIBILITIES:**

- Planning, direction, and evaluation of public health laboratory operations, activities, and services.
- Providing supervision and guidance to public health lab staff
- Development and formulation of public health laboratory policies, procedures, and objectives in support of various clinical, medical, and environmental health programs and the prevention of disease and other public health related illnesses.
- This position is responsible for the management and control of the laboratories budget, personnel, and other administrative functions
- Direction of the operations and administration and implementation of Public Health Laboratory objectives, policies, and procedures to ensure effective and efficient services and compliance with established standards, rules and regulations
- Development, implementation, and assessment of long-range and short-term goals; conducts studies and analyzes reports and makes recommendations concerning staffing, organization, budget, and work flow
- Plans, organizes, directs and evaluates the work of staff and determines operational priorities.
- Directs the development and preparation of grant/contract applications and progress reports and monitors and controls expenditures.
- Plans and implements policies and procedures to assure compliance with local, and regional regulations; ensures that laboratory testing meets regional mandated requirements.
- Maintains medical laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance
- Develop and maintain a medical laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.
- Implements new programs, test, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
- Adhere to all Public Service codes, rules and regulations





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- Other related tasks as assigned.

## **QUALIFICATIONS and EXPERIENCE:**

### **Qualifications:**

Bachelor's in Bachelor's degree in Medical Technology, Clinical Laboratory Science, or in another chemical, biological, physical, or relevant clinical science.

Master's in Public Health or other relevant area would be an asset.

Three years of relevant laboratory work experience in an accredited clinical laboratory and public health laboratory, two years of which must have been in a supervisory capacity.

### **Experience:**

Minimum of 3-5 year of job-related experience including evidence of supervisory experience.

Experience in setting up and establishing public health labs would be preferred.

### **SALARY: HEALTH SECTOR GRADE 10.1 \$98,883.00 per annum**

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

### **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

