



**Save the Children**

19 October 2023

## **Internal/External Job Advertisement**

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

**Job Title: Lab Tech Assistant (I)**

**Location: Akobo West – Walgak**

**Reports to: Clinical Officer**

**Contract Period: 12 Months**

### **CHILD SAFEGUARDING:**

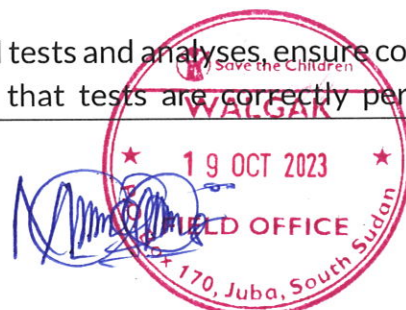
Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetffing process staff.

### **ROLE PURPOSE:**

The Lab Tech Assistant will be responsible for supporting the overall planning, implementation, and monitoring of Lab Tech management at the PHC/MMU sites to deliver reasonable services.

### **KEY ROLES AND RESPONSIBILITIES**

- Ensure correct procedure for sample collection to clinicians and labelling with requests for patients well explained in a confidential manner.
- Assist Lab Tech and clinician to define and update laboratory activities, and participate in medical diagnosis and treatment of diseases in the PHCC/MMU.
- Perform quality RDTs for malaria, and or control tests and analyses, ensure compliance with the basic plans of the laboratory and ensure that tests are correctly performed while





observing Standard Operating Procedure. The holder will also maintain good use of RDTs at the PHCs/MMUs where necessary

- Ensure that hygiene and safety protocols, high infection prevention and control and required clothing and equipment are implemented in the laboratory including cleaning personnel being informed about biohazards accordingly.
- Ensure proper registration and records of all lab-related activities; prepare and send slides/samples for external quality control if necessary; check and oversee the proper maintenance of equipment (e.g. updated inventories of laboratory materials and equipment) etc.
- Ensure confidentiality of all patient laboratory results always, in accordance with the protocols in place.
- Manage, train and supervise the laboratory local team through capacity-building observing C-19 measures.
- Compile, analyses and report on lab activities/incidents or results and participate in the development of epidemiological reports and any other duties deemed to be performed as assigned by supervisor.
- Any other duties that may be assigned by the supervisor.

## BEHAVIOURS (Values in Practice)

### Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### Collaboration:





- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

## QUALIFICATIONS AND EXPERIENCE

### Essential

- A Certificate in Medical Laboratory Science from a recognized institution
- Diploma or equivalent Certificate in Lab Tech will be a plus.
- Completed high school with good subject knowledge
- Previous 3-4 years' experience in similar role

### Skills/abilities

- At least 3-4 years of proven experience in LabTech area/RDTs usage especially in the field settings/PHCC/MMU
- At least two year relevant project implementation experience in PHC and or emergency health intervention in NGOs or similar context
- Substantial experience in coordinating, mobilizing community, planning, implementation, supervision, monitoring and reporting cultural and gender sensitivity.
- Strong interpersonal skill and an ability to mentor staff.
- Proven ability to manage a complex and demanding workload.
- Willingness and ability to travel to all project areas, within approved security frameworks.
- Work experience in diverse international NGOs is an asset.
- Excellent report writing and English proficiency skill and the local language
- Demonstrated application of micro soft office Ms Word, Excel and power Point.



### Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

### Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

### Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

### Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

### Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

### Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

### Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

**Deadline for submitting applications: 08<sup>th</sup> November 2023.**

**Cc: [MoIJobadvert@gmail.com](mailto:MoIJobadvert@gmail.com); (National Ministry of Labour email Address Juba)**

Approved By  
Chuo Luach Lek  
AKOBO COUNTY  
Deputy RRC coordinator  
19/10/2023

