

JOB ANNOUNCEMENT – Lab and Safety Administrator

Introduction

The Shoklo Malaria Research Unit (SMRU) is a field station of the faculty of Tropical Medicine, Mahidol University, Bangkok, Thailand, and is part of the Mahidol-Oxford Research Unit (MORU) supported by the Wellcome Trust, UK. The main objective of SMRU is to provide quality health care to the marginalised populations living on both sides of the Thai-Myanmar border in the Mae Sot area, Tak province. This is achieved by the dual activities of research and humanitarian services, with an emphasis on maternal-child health and infectious diseases.

SMRU is based in Mae Sot where the main laboratories are based and received samples from sites along the Thai-Myanmar border.

Job title: Laboratory and Safety Administrator
Location: Mae Sot
Probation: SMRU can terminate employment at 3 months if performance inadequate
Report to: Laboratory management committee

Responsibilities

The person selected for this job will be responsible for all activities related to laboratory administration and safety as detail below:

- Support the laboratory team for consumable and equipment ordering including:
 - Sourcing supplies (for new items);
 - Negotiating prices with suppliers (for new items);
 - Obtaining quotations from suppliers (for new items).
- Support laboratory Data Manager with equipment management when required, including:
 - Take responsibility for managing and getting broken equipment fixed;
 - Obtaining quotes for maintaining equipment and fixing equipment;
 - Organising maintenance and fixing of equipment;
 - Communication with logistics, procurement, finance and grants teams;
 - Provide backup cover and support the laboratory data manager.
- Deal with general laboratory queries from clinical and administrative staff, including taking responsibility for the laboratory mobile phone (weekdays and weekends).
- Organise and process shipments between SMRU and other laboratories.
- Support import and export procedures, including maintaining certification.
- Communication with Thai Public Health for reference laboratory identifications, external quality control schemes and laboratory registration certificates.
- Manage laboratory document database.
- Laboratory Safety Administrator. This includes:
 - Monthly Safety Equipment checks;
 - Safety Committee meeting organization and minutes taking;
 - Coordinating waste disposal between laboratory, logistic and Mae Sot hospital;
 - Communication with pest control company and monitoring of pest control actions;
 - Develop training media, schedule and implement refresher training and manage training records;
 - Develop, review and implement safety SOPs;

- Managing and maintaining Safety folder on SMRU server;
- Providing administrative support to the Safety Committee.

- Other duties as directed by the laboratory management committee.

Essential Criteria

- A degree in a relevant discipline (e.g. Bachelor of science, medical technology, business and management)
- Fluency in Thai and English (spoken and written).
- Computing skills – ability to work with Microsoft Office and database applications.
- Organisational skills – ability to prioritise and work to deadlines.
- Able to work independently, but also able to interact well within a team environment.
- Effective communicator.
- Prior experience of laboratory management (clinical or research-based).

Desirable Criteria

- Fluency in Karen and/or Burmese (spoken)

How to apply

Applications must be sent to SMRU/HR Department 68/30 Bantung Road, Mae Sot, Tak 63110 or email to smru-hr@shoklo-unit.com

Dead line for application: 31 August 2022

Please note that only short-listed candidates will be notified for the interview process.