

Advertisement for the Post of Laboratory Manager

Job Description

The main function of a laboratory manager is to run the laboratory, smoothly, safely and efficiently. The manager is responsible for planning and overseeing of all its activities. The same is responsible for all aspects of laboratory equipment (running and maintenance), supplies, laboratory employees, documentation, relevant computer hard and software(s). Also helps in developing experimental and safety procedures as well as assisting in the development of the laboratory strategic planning, budgeting and procurement plan among others.

Qualifications:

The manager needs to have at least B.Sc. degree (or its equivalent) in biotechnology, or in any of the life, laboratory or medical sciences. For the manager to run the laboratory smoothly, there is also the need for experience in the areas of; laboratory management skills, knowledge of standard laboratory safety and procedures. Ability to lead and direct other laboratory staff members, additional technical skills and qualifications as well as interpersonal communication skills are advantages.

Duties

The duties/responsibilities of the laboratory managers include but not restricted to the under listed;

- I) Planning and executing the approved activities of the laboratory and preparing and submitting annual report to the management.
- II) In ACENTDFB, the manager reports to Director CBRT and HOD Biochemistry through the project Center leader.
- III) Helps in the, training, supervising and assessment of the laboratory scientists, technicians, and assistants as well as maintaining the staff discipline.
- IV) Scheduling a supervised proper use of laboratory facilities especially equipment by staff and students.
- V) The manager will be based in CBRT but will oversee other ACENDTB facilities elsewhere especially in the biochemistry department

- VI) Establishing policies and procedures for work place by ensuring maintenance of international technical and safety standards and adjusting them when necessary.
- VII) Overseeing maintenance of the laboratory facilities by organizing their calibrations, repairs or replacement, timely ordering of consumables and conducting periodical safety assessments and drills.
- VIII) Ensure reliability, safety and confidentiality of data collected in the laboratory.
- IX) Possession of up to date knowledge of requirements of the relevant regulatory agencies and adhering to them.

Recruitment

Successful applicant will be selected based on normal ABU recruitment procedure.

The appointment shall be first for one year but would be renewable depending on prevailing circumstances

The remunerations of the appointed manager would be determined as par conditions of service of ABU technical staff members.

Mode of Submission of Application

Applications and curriculum vitae should be forwarded (in sealed envelope) to:

The Director,

Centre for Biotechnology Research and Training,

Ahmadu Bello University, Zaria.

Not later than two weeks of this advertisement.