

**TERMS OF REFERENCE**  
**PROVINCIAL PUBLIC HEALTH LABORATORY COORDINATOR**

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<b>Job Type</b>	Contractual
<b>Project</b>	NIH-CDC
<b>Job Location</b>	Islamabad
<b>Qualification required</b>	i. MBBS (recognized by PMDC and ii. Postgraduate degree/diploma in discipline Pathology/Laboratory Medicine (recognized by PMDC)
<b>Minimum Experience required</b>	20 years relevant experience after postgraduation
<b>Required Travel</b>	Domestic travel for conducting meetings/workshops/trainings
<b>Reporting to</b>	Principal Investigator (PI)/E.D through Co. PI/Chief PHLD

**Projects Summary of CDC Cooperation with NIH:**

The “Global Health Security Agenda (GHSA)” was launched in February 2014 with the vision to safe and secure world from global health threats posed by infectious diseases and is a growing partnership of nearly 50 nations, international organizations, and non-governmental stakeholders to help build countries capacity to create a world safe and secure from infectious disease threats and elevate Global Health Security as a national and global priority.

.A “One Health” approach is to protect human health including collaboration between human, animal and environmental health entities on disease surveillance, outbreak response and prevention in order to achieve an optimal human health outcome.

GHSA activities are supported by small sustainable corporative agreement that covers establishment of provincial public Laboratories in all provinces including Azad Jammu and Kashmir (AJK) and Gilgit Baltistan (G.B).

**Terms of Reference**

- i. To Lead the Process of establishment of Provincial Public Health Laboratories under the supervision of chief PHLD, Co PI & PI/E.D.
- ii. Supervise installation of equipment, renovation, Lab supplies of Provincial Public Health Laboratories and networking of all Provincial Public Health Laboratories.
- iii. Supervise networking of Laboratories Information Management System (LIMS) of Provincial Public Health Laboratories with PHLD, NIH.
- iv. Arranging MoUs with couriers for sample transportation.

- v. Develop various related laboratory SOPs.
- vi. Ensure quality assurance and biosafety for Provincial Public Health Laboratories.
- vii. Ensure timely transportation of samples.
- viii. Training, skill building and supervision of technical staff of Provincial Public Health Laboratories.
- ix. Any other task/duty assigned by Project Coordinator/ Director/Chief FEDSD/Chief PHLD.

**Skills Required:**

- i. Good computer Skills
- ii. Good understanding, speaking, reading and writing ability in English, Urdu and other local languages.
- iii. Living in the relevant district or nearby.
- iv. Theoretical and practical knowledge of communicable disease control.
- v. Proactive and producing results.