



Division of Human  
Resource

**REPUBLIC OF LIBERIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**MONROVIA**



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## **VACANCY ANNOUNCEMENT**

The National Standard Laboratory is seeking application from qualified individuals for the position of Technical Manager for the Testing Department. The Technical Manager is the head of the Testing Department of the National Standards Laboratory (NSL). He/ She key duties are ensuring that testing services are provided to customers through his/her leadership, technical and managerial supervision to the department. He/ She also ensure that the quality management system is fully implemented in all laboratory operations in accordance to ISO 17025:2005.

### **DUTIES AND RESPONSIBILITIES:**

- Implements the quality management system compatible to ISO (International Organization for Standardization) 17025:2005 standards for competence of testing and calibration laboratories;
- Supervises testing/ calibration activities in accordance with the Quality and Technical manuals' policies, procedures and protocols;
- Institutes a quality control activities of testing and calibration to ensure compliance with quality assurance system of NSL;
- Established and maintains quality documentation of lab (prepare technical manual and documentation);
- Ensures proper operation and maintenance of equipment and apparatus, acquisition, proper use, storage and management of chemicals, reagent, media and reference materials;
- Works along with other managements staff in designing and implementing polices, programs and activities that have direct effect on achieving the NSL objectives;
- Designs growth and development plan of the testing lab.

## **QUALIFICATIONS**

- Must have a bachelor's degree in pure or applied sciences (Biology, Chemistry, Bio-chemistry, Agriculture, Food Science, Biotechnology etc.);
- a master's degree in the basic or applied sciences or management sciences is an additional advantage;
- Must have essential training in quality management systems (ISO 17025:2005 and ISO 9001) – or equivalent training in quality assurance.
- Must have a practical experience in the use of ISO, Codex and AOAC testing methods for analyses of food and agricultural products;
- Must have an appreciable working experience in how to facilitate the establishment, implementation and improvement of the quality management system;
- Must know how to write technical documents – including manuals, standard operation procedures and work instructions
- Must be able to analyze and interpret quality data, including standards or quality control measures;
- Must be able to meet deadlines and deliverables.

## **HOW TO APPLY**

Complete applications must be submitted no later than June 30, 2016 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;
2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;
3. Documentations i.e., copies of degrees and certificates that addresses the minimum requirements of the position

All applications must be sent via hard copy and address to:

The Human Resource Director  
Ministry of Commerce & Industry  
3rd Floor  
Ashmun & Gurley Streets  
Monrovia, Liberia