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**EXECUTIVE DIRECTOR**  
TO BE NAMED

## Executive Director

### The African Society for Laboratory Medicine

**Location: Addis Ababa, Ethiopia**

**Closing Date: March 19, 2011**

The African Society for Laboratory Medicine (ASLM) is a newly established Pan-African professional body that will work with Ministries of Health, regional and international partners, the World Health Organization and others to strengthen laboratory health systems and networks in Africa that are critical to meet the Millennium Development Goals for health, and fight multiple emerging and re-emerging diseases. ASLM is supported by several institutions including WHO, UNAIDS, CDC, PEPFAR, the Clinton Health Access Initiative and other partners.

**THE POSITION:** The Executive Director will serve as Chief Executive Officer of the African Society for Laboratory Medicine (ASLM), and report to the Chairperson of the Board. The Executive Director will be responsible for the successful leadership and management of ASLM according to the strategic direction set by the Board.

**QUALIFICATIONS REQUIRED:** Applicants must possess a PhD, MD, DVM or equivalent degree in laboratory medicine; must be fluent in English, with a good knowledge of French, and have work experience in Africa.

**EXPERIENCE:** Interested candidates should have excellent leadership skills, with strong interpersonal and communication abilities and a strong commitment to strengthening laboratory health systems in developing countries. At least 5 years of experience, 3 of which must be at middle or top executive level.

**BENEFITS:** Salary is very competitive and commensurate with experience. Other benefits will include housing and tax exempt status.

To apply, please send your application, and accompanying letter, and updated Curriculum Vitae to: [DMukanga@AFENET.NET](mailto:DMukanga@AFENET.NET)

A full job description with the detailed eligibility and selection criteria can be found on our website: [www.afslm.org](http://www.afslm.org)

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## Position Description

### Executive Director:

#### Introduction:

The position serves as the Executive Director of the African Society for Laboratory Medicine (ASLM), who serves as Chief Executive Officer of the Society and reports to the Chairperson of the Board. The Executive Director will appoint members of staff as is deemed necessary, after ratification by the board, to assist in his or her duties in the management of ASLM.

ASLM consists of African laboratory professionals who advocate for public health laboratory strengthening on the African continent. The society serves an accrediting body for laboratories providing public health testing services and champions laboratory services that make a difference in the prevention and treatment of infectious diseases to improve the health of communities in Africa. ASLM envisions all African nations providing affordable access to quality laboratory services, thus leading to effective disease treatment and prevention and ultimately resulting in a better quality of life for all persons.

ASLM's mission is to establish and sustain regular communication with the professional laboratory leaders in each African country and with the World Health Organization leadership engaged in national laboratory strengthening in Geneva and Lyon. Working with these leadership teams individually—and together where appropriate—ASLM strives to strengthen existing national laboratory professional associations and, where none exists, build a national professional association. The society also advocates for and assists in the development and implementation of policies and guidelines at WHO and national health agencies that will provide the basis for quality in the certification of laboratory medicine training and continuing education. In addition, ASLM seeks to develop and implement advocacy strategic initiatives on a continual basis to promote the laboratory profession. ASLM will advance three specific strategies to energize the laboratory medicine profession and inform society of the importance of the profession to the health and economic well being of the public. These strategies are to establish a peer reviewed journal of laboratory medicine in Africa, to promote the strengthening of local partners for sustainability and to facilitate collaboration of South-South and North-North partnerships to mobilize resources.

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**Major Duties and Responsibilities:**

The Executive Director is responsible for the day –to-day operations of the Society and oversees the execution of all decision taken by the Board. Prepares the annual work plan and budget for Board approval and executes the work plan after the Board has approved it. Manages the financial and human resources of ASLM. Acts as spokesperson for the Society in tandem with Chairperson. Analyzes policy issues and recommends Society positions to the Board. Arranges and provides administrative assistance at Board meetings, including preparing agendas. Provides the board with a technically substantive annual report on the Society’s work plan with appropriate explanations. Regularly liaises and consults with major agencies and organizations involved in public health in general and in laboratory activities in particular. Ensures the monitoring of activities and the evaluation of program outcomes, including review of annual progress reports from recipients of Society funds. Has the authority, within the confines defined by the Board, to enter into contracts and administer funds on behalf of the Society. Performs other tasks and functions assigned by the board. The position may execute situational analysis and special project grants amounting to less than (specify amount) USD .

**Factor Levels:**

Factor 1. Knowledge required by the Position - Level 1-9 - 1850 points

**Knowledge Required by the Position:**

Comprehensive knowledge required of laboratory science and related health fields, such as public policy, epidemiology, biostatistics and clinical medicine.

Mastery Knowledge and ability to serve as nationally and internationally recognized consultant and expert on the state-of-the-art in laboratory science to advise officials within and outside the Society concerning laboratory strengthening and accreditation.

