

## 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     | <b>Lab &amp; Field Assistant</b>         | 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     | <b>Lab &amp; Field Technician</b>        | 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     | <b>Senior Lab &amp; Field Technician</b> | 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     | <b>Lab &amp; Field Supervisor</b>        | 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 | <b>Lab &amp; Field Manager</b> | 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. |
|---|--------------------------------|--|

### Level 3: Senior Lab & Field Technician

#### Job Purpose:

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 are responsible for developing standard operating procedures, coordinating lab results management and follow up, and supervise the data monitoring process.

#### Accountabilities:

| Description   | Key Result Areas   |
|---|--|
| 1. Plan, design and carry out experiments based on project requirements and established protocols   | <ul style="list-style-type: none"> <li>Smooth facilitation of research processes</li> </ul>  |
| 2. Oversee the collection, preparation and handling of various types of samples by team members. Such experiments and analysis 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"> <li>Safe collection and handling of samples</li> <li>Efficient and accurate processing of samples and timely completion of research objectives</li> </ul> |
| 3. Oversee the data collected during experiments as well as fieldwork and conduct detailed analyses of the data obtained  | <ul style="list-style-type: none"> <li>Accurate records of observations and analysis of results</li> </ul>   |
| 4. Oversee the operation and maintenance of laboratory and fieldwork equipment  | <ul style="list-style-type: none"> <li>Well-maintained laboratory and fieldwork equipment</li> </ul>   |
| 5. Collaborate with researchers in planning, designing, and executing research projects, both in laboratories and in the field  | <ul style="list-style-type: none"> <li>Timely execution of research objectives</li> </ul>  |
| 6. Provide guidance and training to lab technicians and lab assistants on complex laboratory techniques and procedures  | <ul style="list-style-type: none"> <li>Effective enablement and training</li> <li>Staff readiness to undertake research activities</li> </ul>  |

**PASTEUR NETWORK**

|   |   |
|---|---|
| 7. Oversee the management of research supplies and reagent inventory in a laboratory  | <ul style="list-style-type: none"> <li>• Timely replenishment of laboratory supplies and reagents</li> </ul>  |
| 8. Ensure team members maintain detailed and organized records of experimental procedures and results                                   | <ul style="list-style-type: none"> <li>• Up to date information</li> <li>• Ease of retrieval of information</li> </ul>  |
| 9. Implement quality control and safety measures within the project team to ensure the accuracy and reliability of experimental results | <ul style="list-style-type: none"> <li>• Quality assurance to ensure adherence with regulations and reliability of results</li> </ul>   |
| 10. Participate and supervise the on-site and centralized monitoring  | <p>11. Research activities conducted according to the protocol, applicable regulations, and ethical standards.</p> <p>12. Ensure quality and integrity of the data collected, as well as the safety and well-being of the study participants.</p> |

**Qualifications & Experience:**

- Bachelor's degree in a related field
- 4 – 6 years of experience working in a laboratory and/or in fieldwork

**Technical Competencies:**

- Proficiency in advanced laboratory techniques
- Proficiency in operating specialized laboratory equipment
- Proficiency in analytical techniques used in research
- Data analysis skills
- Experience in coordinating research projects
- Proficiency in data collection methods, including the use of specialized equipment and software to obtain accurate and reliable data
- Proficiency in various research methodologies relevant to assigned research unit
- Proficiency in fieldwork management and execution for assigned research unit
- Proficient in data monitoring
- Knowledge of research regulations and ethical standards

**Behavioural Competencies:**

- Attention to Detail: Demonstrate exceptional attention to detail not only in planning and executing experiments but also in overseeing the entire research process, ensuring precision and reliability of results.
- Communication Skills: Possess excellent communication skills to effectively convey complex technical information to diverse stakeholders involved in research projects.



#### PASTEUR NETWORK

- Leadership Skills: Exhibit strong leadership skills to provide guidance, mentorship, and training to team members, fostering a culture of excellence, accountability, and continuous improvement within the research team.
- Team Player: Able to work collaboratively in a team and contribute to a cohesive team environment to achieve shared research objectives and overcome challenges.

#### **Representative Jobs:**

- Senior Lab Technician
- Senior Clinical Research Technician