

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-DMS-AS-MED-2278	Deadline: 14 July 2017
Post Title: Laboratory Technician	Level: Individual Contractor
Organizational Unit: Medical	Location: Monrovia
Initial Appointment: Until 31 Oct 2017	IMIS Post #s
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p>	

Description of Main Duties:

Under the guidance of the Chief Medical Officer, the individual contractor must be able to do the following tasks:

- To assist and perform daily routine services of the laboratory tests and procedures by performing phlebotomy and blood collection from the patients for Biochemistry, Hematology, Parasitological, Bacteriology, Immuno-Serology, Sputum and other tests that the laboratory facilities can accommodate;
- Performs a variety of procedures using standardized UNMIL established laboratory techniques and SOPs on both manual and automated equipments;
- To be responsible for the monitoring, storage, inventory and preparation of the requisitions of laboratory equipments, reagents and laboratory consumables items and ensuring its timely submission for yearly requisition to the CMO;
- To be able to do proper recording, registration and reporting of the laboratory statistical data by daily, monthly, and annually for lab tests performed;
- To ensure the cleanliness and conduct appropriate preventive maintenance of laboratory equipments as well as reporting all malfunctions of equipments and initiating repairs when necessary by qualified repair technician;
- To assist in EVD related activities including EVD samples preparation and safe biohazard packaging for laboratory referral;
- To be responsible for the security, safe operation and maintenance of all laboratory equipment;
- To assist in the logistics and supplies management of the laboratory and the medical services that includes warehousing, storage, inventory and stocks distribution;
- To act as custodian of laboratory equipments if assigned in the sector satellite laboratories;
- And to perform other related duties as assigned and in assistance to the UNMIL medical services when necessary.

Competencies:

- **Professionalism** - Thorough knowledge in the use and application of the Organization's financial regulations and rules as well as accounting policies and practices; Knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance and accounting functions. Demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps.
- **Planning and Organizing** –Very effective organizational skills and ability to establish priorities and to plan, co-ordinate and monitor own work plan; Ability to work under pressure and cope with deadlines.
- **Commitment to continuous learning** – Initiative and willingness to learn new skills.
- **Technological Awareness** – Solid computer skills, including proficiency and in-depth knowledge of various computer applications as they relate to accounting procedures. Proficiency in various spreadsheet and word processing applications.
- **Teamwork** – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communication** – Good written and spoken communication skills; ability to write in a clear and concise manner

Qualifications/Requirements:

- **Education:** Diploma/Associate Degree in Medical Laboratory Technology, and/or other degree related to Clinical Laboratory Science;
- **Medical Laboratory Training:** Must have been trained in various clinical laboratory procedures in basic microbiology/bacteriology, hematology, lab assistance training, HIV/AIDS Counseling and testing, malaria diagnosis and laboratory quality assurance.
- **Experience:** A minimum of 6 years of practical laboratory experience in any Liberian medical/health institution; Previous experience with UN Agencies or INGOs/NGOs in Liberia is a big asset
- **Languages:** Fluency in spoken and written English is a requirement; working knowledge of any other official UN language would be an asset.
- **Other:** Basic computer skills (Microsoft Office, Email, and Internet) are required;
- Other skills:
 - Medical assistance skills that includes nursing aide and drug dispensing
 - Personal and professional skills on good administrative ability, ability to perform duties under stress; willingness to familiarize oneself with and apply the UN DPKO medical support manual; good judgment; absolute confidentiality; great autonomy, initiative, dynamism and creativity;

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

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should be forwarded to the attention of: UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, PAP Annex Pan African Plaza, Tubman Boulevard, Monrovia