

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

Vacancy Announcement – Internal/External - REVISED

POST OPEN FOR LIBERIAN NATIONALS ONLY

Vacancy#: UNMIL-DOA/DMS/DS-16	Deadline: 23 March 2018
Post Title: Laboratory Technician (One Position)	Level: GS-6
Organizational Unit: Medical Section (MS)	Location: Monrovia
Initial Appointment: Four (04) months subject to operational requirements, availability of funds and satisfactory performance.	Indicative Minimum Annual Gross Salary:
	IMIS Post # Individual Contractor
UNMIL invites internal candidates for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Office and attach copies of the following documents: Proof of Liberian nationality, Birth Certificate/Passport, University degrees 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.	

Description of Main Duties:

Under the overall supervision of the Chief Medical Officer, the Laboratory Technician will be responsible for, but not limited to the performance of the following duties:

- 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 equipment's;
- To be responsible for the monitoring, storage, inventory and preparation of the requisitions of laboratory equipment's, 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 equipment's as well as reporting all malfunctions of equipment's 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 equipment's 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:** Demonstrated technical knowledge of all aspects of training and development, with proven coordination, liaison, research and analytical skills identifying issues, formulating options and making conclusions and recommendations; commitment to implementing the goals of gender equality by encouraging equal participation and full involvement of women and men in all aspects of peace operations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages

from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications and Experience:

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

Work 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 required.

Technology Awareness: Excellent skills in the use of Microsoft Office and other programmes are essential.

Others:

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy number: UNMIL-DOA/DMS/DS-16 should be forwarded to the attention of: UNMIL Recruitment Unit,
Human Resources Management Section, UNMIL Headquarters, Pan African Plaza,
Tubman Boulevard, 1st Street, Sinkor, Monrovia-Liberia.