



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Lab Technician
<b>Number of Post</b>	One (1)
<b>Band /Level /Grade:</b>	8B
<b>Department:</b>	Health Program
<b>Location:</b>	Ajuong Thok
<b>Overtime Eligible:</b>	N/A
<b>Contract Status</b>	Fixed Regular
<b>Date of Issue:</b>	Friday, 2 <sup>nd</sup> September 2022



### **Background/IRC Summary:**

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9<sup>th</sup> July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity, and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

### **Job Summary:**

Working under the guidance and supervision of the Senior Lab Technician the Laboratory Technician will be directly responsible for conduction all essential medical investigations required at the level of upgraded PHCC. He/ She will provide support to laboratory assistance and ensure that there are adequate supplies of that laboratory supplies including laboratory reagents. He/ she will also ensure correct collection, packaging of samples the needs to be processed at National Public Health Laboratory

### **Major Responsibilities/Duties:**

The duties and responsibilities of the Lab Technician include following:

#### **a. Programming**

- Maintain adequate buffer stocks of diagnostic kits for diseases of public health importance.
- Supervision of the staff working in the laboratory
- General running of Laboratory activities in the absence of the Senior Laboratory Technologist.
- Participate in the weekly departmental meetings, quality of care committee meetings and monthly staff meetings.
- Prepare monthly work/activity plans for him/herself for review by the clinical officer in charge.

#### **b. Operations.**

- In liaison with the clinical officer/medical officer - PHC, ensure that all statistical reports are accurate and submitted weekly, monthly, quarterly, and annually as necessary.
- Maintain an updated record and compile and submit monthly inventory reports of all laboratory assets and equipment.
- In liaison with of the clinical officer, review, authorize and keep accurate records of all requisitions, duty rosters and applications for leave of the staff.
- Monitor and ensure the proper usage of program supplies.
- In liaison with the clinical officer, participate in annual program planning process and budget implementation. Recommend budget revisions to focus on priority areas and assist with rising of fresh bulk supplies orders every trimester.

**c. Human Resource Management**

- Monitoring and supervision of the laboratory staff; to ensure that work is done properly and efficiently.
- Review personnel issues and concerns of incentive laboratory staff and assist with determining and implementing solutions.
- Conduct regular training sessions (OJT and refresher trainings) for refugee staff.

**d. Communication and Reporting**

- Ensure adequate flow of information for all supervisees with constant feedback as may be required.
- Carry out other relevant or requested duties as may be required.

**e. Key Result Areas:**

- Ensure timely and quality laboratory services to refugees.
- Maintain accurate inventory and ensure rational use of laboratory supplies.
- Conduct any other roles and responsibilities assigned to by the supervisor.



**Key Working Relationships**

**Reports to:** Senior Lab Technician

**Directly supervises:** Lab Assistant, Nurses.

**Internal/External contacts:** Clinical officers, Nutrition Officers, Nurses, Auxiliary Nurses, Medical Doctor, Laboratory Technicians from State Hospital/ or partners Health facilities and the Senior Health and Nutrition Manager.

**Job Qualifications, Skills, and Experience:**

**Education Qualification:** Diploma in medical laboratory or Registered certified in Laboratory Technician or certificate in laboratory sciences.

**Work Experience:** at least 2 years of experience in the same or similar position with International or National Non-governmental Organization or work in busy laboratory.

**Demonstrated Skills and Competencies:** Motivated and able to work independently. A team player and willing to work in remote areas. Ability and flexibility to understand the cultural and political environment and cooperate with local health representatives and other actors. Excellent communication skills, good spoken and writing of concise reports in English. Computer Literacy; Word, Excel, and Power point. Able to work under difficult and stressful situations. Experience and skills in reporting is mandatory

**Language Skills:** Fluency in English and classic Arabic language is required.

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding policy:** The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the

program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

**How to Apply:** Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department**, IRC South Sudan and you can delivered your Application to **IRC Head office in Juba Goshen House**, or **field office in Jamjang**, or you can e-mail your applications to [SS-HR@rescue.org](mailto:SS-HR@rescue.org). Deadline for submission **Wednesday 21<sup>st</sup> September 2022** before **5:00PM** Central African Time.

**NOTE:** Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process. Applications will be screened on rolling basis.

**PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)**

***'WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.'***

*— Reviewed by RRC office -  
and approved by Labour.*

