



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.B.10
Job Profile: J2044**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Laboratory Facilities and Equipment Specialist	NOP	P17961	NO-A	Rio de Janeiro, Brazil

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Pan American Health Organization (PAHO), through its Pan American Foot-and-Mouth Disease/Veterinary Public Health Center (PANAFTOSA/VPH), promotes, coordinates, and implements technical cooperation aimed at reducing the health, social, and economic burdens of zoonotic and food-borne diseases, as well as animal diseases with significant impacts on public health and food security, such as Foot-and-Mouth Disease (FMD). PANAFTOSA's technical cooperation is part of the Department of Communicable Diseases Prevention, Control, and Elimination (CDE). Its efforts are focused on the surveillance, prevention, control, and elimination of diseases, ensuring that interventions are technically sound and appropriate for the political and sociocultural contexts. PANAFTOSA strives to achieve a sustainable impact on health by providing normative guidance, promoting evidence-based interventions, and fostering alliances that enhance country capacity, inter-country collaboration, and policy and decision-making through improved health information, analysis, and quality at all levels.

Organizational Context:

The incumbent is responsible for providing technical support in automation and maintenance engineering activities, contributing to the expansion of PANAFTOSA's diagnostic capacity, the production of reference materials, and the development of laboratory assays. Under close supervision, he/she assists with the operation and routine maintenance of equipment for environmental control, effluent treatment, and the inactivation of microbiological agents, in compliance with the legislation and guidelines of the World Organization for Animal Health (WOAH). These functions support PANAFTOSA's broader mandate to strengthen national programs in veterinary public health and animal health, with emphasis on the eradication of foot-and-mouth disease, the prevention and control of zoonoses that impact human and animal health, and the improvement of food safety systems.

Summary of Responsibilities:

Under the direct supervision of the Administrator and the guidance of the Center Director, the staff member is responsible for, but not necessarily limited to, the following assigned responsibilities:

- a) Support the coordination, and execution of preventive, corrective, and predictive maintenance services for laboratory equipment at PANAFTOSA;
- b) Assist in prioritizing corrective and preventive maintenance tasks, following defined methods and procedures for repairing damaged equipment;
- c) Provide supervision support and guidance to the maintenance team in carrying out their activities;
- d) Operate and update the computerized maintenance and automation system, by registering and monitoring technical maintenance events, work orders, and related tasks;

- e) Maintain contact with suppliers and technical service providers of the equipment and systems installed at the PANAFTOSA Reference Laboratory;
- f) Monitor and record the stock of spare parts and accessories to support preventive and corrective maintenance;
- g) Coordinate with different departments for scheduling and conducting periodic maintenance activities;
- h) Support daily maintenance activities and contribute to emergency response procedures, including assistance in organizing work schedules as assigned;
- i) Supervise maintenance activities carried out outside regular working hours, in line with established procedures, acting as the point of contact for these interventions;
- j) Receive and accompany suppliers and maintenance technicians during visits or interventions, in accordance with internal protocols;
- k) Supervise and promote continuous improvements of maintenance processes, and contribute to the smooth functioning of equipment and systems, to avoid unnecessary interruptions;
- l) Schedule and coordinate periodic team meetings to review procedures and results;
- m) Contribute to the implementation of the Preventive and Predictive Maintenance Program including support for calibration and certification activities;
- n) Support the monitoring of airflow systems (blowers, exhaust fans, frequency inverters) to help maintain pressure gradients between laboratory areas;
- o) Assist in testing and monitoring laboratory airtightness, including dampers, HEPA filters, and smoke tests, under supervision;
- p) Apply established procedures to verify that effluent treatment complies with the required parameters of time and temperature before disposal;
- q) Assist in carrying out qualification, certification, and calibration processes for laboratory equipment and systems, in line with defined technical requirements;
- r) Perform any other related technical functions as assigned, consistent with the responsibilities of the position.

Key Behavioral Competencies *(List and describe, in order of priority, five to seven essential competencies to perform the job)*

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others. - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the teams' successes and shortcomings. Identifies conflicts in a timely manner and addresses them as necessary; understands issues from the perspective of others; does not interpret/ attribute conflicts to cultural, geographical or gender issues.

Respecting and valuing individual differences: - Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Communication: Express oneself clearly when speaking/Write effectively/Listen/Shares knowledge - Quality and quantity of communication targeted at audience. Listens attentively and does not interrupt other speakers. Adapts communication style and written content to ensure they are appropriately and accurately understood by the audience (e.g., power-point presentations, communication strategies, implementation plans). Shares information openly with colleagues and transfers knowledge, as needed.

Knowing and managing yourself: Manages stress/Invite feedback/Continuously learn - Remains productive even in an environment where information or direction is not available, and when facing challenges; recovers quickly from setbacks, where necessary. Manages stress positively; remains positive and productive even under pressure; does not

transfer stress to others. Seeks feedback to improve knowledge and performance; shows self-awareness when seeking and receiving feedback; uses feedback to improve own performance. Seeks informal and/or formal learning opportunities for personal and professional development; systematically learns new competencies and skills useful for job; takes advantage of learning opportunities to fill competencies and skill gaps.

Producing Results: Deliver quality results/Take responsibility - Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own timelines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Makes proposals for improving processes as required and takes responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

Moving forward in a changing environment: Propose change/Adapt to change - Suggests and articulates effective and efficient proposals for change as needed when new circumstances arise. Quickly and effectively adapts own work approach in response to new demands and changing priorities. Is open to new ideas, approaches and working methods; adjusts own approach to embrace change initiatives.

Technical Expertise *(List and describe, in order of priority, the abilities required to perform the job).*

- Ability to research, organize and summarize technical and administrative information.
- Ability to interpret, and follow up on technical and administrative processes.
- Ability to identify problems and contribute practical solutions within the assigned area of work.
- Ability to communicate effectively and maintain good interpersonal relationships.
- Proficiency in using operating systems, commercial and corporate applications, internet browsers, and email software.
- Ability to support the preparation and implementation of commissioning activities.
- Ability to support maintenance, calibration, certification, and validation activities for equipment and facility components with potential impact on biosafety.
- Ability to assist in the specification of equipment and apply pre-established usage criteria.
- Ability to contribute to maintaining the physical integrity of facilities, equipment, and accessories.
- Ability to assist in maintenance activities and contribute to risk evaluation, under supervision.
- Ability to provide technical input to procurement processes by providing technical information on equipment.
- Ability to create and maintain accurate and systematic records of equipment maintenance activities.

Education (Qualifications)

Essential: University degree in Electrical, Mechatronics, or Automation Engineering.

Desirable: Complementary courses (Control systems, Electrical, Safety & Compliance) related to the specific area.

Experience

Essential: Three years of national experience in the application and support of operations in biosafety laboratories.

Desirable: Experience in the implementation and management of automation in biosafety laboratories.

Languages

Fluency in Portuguese, with an intermediate knowledge of English or Spanish.

IT Skills

Demonstrated ability to effectively use current technology and software, in particular, spreadsheets and presentations, as well as Enterprise Resource planning (ERP) and management information systems. Other IT skills and knowledge of software programs such as Visio and Project would be an asset. Knowledge of AutoCAD is required.