



JOB OPENING

Functional Title & Level:	Laboratory Technician (GS-6)
Section/Org. Unit:	Medical Services Section
Duty Station:	Port-au-Prince
Posting Period:	28 September – 4 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-069

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Laboratory Technician (GS-6)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Laboratory Technician (GS-6)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities

Within limited delegated authorities, the incumbent of the post will be responsible for the following duties:

- Performs all pertinent laboratory examinations needed for the diagnosis of patients suspected of malaria, intestinal parasites that includes: Chemistry, Hematology, Serological, Clinical Microscopy analysis, Gram's and AFB staining, pregnancy tests, other special procedures as defined in the Lab standard operations procedure and as referred by the Medical Officer/Clinician planning and advice and in reference with the UN medical diagnosis and treatment protocols.
- Ensures the security and maintenance of laboratory equipment and to effectively find a way to secure the laboratory properties.
- Performs lab examinations if there are field mobile clinics and/or emergency during extra working hours if designated by the CMO.
- Provides technical support for lab diagnosis referrals as requested by the Medical Officer/ Clinician.
- Monitors, assesses and evaluate the completion of laboratory registration book with laboratory results according to the guidelines, and reports the laboratory results, as well as makes this available upon official request to the Clinician/Medical Officer.
- Ensures confidentiality and keeps relevant information of all laboratory registry.
- Monitors consumption of material and reagents on a weekly basis and prepares monthly orders with sufficient advance information to the designated Pharmacist/Medical Supply Officer based on consumption needs.
- Ensures and supervises the maintenance of cold chain/refrigerator and performs necessary measures to maintain optimum temperature of all reagents, specimens, and materials requiring cold chain in the laboratories.
- Ensures and supervises the performance of laboratory procedures concerning emergency blood transfusion and cross matching and the implementation of the agreed protocols.
- Prepares monthly data report of lab activities according to mission reporting format.
- Prepares, supervises, participates and evaluates the dispatch and results of monthly Internal and External Quality Control specimens for submission to Reference Labs and ensures the follow up of tests results.
- Attends and participates in mission's Medical Services staff meetings.
- Conducts the in-service training of all mission Medical staff on laboratory standard operating procedures, laboratory waste management, bio-safety rules, and other relevant subjects.
- Participates and attends Lab Officer/Supervisor's required lectures and/or in-service trainings and participates in evaluations of learned knowledge and/or skills.
- Maintains and supervises the cleanliness and surrounding of laboratory (inside and outside) together with the whole mission's Medical Services staff.
- Ensures communication of all relevant information to mission's Medical Staff and to subordinates that would be important to the overall operation of the Lab.

Competencies

- **Professionalism:** Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

Education

High School diploma or equivalent and diploma in Laboratory Studies/ Techniques. National registration and license is required.

Work Experience

A minimum of seven years of progressively responsible experience in a full-service laboratory or related area.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English and French is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.