

World Anti-Doping Agency  
Job Description

# **SPECIALIST, LABORATORY MONITORING**

Application deadline: December 2<sup>nd</sup>, 2011

**Please send your resume to:**

WADA Human Resources  
**Email:** [hr@wada-ama.org](mailto:hr@wada-ama.org)  
**Fax:** +1 514 904-8650

**Position Located:** Montreal, Canada  
**Reports to:** Senior Manager, Science

## **JOB FUNCTION**

### **Laboratory Assessment: laboratory quality and compliance with WADA rules**

Monitoring of anti-doping laboratory activities, with particular emphasis on the technical assessment of laboratory's quality processes and compliance with WADA rules as established in the International Standard for Laboratories (ISL) and related Technical Documents and laboratory guidelines.

## **ESSENTIAL FUNCTIONS**

1. Participate in the development and management of procedures for the assessment of anti-doping laboratories' quality and compliance with WADA rules.
2. Conduct laboratory on-site assessments as part of the routine WADA laboratory accreditation process and in cases of compliance issues.
3. Liaise with WADA-accredited laboratories and follow up on technical issues as required and as directed by Science Director and/or Senior Manager.
4. Be familiar with current applicable international certification and documentation requirements (e.g. ISO 17025, WADA ISL) in relevant fields (e.g. laboratory accreditation processes).
5. Develop knowledge of ongoing anti-doping scientific issues relevant to the position.
6. Keep abreast of international literature in the relevant fields.
7. Make presentations to the Laboratory Expert Group as needed.

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8. Other activities related to the monitoring of laboratory activities as requested by Science Director and/or Senior Manager.

### **PROFILE - KNOWLEDGE, SKILLS and ABILITIES**

1. Excellent verbal and written communication skills.
2. Bilingual, French and English.
3. Additional language skills an asset (e.g. Spanish, German and/or other).
4. Skills in statistical analysis, an asset.
5. Able to make clear and precise observations.
6. Able to identify and analyze problems and develop practical solutions.
7. Able to organize and prioritize work.
8. Able to make presentations in front of an audience.
9. Fit with culture and organization values (e.g. teamwork spirit and love of sport)

### **QUALIFICATIONS and EXPERIENCE**

1. Degree in an analytical or biomedical science.
2. 3+ years of hands-on supervisory and/or quality management experience in a testing laboratory (e.g. anti-doping, forensic, environmental control, etc.) and within an ISO environment.
3. ISO 17025 and ISL knowledge would be considered an advantage.
4. Experience in anti-doping matters is a plus.
5. Experience in dealing/working with international partners and organizations, a definite asset.
6. History of scientific publication in peer reviewed journals is an asset.