

Job specifications

- **Post:** Laboratory Manager, **1 post is available.**
- **Organisation employed at:** KEM Hospital Research Centre (KEMHRC), Pune, Maharashtra, India.
- **Project Sponsored by:** QR GCRF Scheme, University of Surrey, United Kingdom.
- **Duration:** Fixed term post, maximum 6 months, start date 1st February 2021 (mandatory).
- **Job location:** KEM Hospital and Research Centre, 489, Sardar Mudaliar Rd, Rasta Peth, Pune, Maharashtra 411011, India.
- **Reporting to**
 1. Research Project Co-ordinator and Data Manager of the MAS 3 project based at the KEMHRC (primary line manager).
 2. Prof Chittaranjan Yajnik, Director, Diabetes Unit, KEM Hospital Research Centre, Pune (senior line manager).
 3. Dr Anand Ahankari, Lecturer (Assistant Professor), Faculty of Health and Medical Sciences, University of Surrey, Guildford, UK (additional line manager whenever required).

I) Main duties and responsibilities

- To oversee and take FULL responsibility all laboratory work required in line with the Maharashtra Anaemia Study Phase 3 (**MAS 3**). This is a full-time laboratory role.
- To act as a point of contact for all laboratory related tasks and to report to all three members/line managers as outlined above whenever required.
- Train laboratory technicians employed on the MAS 3 project to conduct required investigations and participate in all necessary/offered skills development trainings/meetings.
- Daily monitoring of all laboratory work and this includes but not limited to access and monitoring of samples from biorepository of the Diabetes Unit of the KEMHRC and oversee assay procedures and sample restorage tasks.
- To oversee and organise the biorepository of the Diabetes Unit in-line with advice from Prof Yajnik and others. Includes developing detailed records on each stored sample, labelling and online system on all samples at the biorepository for future use.
- Share any challenges, solve technical and non-technical issues in support and advice from the line managers to achieve project deliverables in given timeframe.
- To prepare relevant project materials (such as laboratory progress reports, power point presentations for monthly meetings etc.) and other documents needed for the research monitoring; ensuring these are ready in a timely manner and are 100% accurate.
- To oversee the smooth running of all laboratory work by managing laboratory technicians.
- To produce periodic reports (weekly progress report) to share with line managers.
- To regularly monitor and check the quality of assays conducted by laboratory technicians ensuring recorded/entered data are accurate and is maintained to a high standard.
- To coordinate with the MAS 3 Project Co-ordinator and Data Manager to share results from all investigations and ensure lab data are provided in time to be entered in the MAS 3 database.
- To answer any queries and resolve problems to ensure project staff are supported to work as required.
- Additional laboratory duties such as conducting assays to support MAS 3 work and other laboratory tasks as required to support the project objectives and deliverables.

II) Candidate details

a. Qualifications and Requirements

- Educated to an undergraduate degree or postgraduate qualification (preferred) in life sciences/biochemistry with substantial laboratory work experience.
- Experience in research-based project is required.
- Due to the nature and requirements of the project, it is mandatory prerequisite to be able to basic understanding of Marathi and/or English language to support all laboratory tasks.
- Candidate must be able to work in India without any special provisions such as work visa, or any other work permit.

b. Experience

- Basic computer literacy is MUST to be able to participate in online meetings and maintain data records of all laboratory investigations.
- Experience in coordinating a small laboratory team and also knowledge in laboratory management is necessary.
- Experience of managing laboratory materials, sourcing, storing and supervision.

c. Skills

- Good written communication skills, with the ability to politely communicate with several co-workers.
- Good presentation skills, and language skills- Marathi and/or English.
- Good leadership and organisational skills, with the ability to work to tight deadlines.
- Good attention to detail, and ability to develop report formats and contribute to meetings.
- The ability to work autonomously, whilst managing the workload of other laboratory technicians.

d. Benefits

- Gain team working and some management experience.
- Gain experience of working in the health research sector having international project partners.
- Competitive salary and work flexibility.

How to apply

- If you wish to apply, please share your detailed CV (maximum 3 pages permitted), with a cover letter (maximum 2 pages permitted).
- Cover letter should evidence your existing skills to perform listed **main duties and responsibilities** along with stating how you meet all listed **candidate details**.
- All documents should be in font size 11, Arial font. Application could be submitted in English or Marathi. Please include your contact details in the CV (email and phone number).
- **Email the suggested two documents as a single PDF attachment to** the following three email addresses at the same time.

Email

TO diabetes@kemdiabetes.org and research@kemhrcpune.org

CC rasikaladkat@hotmail.com

Email subject line '**Application for the GCRF MAS 3 Laboratory Manager Post**'.

Only shortlisted candidates will be contacted for the next stage.

Applications will be entertained (accepted for assessment) until the post is filled. Apply as soon as possible. Earliest start date will be 1st February 2021.