

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 4: Lab & Field Supervisor

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Ensure the efficient functioning of all laboratory operations, including sample processing, data analysis, and equipment maintenance. Allocate resources effectively to various research projects, ensuring optimal utilization while minimizing wastage and delays.	<ul style="list-style-type: none"> • Ensure smooth operational workflow with minimal disruptions. • Efficient resource allocation
2. Provide guidance and direction to the lab operations team, ensuring alignment with research objectives and timelines. Coordinate the scheduling of activities and tasks across different projects to maximize productivity and meet project deadlines.	<ul style="list-style-type: none"> • Optimize productivity and meet project deadlines effectively.
3. Develop and implement comprehensive maintenance schedules and protocols to ensure the proper functioning of laboratory and fieldwork instruments and equipment. Regularly inspect and assess the condition of laboratory and fieldwork instruments and equipment, promptly addressing any issues or malfunctions to minimize disruptions to laboratory operations.	<ul style="list-style-type: none"> • Well-maintained laboratory and fieldwork equipment throughout the organisation
4. Conduct thorough audits and inspections of laboratory and fieldwork procedures, documentation, and facilities to ensure compliance with relevant regulatory and quality control requirements and industry standards.	<ul style="list-style-type: none"> • Quality assurance and compliance to ensure adherence with regulations

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5. Foster effective communication and collaboration with stakeholders including researchers, project managers, and external partners to understand project requirements and objectives.	<ul style="list-style-type: none"> Effective communication and collaboration to align project objectives and priorities.
6. Implement robust inventory management systems to monitor the usage, availability, and procurement of laboratory and fieldwork supplies and reagents	<ul style="list-style-type: none"> Timely replenishment of laboratory supplies and reagents
7. Identify training needs and gaps within the lab operations team, designing and delivering targeted training programs to enhance technical skills, knowledge, and competency levels.	<ul style="list-style-type: none"> Effective enablement and training Staff readiness to undertake research activities
8. Ensure the lab operation team maintain detailed and organized records of experimental procedures and results	<ul style="list-style-type: none"> Up to date information Ease of retrieval of information
9. Train onsite clinicians, nurses and study staff on the study, and ensure that the study Standard Operating Procedures are implemented in study sites, and facilitate the onsite recruitment of study participants	<ul style="list-style-type: none"> Research activities conducted according to the protocol, applicable regulations, and ethical standards
10. Ensure the clinical management of the participants in collaboration with the clinicians at the study sites and the Principal Investigator of the study and fills the serious Adverse Events (SAE) forms;	<ul style="list-style-type: none"> Ensure management care as well as the safety and well-being of the study participants.

Qualifications & Experience:

- Master's degree in a related field or Clinical degree
- 6 - 8 years of experience working in a laboratory and/or in fieldwork and/or clinical practice
- At least 3 years of experience managing a team

Technical Competencies:

- Advanced proficiency in advanced laboratory techniques
- Advanced proficiency in operating specialized laboratory equipment
- Advanced proficiency in analytical techniques used in research
- Advanced data analysis skills
- Project management skills to plan operations across multiple projects within defined timelines and budget
- In-depth knowledge of regulations governing laboratories including safety protocols, ethical guidelines and other relevant standards
- Advanced proficiency in various research methodologies relevant to assigned research unit
- Knowledge of research regulations and ethical standards
- Advanced proficiency in fieldwork management and execution for assigned research unit
- Advanced proficiency in clinical management of patients included in clinical research projects

Behavioural Competencies:

- **Attention to Detail:** Demonstrate exceptional attention to detail in planning and managing various projects within the laboratory, ensuring meticulous oversight of resource allocation, budgeting, and scheduling to optimize efficiency and effectiveness.
- **Communication Skills:** Possess excellent communication skills to communicate complex technical information effectively with various stakeholders across multiple departments in the organisation.
- **Leadership Skills:** Exhibit strong leadership skills to provide effective guidance, mentorship, and motivation to the team, fostering a culture of excellence, accountability, and continuous improvement.
- **Adaptability:** Demonstrate readiness to adapt project plans and workflows to unexpected changes or challenges, proactively identifying alternative solutions and adjusting priorities and resources accordingly.
- **Strategic Thinking:** Possess strong strategic thinking skills to align laboratory processes, practices, and initiatives with the overall goals and objectives of the institution.

Representative Jobs:

- Study Coordinator
- Molecular Biology Manager
- Liver-Stage Platform Supervisor
- Field & Biobank Supervisor
- Biobank Manager