Mastery knowledge of managerial and administrative techniques, and the ability to plan, implement, and manage a broad, Society-wide program.

Ability to apply new developments and experienced judgment to a variety of highly complex problems, including disease surveillance, program evaluation, technology transfer, and laboratory research and its integration into public health programs.

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Expert knowledge of a wide range of qualitative and/or quantitative methods to develop data collection tools and review, evaluate, survey, and improve scientific public health laboratory program operations;

Knowledge of Society program goals and objectives and the relationship with other programs and key functions internal or external to the society to define requirements, integrate program activities, assess impact, and/or make decision on use of resources.

Knowledge of team management techniques to plan, organize, and direct multi-disciplinary project teams and activities;

Knowledge of oral communication techniques to serve as Society representative and present findings and deliver briefings, explain and justify recommendations, and negotiate solutions to disputed recommendations;

Knowledge of written communication techniques to prepare reports used as the basis for key-executive-level management decisions; policies; responses to inquiries; reports, marketing/outreach material; and other comparable documents;

**Factor 2. Supervisory Controls - Level 2-5 - 650 points**

The incumbent operates and under broad and general guidance of the ASLM Board Chairperson is expected to carry out his/her assigned duties and responsibilities in a manner that reflects favorable on the mission and objectives of ASLM.

The director provides general direction in terms of mission objectives. The employee plans and initiates projects independently. As the senior Society official in areas of expertise, recommendations and conclusions are considered to be technically authoritative. Incumbent coordinates activities between the laboratories and other program specialists such as those in the North and South African regions and in topic areas of expertise such as health informatics, disease surveillance, biomedical technology transfer, translation, laboratory science, and human subjects protection.

**Factor 3. Guidelines - Level 3-5 - 650 points**

Guidelines include basic legislation and legislative proposals, regulatory issuances of other Federal agencies, agency mission goals and policies, key public health principles and standards



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and criteria applicable to emerging and infectious diseases. Some of the employee's work involves policy matters and technical areas for which no clear guidelines exist. Professional judgment and knowledge of good health practices and Federal guidelines are used in developing guidelines, standards and practices suited to agency requirements.

The employee oversees the development of guidelines, policies and directives for national laboratory accreditation in collaboration with WHO.

### Factor 4. Complexity - Level 4-6 - 450 points

Work includes the planning, implementation, and evaluation of the Society's laboratory research as well as interfacing with various intra- and inter-Society organizations. Since the laboratory research of the several diseases within the Society's purview is evolving rapidly, innovative approaches will be required to ensure that laboratory findings and practices and research are well focused, including responsiveness to prevention program needs, and to ensure that laboratory program planning is based on the most current scientific data. A significant overlap exists between the epidemiology and risk factors for certain infectious diseases and these overlaps need to be considered in both disease surveillance and laboratory activities and in research activities.

### Factor 5. Scope and affect - Level 5-6 - 450 points

The overall purpose of this position is to oversee the work of the Society aimed at laboratory strengthening and accreditation within the African continent. As agency expert, furnishes advanced technical guidance and information over a broad range of topics to top level administrative, technical agency and contractor personnel, other government agencies, and outside organizations. Results of the employee's technical guidance affect ASLM's activities on a long-term and continuing basis, and often influence programs of other bodies, in outside organizations and in other countries.

### Factor 6. Personal Contacts - Level 6-4 - 110 points

The position requires frequent contacts with research and public health specialists in universities, federal and local government, scientific and professional societies, and private biotechnology companies. A close working relationship is maintained with



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program managers and staff officials at headquarters and field activities, and with clinicians, epidemiologists, statisticians, prevention specialists and local and State health officials. Personal contacts are maintained with high ranking officials of other agencies, State, and local government, and national and international groups. The incumbent represents the Society on interagency task forces and national councils and committees.

## Factor 7. Purpose of Contacts - Level 7-4 - 220 points

The purpose of contacts is to exchange expert advice in laboratory systems strengthening, related health matters, and to justify or resolve complex and controversial issues among various project directors, technical specialists, and other authorities concerning laboratory science. The incumbent represents the Society to other professional bodies for the purpose of establishing arrangements for collaborative effort, defending the agency's position, and providing technical assistance. The employee serves on task forces and intersociety committees concerned with developing standards and guidance, exchanging highly technical information and other similar goals. At special hearings or seminars, the employee presents the Society's viewpoints on pending guidelines, the impact of new research findings, and the impacts of actual or contemplated regulations. Contacts with universities, professional national and international groups, other agencies, and private biotechnology companies are maintained for the purpose of exchanging information concerning the current research and for recommending and contributing to laboratory strengthening initiatives.

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