

Biobank & Laboratory Manager - (1702858)

Grade: P3

Contractual Arrangement: Fixed-Term Appointment

Contract duration: Two years, renewable

Posting Date: Aug 30, 2017, 3 21:58 PM

Closing Date: Oct 15, 2017, 11:59:00 PM

Primary Location: France-Lyons

Organization: Laboratory Services and Biobank

Schedule: Full-time

PURPOSE OF THE POSITION

The incumbent is Head of the "Laboratory Services and Biobank" Group (LSB) at IARC. Organizationally, the LSB Group is located in the Director's Office reflecting the service nature of these activities in supporting the scientific Sections of the Agency.

The purpose of the position of Biobank & Laboratory Manager is to

- Ensure the IARC Biobank is maintained and handled under optimal conditions consistent with agreements with collaborators, with best ethical practice and according to international guidelines and protocols.
- Continue to develop IARC's Biobank and IARC's role in international biobanking, including through external partnerships.
- Ensure that the core laboratory facilities of the Laboratory Services and Biobank Group (LSB) are organized and operated so that they best support the scientific activities of all IARC laboratory-based research groups.
- Deliver state-of-the-art laboratory support services to different partners (inside and outside IARC) and to centralize laboratory equipment needs across the Agency.
- Oversee and contribute to training in areas of expertise within LSB, including laboratory safety, in cooperation with other IARC Sections and Groups.

OBJECTIVES OF THE PROGRAMME

The Laboratory Services and Biobank (LSB) Group is placed under the Office of the Director of IARC. It provides a number of core generic services and resources used by the laboratory and epidemiology groups across the Agency.

The coordination of the LSB activities is supported by the Laboratory Steering Committee (LSC) and the Biobank Steering Committee (BSC), which assist in optimizing LSB's operational procedures.

More information about the LSB Group at IARC can be found at the following link:

<https://www.iarc.fr/en/office-dir/lfb.php>

DESCRIPTION OF DUTIES

The key duties of the incumbent are as follows:

1. Manage efficiently the resources of LSB (personnel, space and finances) including planning in relation to extra-budgetary funds necessary to maintain staff within the Group.
2. Organize and supervise all aspects of the IARC Biobank, including participating in its future strategy.
3. Oversee the Agency's role in further developing international biobanking practices and standards, with particular focus on assisting in adapting relevant tools to resource-poor settings.
4. Oversee the day-to-day laboratory activities, including the smooth running and operation of essential scientific equipment and the tracking of laboratory equipment maintenance schedules across the Agency.
5. Optimize the services of the core laboratory facility which includes health and safety, pre-analytical and selected analytical services, central stores, glass washing and shipment of samples. Coordinate laboratory safety programmes working with in-house staff to ensure compliance with all applicable regulations.
6. Create links with similar structures in other cancer research institutes, identify areas for improvement, incorporate best practices and implement good laboratory practices at the Agency.
7. Write grants with a view to attracting funding from competitive sources, including to support the Biobank, negotiate with external partners the cost recovery, budget, timing and related aspects in relation to sample retrieval, processing and redistribution from the Biobank.
8. Cooperate with other Sections and Groups in training and capacity building in areas of expertise within LSB.
9. Carry out related duties as assigned by the Director.

REQUIRED QUALIFICATIONS

Education

Essential:

MSc in biological or molecular sciences or a related laboratory-based subject.

Desirable:

PhD in one of the above-mentioned fields.

Experience

Essential:

- At least five years of proven laboratory experience including the organization and management of shared laboratory facilities and systematic handling, storage and retrieval of biological samples.
- Supervisory experience of technical staff.

Desirable

Experience in one or more of the following areas would be an asset

- Experience developing LIMS.
- Experience in pathology.
- Involvement in epidemiology studies and understanding of statistical principles.
- Previous experience in protein and/or nucleic acid research and in large-scale epidemiology studies in relation to cancer.
- Operation of biobank to ISO 15189 or equivalent.
- Experience in resource-poor settings.

Skills

Functional skills:

1. Excellent laboratory skills in relation to manipulation of biological samples.
2. Excellent time management skills.
3. Ability to establish and implement quality assurance and quality control.
4. Knowledge of related ethical regulations including an understanding of the ethical and practical issues in relation to handling of biological samples.
5. Information technology (IT) skills permitting work on LIMS.
6. Proven ability to write grants applications.

Required WHO competencies

Ability to

1. Communicate in a credible and effective way.
2. Produce results.
3. Foster integration and teamwork.
4. Create an empowering and motivating environment.
5. Ensure the effective use of resources.

Languages

Expert knowledge of English with at least a beginner's level of French is required.

REMUNERATION

WHO/IARC salaries for staff in the Professional category are calculated in US dollars. The remuneration for the above position comprises an annual base salary starting at USD 58583 (subject to mandatory deductions for pension contributions and health insurance, as applicable), a variable post adjustment, which reflects the cost of living in a particular duty station, and currently amounts to USD 2377 per month for the duty station indicated above. Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children.

ADDITIONAL INFORMATION

- It is mandatory to attach a full list of publications. To add this list, please go to your profile under the dedicated "publication" tab.
- All candidates are strongly encouraged to add a cover letter to their online application.
- Candidates called for interview will be expected to give a seminar.
- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO/IARC is committed to workforce diversity. Applications from women are particularly encouraged.
- WHO/IARC has a smoke-free environment and does not recruit smokers or users of any form of tobacco.