### Vacancy Notice

**Ref. Nr. 008/2014 - External**

**Title:** DNA Validation and Development Coordinator  
**Department:** Forensic Science Department /DNA Laboratories Division  
**Location:** Sarajevo, Bosnia and Herzegovina  
**Number Needed:** 1  
**Start of Contract:** ASAP  
**Vacancy Notice issued:** 9 September 2014  
**Deadline for Application:** 30 September 2014

### Vacancy Background:

The DNA Validation and Development Coordinator will be responsible for coordinating and documenting a research and development program based on the extraction and typing of DNA from postmortem remains and reference samples. This will include, but not limited to, developing and/or updating existing laboratory procedures; to evaluate and implement new methods (commercial or in house developed) with the aims of reducing the overall costs of the laboratory and increasing efficiency of the processes. The candidate will be working closely with both the Head of Laboratories and the QA/QC Manager to bring new or updated methods in line with the ICMP ISO17025 accreditation.

The DNA Validation and Development Coordinator will also be responsible for the co-ordination and documentation of technical validation and implementation of new methods within the DNA laboratories and other areas of the Forensic Science Division (FSD). This will require coordinating efforts with the DNA laboratories, the Director of the Forensic Science Program, other areas of the FSD program, external agencies/laboratories, and includes summarization of experimental results and formal validation reports.

### Main Duties:

- The research and development of new techniques associated with extraction of DNA from bone, tissue or other type of material;
- The research and development of new techniques associated with the amplification of nuclear or mitochondrial DNA;
- Implementation of automation in key areas of the laboratory;
- The validation of new forensic techniques, instrumentation, or genetic systems;
- The review and improvement of laboratory procedures to bring them in line with quality assurance standards;
- Working with the Head of DNA laboratories and the Quality Assurance Manager to maintain laboratory accreditation;
- Working with informatics personnel to develop or update new or existing LIMS, DNA matching application and other software;
- Troubleshooting various procedures and instruments used in the day to day lab operations;
- The development of staff with regards to research and development, training, coaching, and validation;
- Other duties as required;
All protocols, data, methods, insights, informatics tools, and records produced or developed by the employee in the course of, or related to, their duties become the sole intellectual or physical property of the ICMP.

Experience:
- Human forensic DNA techniques, including commercial autosomal STR kits, Y-chromosomal typing, real time PCR, mtDNA sequencing, other genetic systems and methods, and specific challenges associated with degraded or low copy DNA typing;
- DNA Extraction from human tissue and reference samples;
- DNA Quantification;
- DNA Amplification;
- Fragment Separation;
- Analysis and Interpretation of DNA Profiles;
- Population Genetics;
- Matching Report Review;
- DNA matching statistics and kinship analysis;
- Maintenance and calibration of equipment;
- Maintenance of workspace hygiene;
- Documentation of work including abnormalities in data.

KEY REQUIREMENTS
- Master’s degree or higher in Biological Science, Genetics or Forensics plus 3 years of relevant full-time professional experience, or a Bachelor’s degree in Biological Science, Genetics or Forensics plus 5 years of relevant full-time professional experience;
- A history of experience with R&D, specifically with skeletal remains and advanced DNA typing technologies;
- Excellent multi-tasking skills;
- Excellent written and spoken English language skills at a level consistent with high profile publications and professional speaking activities;
- Exceptional attitude and capability regarding professionalism, teamwork, flexibility, and working under pressure.

A Curriculum Vitae with cover letter should be sent to the address below or e-mailed to application@ic-mp.org. Only those selected for interview will be contacted:

Head of Personnel
ICMP
Alipašina 45a
71000 Sarajevo, BiH