

## Vacancy Notice

### Ref. Nr. 030/2017 – External

|                                  |   |
|----------------------------------|---|
| <b>Title:</b>                    | <b>DNA Validation and Development Coordinator</b> |
| <b>Department:</b>               | <b>Science and Technology</b>                     |
| <b>Location:</b>                 | <b>The Hague, the Netherlands</b>                 |
| <b>Number needed:</b>            | <b>1</b>  |
| <b>Start of contract:</b>        | <b>01 July 2017 (approximately)</b>               |
| <b>Vacancy Notice issued:</b>    | <b>01 April 2017</b>                              |
| <b>Deadline for Application:</b> | <b>30 April 2017</b>                              |

#### **Organization profile**

Every year, millions of people around the world go missing as a result of conflict, human rights abuses, disasters, organized crime, irregular migration, and other causes. Be part of a growing international organization that is dedicated to tackling this global challenge.

**The International Commission on Missing Persons (ICMP)** is a treaty-based international organization with headquarters in The Hague, the Netherlands. Its mandate is to secure the cooperation of governments and others in locating and identifying missing persons. As the only international organization tasked exclusively to work on the issue of missing persons, ICMP maintains field programs throughout the world. To learn more about ICMP [click here](#).

#### **Vacancy Background:**

The DNA Validation and Development Coordinator will be responsible for coordinating and documenting a development and validation program based on the extraction and typing of DNA from postmortem remains and reference samples. This will include, but is not limited to, developing and/or updating existing laboratory procedures, and evaluating and implementing new methods (commercial or in house developed) with the aims of expanding the scope and power of DNA testing methods, 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. A main focus for the position will be on the development and validation of protocols based on Massively Parallel Sequencing (MPS) for use on challenging bone samples, including the development of bioinformatics pipelines in coordination with ICMP's Data Systems Department. This will include both the development of new assays and/or optimizing and implementing current commercial assays.

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 Science and Technology (S&T). This will require coordinating efforts with the DNA laboratories, the Director of Science and Technology, other areas of the S&T program, external agencies/laboratories, and includes summarization of experimental results and formal validation reports.

**Reporting to the Head of DNA Laboratory Division, the DNA Validation and Development Coordinator will:**

### **Main Duties:**

- Development of protocols based on MPS for use on challenging bone samples and distant kinship cases
- The development and optimization of new techniques associated with extraction of DNA from bone, tissue or other type of material;
- The development and optimization 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;

### **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;
- Population Genetics;
- DNA matching statistics and kinship analysis;
- Experience with MPS instrumentation and informatics an asset

### **Qualifications and Skills:**

- Master's degree or higher in Biological Science, Genetics or Forensics plus 3 years of relevant full-time professional experience;
- Excellent written and spoken English language skills at a level consistent with high profile publications and professional speaking activities;
- A history of experience with development of new methods in forensic DNA testing, such as with skeletal remains and advanced DNA typing technologies;
- The ability to direct MPS workflow development.
- Exceptional attitude and capability regarding professionalism, teamwork, flexibility, and working under pressure.

**TO APPLY:** Send a **Curriculum Vitae with cover letter and the names and contact details of three work referees** by email to: [application@icmp.int](mailto:application@icmp.int). Please state the vacancy number in the subject line.

*Salary will be commensurate with experience and educational qualifications required for the position.*

ICMP is an equal opportunity employer and is committed to diversity. Female candidates are strongly encouraged to apply for this position. We thank all applicants for their interest. Only those selected for an interview will be contacted.