

Lab & Field Operations

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Technical Analysis & Operations

Sub-Job Family: Lab & Field Operations

Overview: The Lab & Field Operations sub-job family plays a crucial role in ensuring that laboratory facilities and field operations are well-managed, safe, and equipped to support high-quality research activities. It contributes to the overall success and efficiency of research projects within the organization.

Jobs in this sub-job family are responsible for planning, coordinating, and executing experiments and sample analysis for various research projects as well as monitoring of the research activities. In addition to laboratory work, they also engage in fieldwork, conducting experiments, collecting samples, and gathering and monitoring data in various outdoor environments. They play a crucial role in managing workflow both in the laboratory and in the field, ensuring seamless operations and facilitating the advancement of research endeavours across different settings.

Level	Profile	Purpose
1	Lab & Field Assistant	Jobs at this level provide vital support to the research team, aiding in experiments and ensuring the smooth operation of research activities, both in the laboratory and in the field. They play a key role in maintaining the laboratory facilities and equipment, ensuring optimal conditions for experiments. Additionally, lab assistants may engage in fieldwork, participating in data collection, sample gathering, and experiment execution in various outdoor environments. Depending on the research unit, they may conduct different types of field experiments and perform analyses, contributing valuable insights to research projects.
2	Lab & Field Technician	Jobs at this level provide essential assistance to the research team by conducting experiments, analysing samples, and supporting various research and testing activities, both in the laboratory and in the field. They play a crucial role in ensuring the accuracy, reliability, and safety of research activities, applying meticulous attention to detail and adherence to established protocols. Lab technicians may collect a variety of samples and conduct diverse experiments, adapting their skills and techniques to the specific research unit and fieldwork requirements, and ensure integrity of samples management from the sample collection to sample storage (biobank). Lab technicians and field technicians also participate in the data monitoring.
3	Senior Lab & Field Technician	Jobs at this level play a pivotal role in not only executing various experiments and activities in the laboratory but also assisting in the planning, coordination, and execution of research activities across laboratory and field settings. They ensure that research activities are conducted according to standards and protocols, maintaining a focus on accuracy, reliability, and safety. Senior lab technicians plan, coordinate, and execute research activities tailored to the specific requirements of the research unit, spanning both laboratory and field environments. They develop standard operating procedures, coordinating lab results management and follow up, proper handling, packaging and transportation of samples, and the implementation and application of laboratory techniques required at the study sites. They are instrumental in maintaining the highest standards of performance, compliance, and safety, while also driving continuous improvement initiatives to enhance operational efficiency and effectiveness. They supervise the lab monitors.
4	Lab & Field Supervisor	Jobs at this level provide leadership and oversight to the day-to-day operations of the laboratory, ensuring the smooth and efficient execution of research activities. They are responsible for managing various aspects of laboratory operations, including administrative tasks, financial management, project coordination, and resource allocation. They also play a pivotal role in maintaining a high standard of performance, compliance, and safety within the laboratory environment, contributing to the overall success and productivity of research endeavours within the organization.

5	Lab & Field Manager	Jobs at this level provide strategic leadership and comprehensive oversight to the day-to-day operations of both laboratory and field activities within the organization. They are responsible for managing and optimizing all aspects of laboratory and field operations, including administrative tasks, financial management, project coordination, resource allocation, and personnel supervision. They are instrumental in maintaining the highest standards of performance, compliance, and safety within both laboratory and field environments, while also driving continuous improvement initiatives to enhance operational efficiency and effectiveness.
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Level 2: Lab & Field Technician

Job Purpose:

Jobs at this level provide essential assistance to the research team by conducting experiments, analysing samples, and supporting various research and testing activities, both in the laboratory and in the field. They play a crucial role in ensuring the accuracy, reliability, and safety of research activities, applying meticulous attention to detail and adherence to established protocols. Lab technicians may collect a variety of samples and conduct diverse experiments, adapting their skills and techniques to the specific research unit and fieldwork requirements and ensure integrity of samples management from the sample collection to sample storage (biobank). Lab technicians and field technicians also participate in the data monitoring.

