

Consultant- Administration

Project: Strengthening Quality Management Systems and accreditation for TB Laboratories under National Tuberculosis Program, Bangladesh

Organization:

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

For more information, please visit www.finddx.org

Project Background

In Bangladesh, NTP program has 440 sites GeneXpert machines and remaining ~1118 sites are using microscopy for diagnosing TB. ~40 EQA laboratories spread across the country supervise the peripheral level smear microscopy centers. NTP is using a real-time monitoring software ASPECT for its GeneXpert machines. NTP is planning to introduce EQA for GeneXpert and expand in a phased manner to all GeneXpert sites.

The NTRL and all RTRLs have the facilities for both solid and liquid techniques of TB culture (except RTRL Shyamoli which lacks solid culture facilities but will be introduced soon), GeneXpert testing and genotypic DST/LPA (except RTRL Khulna). NTP started the process of upgrading all RTRLs with the same capacity. NTRL is engaged in panel testing for TB C&DST with SNRL Antwerp, Belgium. NTP has plans to start panel testing at all RTRLs.

Under its new TGF project FIND is providing technical assistance to NTP to support quality management systems and accreditation in Bangladesh for a period of 1 year till August 2023. This project will adapt international and regional experiences of implementing various lab QMS, biorisk, connectivity and equipment management activities with a view to the improve functionality and utilization of the GeneXpert instal base in Bangladesh.

Project objectives:

- Develop landscape report of GeneXpert testing, its maintenance and quality assurance
- Support in finalization of maintenance and monitoring plan for GeneXpert
- Capacity building for digital monitoring of GeneXpert at NTP, NTRL, RTRL and EQA site level
- Support implementation of a QMS framework by doing assessment of NTRL and RTRLs; and develop bio-risk management framework for the tiered lab network in compliance with national and international standards.
- Develop integrated LIS framework operational plan for various test technologies, across tiered network and integration with patient pathways

Location: Delhi, India (Hybrid)

Job description:

The specific activities will include but not be limited to:

Posted: 17 November 2022

- Support travel coordination for participants attending training, FIND team and external consultants
- Contract Management
- Conduct admin tasks like expenditure tracking, provisions, cash request and maintaining various other trackers
- Assist in preparation of monthly/quarterly reports for donor, data-entry for financial transactions related to project
- Reconcile travel related documents of the staff/consultants with onwards submission to finance department and ensure timely disbursement of payments
- Verification of the travel claims, and compiling travel reports related to the project
- Reconcile all other relevant invoices and maintain project wise billing coordination
- Maintain a detailed record for quick and efficient retrieval of travel related information (project wise)
- Support data entry and prepare MIS reports of various activities.
- Any additional task as deemed necessary

Skills and experience required:

- Master's in business administration with a minimum of 5 years relevant experience
- Good MIS skills
- Good coordination skills
- Good oral and written communication skills
- Strong team orientation
- Computer knowledge (Microsoft Office- Excel and Word)
- Energetic, resilient, and passionate
- Professional, mature, and confident.
- Ability and willingness to travel based on the need of the job

Nature of Appointment:

The selected candidate shall be initially offered a consultancy agreement for 10 months

Compensation offered:

The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history of the selected candidate.

Deadline to send your application:

Please mail a motivation letter, a detailed resume (saved with your name) and three references with subject line : application for Consultant- Administration " to HR-IN@finddx.org by 2nd December 2022

But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.