



## Job Description

### Laboratory Manager

*Vestergaard ([www.vestergaard.com](http://www.vestergaard.com)) is a growing and diversifying company dedicated to improving the health and quality of life of some of the world's most vulnerable people, most of whom live in low- and middle-income countries. We are passionate about finding better, more decisive solutions to eliminate malaria and other global health challenges, including improving food security.*

*Founded in 1957, we are a privately-owned company headquartered in Switzerland with regional office in Vietnam and employees in other parts of the world, including India and Kenya.*

*Today, we are proudly B Corp certified with an aim to balance purpose and profit. This certification demonstrates our commitment to meeting the highest verified environmental, social and governance performance standards, public transparency, and legal accountability.*

*We believe that doing good is good business. We have been a United Nations Global Compact (UNGC) member since 2006 and have aligned our business objectives with the UN Sustainable Development Goals.*

#### **Position and Responsibilities**

As the new Laboratory Manager at Vestergaard and Noguchi Memorial Institute of Medical research, you will be responsible for managing and coordinating research, testing, and administrative activities at the Vestergaard-NMIMR Vector laboratories. This includes leading the application of quality management systems and participating in identifying gaps and growth avenues with advancements in the vector control space. You will report to the Technical Manager, Public Health within the Department of Market Development and Access. The position will be based in Accra, Ghana.

The major responsibilities:

1. To be the onsite liaison between Vestergaard and Noguchi Memorial Institute of Medical research
  - To be the day-to-day link between Vestergaard and Noguchi Memorial Institute of Medical Research
  - To execute Vestergaard's research interests associated with Vestergaard-NMIMR Vector Labs (VNVL)
  - To keep Vestergaard up to date on undertakings at VNVL and ensure compliant scientific processes and timely approvals
2. Cultivating a team support structure
  - To coordinate and foster collaboration between laboratories areas and projects
3. Management of testing and research activities at VNVL
  - To set up a literature capture system and conduct systematic literature reviews on approaches addressing gaps in various testing methods and good laboratory practices
  - To participate in identifying strategic growth avenues with advancements in the vector control space
  - To coordinate testing and research activities with external partners
  - To ensure up-to-date SOPs for all activities at the lab
  - To ensure SOP adherence
  - To evaluate and approve training requests and identifying training needs for staff at VNVL
  - To manage staff duty rosters and staff leave schedules
  - To ensure availability of testing resources and timely ordering of supplies
  - To maintain an equipment log and ensure timely servicing, calibration and ordering of equipment
  - To maintain a testing capacity record, receive and organize testing requests and ensure test are conducted within reasonable timeframes
  - To ensure proper data entry, analysis, and reporting formats for both internal and external purposes
  - To manage processes related to storage, archiving and disposal of samples, chemicals, data, files and other aspects within VNVL
  - To ensure good laboratory practices to promote safety, consistency, quality, and reliable data.
4. Management of administrative activities at VNVL
  - Oversight of finance processes and ensuring proper accounting
  - Ensuring compliant procurement procedures
  - Ensuring proper visitor logs and adherence to access restrictions
  - Ensuring proper infrastructure and timely maintenance
5. Other duties as may be assigned

## 6. Key competencies

- Ability to systematically identify research gaps, validate methods and implement research needs
- Proficiency in Microsoft Excel, Word, and PowerPoint
- Strong writing skills and ability to produce reports and other technical documents
- Strong interpersonal skills and ability to build working relationships with people in various cross-cultural settings
- Capable of representing the interests of the company effectively to a range of audiences including academic institutions, government agencies, NGOs, and other organizations
- Knowledge and behaviours that support equality, diversity, and inclusive practice
- Capacity to manage a team of research assistants and students
- Training in laboratory management or related aspects
- Fluency in English and effective written and oral communication skills

## Education and Experience

- MSc in Entomology, Parasitology, Epidemiology, or related disciplines. PhD preferred
- Experience and/or specialist knowledge in laboratory management practises
- At least 2 years of experience, part of which was in a senior position at a laboratory that has established some level of quality management
- Experience in financial forecasting and funds management
- Experience in coordinating collaborations
- Experience and knowledge of global public health issues

## Applications:

Vestergaard embraces diversity and inclusion in our workforce and is an equal opportunity employer. Diversity, equity and inclusion are critical to our ongoing success. Our employment practices prioritise qualifications and merit, disregarding factors such as race, national origin, religion, age, gender identity, sexual orientation, marital status and more, within the bounds of applicable local laws and regulations.

If you possess the above qualifications and are driven to meet our business needs, please send your cover letter and CV to [jobs@vestergaard.com](mailto:jobs@vestergaard.com). We will only respond to electronic applications and shortlisted applicants.

For more information about the company, please visit:

[www.Vestergaard.com](http://www.Vestergaard.com)

Youtube: [www.outube.com/user/VestergaardFrandsen](http://www.outube.com/user/VestergaardFrandsen)