



JOB ADVERTISEMENT

LABORATORY ASSISTANT. 1 Post (Aweil)

VACANCY REF NO. SS LABASSISTANT SEP 2025 (MAL1134814)

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control, and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. Malaria Consortium work on malaria is being increasingly integrated with other similar public health interventions for greater impact and therefore expanding our remit to include maternal, newborn and child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis, and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice.
- behaviour change communication.
- national and international advocacy and policy development.

Country and project background

Malaria Consortium began its activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bahr El Ghazal. Its programme areas include the Boma Health Initiative, Nutrition for children under five years, Health systems management, and LLIN mass distribution. Malaria Consortium in South Sudan work with the Ministry of Health ((MOH) at the National and State level on policy and guideline development.

Malaria Consortium Seeks to Recruit: -

Job Title: Laboratory Assistant.
Location: Aweil
Department: Program
Reports To: County Coordinator.
Direct Reports: None

Indirect Reports: None
Travel involved: None.
Contract Period: 12 months.
Closing date: Closing Date 22nd September 2025 at 5:30 PM South Sudan Local time.

Job purpose

The Laboratory Assistant train and build capacity of selected health facilities laboratory staff on malaria diagnosis through microscopy. He/ she oversees and implements all aspects of laboratory activities at health facility levels. He/she is responsible for planning, implementation, reporting and coordination with health facility level staff.

Scope of work

The role of Laboratory Assistant is to ensure quality implementation and delivery of severe malaria diagnosis services at the laboratories of the health facilities by laboratory staff through the timely delivery of laboratory commodities and supplies, exact malaria diagnosis, provision of supportive supervision, training, and documentation of program activities. She/he provides supportive supervision and training/on job coaching to laboratory staff. She/he ensures correct diagnosis of malaria keeping targets in mind. He/she interacts with the County Health Department, and health facility staff to keeps them updated on the progress of the program, joint planning and ensures implementation of the planned activities.

Key working relationships

Internal: Interacts with; Logistics staff, other Finance and monitoring and evaluation departments staff

External: Relates with Hospital Administrator, doctors, laboratory staff

Key accountabilities

The successful candidate will be responsible for the following duties:

Program Implementation, treatment tracking and management (70%)

- Responsible for capacity-building efforts for health facility laboratory staff/Assistants through structured training, hands-on mentorship, and quality-focused supervision.
- On the job coaching of laboratory staff to collect samples from patients for Biochemistry, Hematology, Parasitological, Bacteriology, Immuno-Serology, sputum, and other body fluids and conduct routine and other tests that the laboratory facilities can accommodate.
- Train laboratory staff to manage the day-to-day administration of the laboratory including proper filing of patient records in the data management system and strict confidentiality of patients' records.
- Train laboratory staff to verify and release quality and reliable clinical test especially malaria microscopy results of patients to clinicians.

- Identifies and recommends quality control mechanisms and design laboratory modules and work plans that ensure hospital-based infection control measures, safety and proper biohazard waste management.
- Monitors laboratory inventory and prepares requisitions for laboratory reagents and laboratory consumables in collaboration with the Pharmacy unit.
- Train and ensures proper recording and reporting of laboratory data capturing the daily, monthly, and annual laboratory tests performed.
- Train and ensures the cleanliness, maintenance, and calibration of laboratory equipment, as well as reporting any equipment malfunction and initiating repairs, when necessary, by qualified repair technician.
- Trains, assistants, and supervise the daily activities of the Laboratory Staff (if any) assigned to the medical section.
- Ensure accountability of received commodities and supplies through tracking consumption levels and reviewing reconciliation reports
- Keep track of program targets in relation to laboratory activities and timely implement to ensure program meets targets and ensure correct reports from laboratory staff, prior to its submission.
- Ensure implementation of activities is in line with the laid down laboratory protocols by continuously monitoring and conducting on-the-job training of hospital laboratory staff
- Take on additional responsibilities as delegated by the line manager.

Reporting & data quality control (10%)

- Review and correct lab reports and provide constructive feedback on necessary adjustments and submit finalized hard copies to the line Manager for timely monthly reporting to the M&E department.
- Support the line manager in addressing data quality concerns raised by the M&E team, ensuring timely resolution of identified discrepancies.
- Ensure there is regular submission of monthly reports, success stories, trip reports, and other documentation to keep the line manager well-informed of program progress at the health facility level.

Coordination and representation (10%)

- Assist in the planning and logistical coordination of training and supervision visits, under the guidance of the line manager.
- Liaise with key partners including Hospital Administrator, and County Health Department, other stakeholders (as necessary)
- Attend hospital coordination meetings at health facility level as directed by line manager.

Administrative and other duties (10%)

- Provide monthly written reports on activities to the line manager.
- Work with the Program Officer and finance department to prepare financial requests and ensure the timely reporting of expenditure.
- Ensure individual action plan of the self and team to ensure role complementarities in achieving the set treatment target.
- Any other duties as required by the line manager

Person Specifications

Qualifications and Experience

Essential:

- Laboratory Technician with Public Health qualifications
- At least two to three years' field experience in related field
- Experience working in drug/commodity supply management and logistics
- Experience of conducting quality supportive supervision and data use
- Republic of South Sudan national.

Desirable:

- A broad range of experience including logistics, training and capacity building
- Experience of supervising teams

Work-based skills

Essential:

- Fluent in Arabic Fluent in Arabic, Dinka or Luo is added advantage
- Ability to communicate effectively with a variety of audiences including CHD, doctors, VHC and community leaders
- Strong negotiation and communication skills
- Good planning and organisational skills
- Good written and spoken English
- Basic computer skills particularly Microsoft Office
- Flexible, ability to work both as an individual and as a team member and under stress in what can be a harsh environment

Desirable:

- Ability to find solutions to complex problems in a challenging environment

Application Submission Criteria:

To Apply please visit our website and apply online and submit the Application letter and CV.

www.malariaconsortium.org vacancy page.

This Position is open to only Qualified South Sudanese. Female candidates are encouraged to apply.

We appreciate your application; however, only short-listed candidates will be contacted. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website for other suitable opportunities. Thank you for your interest in Malaria Consortium.

We need to keep beneficiaries safe, so our selection process reflects our commitment to safeguarding. Malaria Consortium has a zero-tolerance approach to Abuse and exploitation of children and vulnerable Adults both within and outside the workplace.

Applicants are therefore required to read Malaria Consortium safeguarding policy and the code of Conduct before applying for this role. This is attached to the advert online.