Accountabilities:

Description	Key Result Areas
1. Conduct laboratory experiments, fieldwork, tests, and analyses following established protocols and procedures.	<ul style="list-style-type: none"> Precise execution of laboratory experiments and tests
2. Collect, prepare and handle various types of samples through proper handling and preparation techniques to prevent contamination. Such experiments and analyses are not inclusive to a particular field (i.e., Studying mosquitoes & ticks, water and food samples, viruses and diseases etc.)	<ul style="list-style-type: none"> Safe collection and handling of samples Efficient and accurate processing of samples and timely completion of research objectives
3. Process and prepare collected samples for transport to the laboratory, ensuring proper labelling, documentation, and preservation methods are followed to maintain sample integrity.	<ul style="list-style-type: none"> Proper handling of samples collected through fieldwork
4. Process and prepare biobank samples from collected samples for the biobank storage, ensuring proper labelling, documentation, and preservation methods are followed to maintain sample integrity.	<ul style="list-style-type: none"> Efficient and accurate processing of samples for biobank and timely completion of research objectives

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5. Record detailed data during experiments and assist in the analysis and interpretation of the results contributing insights to research outcomes	<ul style="list-style-type: none"> • Accurate records of observations and analysis of results
6. Ensure proper operation, calibration, and maintenance of equipment. Troubleshoot malfunctions and coordinate repairs.	<ul style="list-style-type: none"> • Well-maintained laboratory and fieldwork equipment
7. Collaborate with researchers in planning and executing experiments and fieldwork	<ul style="list-style-type: none"> • Timely execution of research objectives
8. Monitor laboratory supplies and reagent inventory and perform requests for replenishment if needed	<ul style="list-style-type: none"> • Timely replenishment of laboratory supplies and reagents
9. Maintain detailed documentation of procedures, results, and observations. Ensure records are organized and accessible for reference and compliance purposes.	<ul style="list-style-type: none"> • Up to date information • Ease of retrieval of information
10. Adhere to safety protocols and ensure proper handling and disposal of hazardous materials	<ul style="list-style-type: none"> • Safe environment for research activities
11. Communicate biological lab results to study site doctor and team	<ul style="list-style-type: none"> • Timely report of lab results to research team
12. Perform on-site and centralized monitoring	<ul style="list-style-type: none"> • Research activities conducted according to the protocol, applicable regulations, and ethical standards. • Ensure quality and integrity of the data collected, as well as the safety and well-being of the study participants.

Qualifications & Experience:

- Bachelor's degree in a related field
- 0 – 3 years of experience

Technical Competencies:

- Knowledge of various laboratory techniques and sample preparation
- Knowledge of operating a variety of laboratory equipment (e.g., Microscope, Centrifuge)
- Knowledge of safety protocols when handling containment laboratories (Biosafety Level 3-Laboratory)
- Proficient data entry and data analysis skills
- Proficient in data monitoring
- Knowledge of research regulations and ethical standards
- Familiarity with data collection methods, including the use of specialized equipment and software to obtain accurate and reliable data
- Familiarity with various research methodologies relevant to assigned research unit

- Familiarity with biobank storage
- Knowledgeable about fieldwork logistics and planning for assigned research unit

Behavioural Competencies:

- **Attention to Detail:** Demonstrate exceptional attention to detail in executing experimental procedures, meticulously following protocols and maintaining accurate records to ensure the precision and reliability of research results.
- **Communication Skills:** Possess strong communication skills to effectively convey information and collaborate with diverse stakeholders involved in research projects.
- **Team Player:** Work collaboratively as an integral member of the research team, fostering a positive and supportive team environment through open communication, mutual respect, and willingness to assist colleagues.

Representative Jobs:

- Lab Technician
- Biobank Technician
- Field Research Assistant
- Clinical Research Laboratory Monitor
- Clinical Research Technician