



**CARIBBEAN EPIDEMIOLOGY CENTRE
(CAREC/PAHO/WHO)**



VACANCY - Manager - Laboratory Division

SUMMARY OF POSITION

This position directs and coordinates the operations of the Laboratory Division including determining plans and developing policies and procedures in the provision of laboratory, reference, information and training services to CAREC and CAREC Member Countries (CMCs); provides the key linkage between other units of CAREC, including the Public Health Intelligence (PHI) Unit, and the Laboratory Division; advises the Director and other relevant staff on laboratory matters. The position also oversees the monitoring and evaluation of the performance and development of personnel within the Division.

REQUIRED COMPETENCIES, QUALIFICATIONS AND EXPERIENCE

- A master's degree in medical microbiology or a related biological science, training in medical laboratory technology and training in management.
- Five years experience at a senior national or regional level in medical laboratory technology with management and supervisory responsibilities.
- Five years experience in administration and management of staff, work teams and projects.

OR

- B.Sc. in a biological science and/or Medical Laboratory training to fellowship level.
- 8 – 10 years experience at senior national or regional level in medical laboratory technology with management and supervisory responsibilities.

PLUS

- Training in laboratory quality systems.
- In depth knowledge of laboratory systems and procedures.
- Broad knowledge of microbiology and public health.
- Broad knowledge of management principles and practices including planning and budgeting.
- Excellent managerial skills
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills
- Computer literacy.

COMPENSATION

A competitive salary, in Trinidad and Tobago dollars (TT\$), is being offered with an attractive benefits package that includes group life insurance, a group health plan with vision and dental benefits and a provident fund scheme. The closing date for applications is **May 17, 2002**.

Applications should be addressed to: The Manager
Human Resource Department
Caribbean Epidemiology Centre (CAREC)
P.O. Box 164
PORT OF SPAIN
FAX: 1-868-622-2792