

	Position Description: Laboratory Analyst	
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	Reviewed by:	Approved by Executive Director:
	Signature/ Date:	Signature/Date:

Job Title: **Laboratory Analyst**
National Marine Environmental Laboratory

Person:

Reporting To: **Lab Manager**

Purpose of the position

The National Marine Environmental Laboratory (NMEL) is the initiative of the Marshall Islands Marine Resource Authority to have an establishment that can meet RMI's oceanic and coastal fisheries needs. It is a multipurpose lab that compliments national efforts and at the same time caters for seafood export and market requirements. Overall, the objective of having such establishment is to sustain food safety and food security of the nation.

With the RMI ready to embark on a new mission of exporting fish and fish products to the international market, particularly the EU, products processed and exported must undergo verification through testing to meet standards and requirements. The Laboratory Analyst will be responsible to execute all relevant testing according to standard procedures.

Responsibilities

Responsibility 1 –Testing

1. Perform routine tests and analyses using the appropriate technical equipment such as High-Performance Liquid Chromatography (HPLC) for fish testing
2. Perform other tests requirements for fish/water, histamine
3. Provide Quality Assurance and Quality Control for the Lab units
4. Calibrate and maintain equipment when necessary
5. Analyse and Report test results
6. Keep and update all records into the MIMRA Laboratory Information Management System

Responsibility 2 – Team Responsibilities and Projects

As a team, the NMEL is jointly responsible for achieving the results in the annual work plan and performance indicators. Team members must work together in a collaborative fashion and share tasks and responsibilities according to the priorities, skills and time availability. Working together will also enhance creativity and confidence. Team responsibilities include:

1. Work Closely with CA Team on Health Certificates and products prior to approval for exports
2. Work with Lab Manager for annual reporting and reviews and on all Lab undertakings
3. Work with Lab Manager to ensure SOPs, Laboratory Safe practices are followed
4. Receive, Collect and process samples
5. Practice safe work habits, including complying with all safety, health, and environmental rules and regulations

Responsibility 3 – Team Planning and Management

1. Attend and participate in weekly team meetings for the Division
2. Prepare a monthly or quarterly work plan.
3. Participate in the MIMRA performance management system as directed by supervisors.
4. Provide training to Lab Assistants where necessary

Key Qualification/Experience/Traits:

1. Qualification

- Degree in Environmental Science, Food Science, Microbiology and or Chemistry.
- Certificate of Training in Microbiology Testing in fish and fish products
- Certificate of Training in High-Performance Liquid Chromatography Testing (HPLC) in fish and fish products
- Familiar with ISO 17025 laboratory accreditation requirements
- Proficient in Word, Excel and can produce quality reports

2. Required Experience

- Has worked in laboratory with over 5 years of experience in the areas of fish chemical testing for the European Union market
- Involved in methodology developments and accreditation process of fish testing laboratories.
- Experience in equipment and related laboratory medium procurements.
- Experience with Laboratory Information Systems

3. Desirable Traits

- Have English language and writing proficiency.
- Proficient in Excel and Word and can produce high quality written reports
- Commands an excellent communication skill, and demonstrated project management skills.

Location and Working Conditions:

- Position Location: Majuro
- Full time: 40 Hours per week.
- Two-year contract with a 6-month probation period and possibility of extension subject to performance evaluation
- Occasional domestic and international travels for training/workshops, meetings and sample collection
- Long hours sitting/standing and use of office equipment and computers, which can cause muscle strain. Will also have to do some lifting of materials, samples and supplies from time to time
- There are a number of deadlines associated with this position, which may cause significant stress. Must also deal with a wide variety of people on various issues.