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| **The Leprosy Mission Nepal** | | | |
| **Job Description** | | | |
| **Job title** | Research Technical Officer | Location | Mycobacterial Research Laboratories (MRL), Anandaban Hospital |
| **Job Category** | Officer level – Technical | Department / Team / Project | MRL |
| **Reports to** | Research Director | **Responsible for** | N/A |
| **Working hours** | 8:30 am – 4:00 pm | **Date of JD review** |  |
| **Role Risk Assessment Level** | Medium | **Date of RRA** |  |
| **Signed by post holder** |  | **Signed by Line Manager** |  |
| **Overall purpose of job** | To assist and coordinate across diverse administrative tasks relevant to biomedical research as well as clinical and research laboratory operations. | | |
| **Key tasks and responsibilities** | * Coordination of MRL practical matters, including but not limited to: drafting of reports; database development and management; communication and coordination of training, workshops and meetings; working with vendors for quotes, purchasing, shipping, receipt and maintenance; inventory of stock and equipment; monitoring and evaluation; and development of proposals. * Assist in development, maintenance and implementation of clinical and research standard operating procedures (SOPs) to ensure safety and security of staff, patients and study participants. * Contributes to ensure ethical management of patients accessing MRL services and human participants in clinical research projects. * Report to line manager, or if indicated by circumstances, the Human Resources Manager regarding any safeguarding issues. * Adhere to all MRL and national biohazard and waste management procedures. * Writes and edits technical reports, documents and other knowledge management products. Assists with publications, and presentations. * Monitors and maintains protocols, instruments, data sets, manuals, training materials and reports. * Assist in studies/assessments, workshops, training and orientation programs and formal/informal interactions with program participants, partners and stakeholders.   Any other job assigned by the line manager. | | |
| **Any special working conditions** |  | | |
| **Notes applying to all jobs at TLMN** | |  | | --- | | TLM Nepal has a zero-tolerance policy towards any abuse, neglect and exploitation to all people. The post holder should have signed and must comply with all TLMN organisational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. | | | |
| **Person Specification** | * MSc in Medical Microbiology, Biotechnology, Public Health or field relevant to medical laboratory research and data management. * 2 to 3 years of experience in relevant field. * Proficiency with data visualization programs, program management. * Demonstrated proficiency with using Microsoft Office Suite required. * Ability to analyze and interpret data, identify errors and prepare reports. * Ability to problem solve and implements corrective action as needed. * Sound organisational and time management skills, including the ability to perform high-volume tasks to meet deadlines, maintaining a high degree of accuracy and consistency. * Analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems. * Strong team player with excellent interpersonal skills and ability to work effectively in a cross-functional team environment. * Fluency in written and spoken Nepali and English languages. | | |