



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Laboratory Technologist (Technician) (G-4)** according to the Terms of Reference below. Interested applicants are invited to apply by **27 September 2023** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Reference Code:	VN-69/2023/S-BD1	Position Title:	Laboratory Technologist (Technician)
Duty Station:	(Ukhia and Teknaf) Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-4 (UN Salary Scale)	Type of Appointment:	One Year Fixed Term (with possibility of extension)
Unit:	Migration Health Division		

General Functions:

Under the direct supervision of the Laboratory Manager and the overall supervision of the Chief Migration Health Officer (CMHO) the incumbent will be responsible for technical support to laboratory services with respect to Migration Health Assessments (HAP) and other programmes implemented by the IOM Migration Health Division in Ukhia and Teknaf.

Responsibilities and Accountabilities:

1. Perform laboratory procedures as assigned by the laboratory supervisor for pre-examination, examination and post-examination activities through the use of the standard relevant equipment.
2. Ensure standards and the quality of laboratory procedures by strictly following the Standard Operating Procedures (SOPs).
3. Adhere to biosafety measures adopted in the laboratory, minding the safety of oneself and others.
4. Organize and operate activities on assigned station for accurate, efficient and timely delivery of results.
5. Perform quality control activities for assigned stations and document results as required.
6. Facilitate in maintenance of laboratory equipment in good working order and operate equipment appropriately following SOPs.
7. Facilitate in laboratory stock management and monitor that the equipment and consumables are sufficient for the anticipated work.
8. Facilitate to maintenance of established system of organized record keeping and information management for timely delivery of results, data collection, analysis and reporting for laboratory monitoring and facilitation to operational research.
9. Participate in the development and updating of SOPs as needed.
10. Participate in the improvement of the service system according to adopted work plan in the laboratory.
11. Perform such other duties as may be assigned.

Education, Experience, Skills and Language:

- Diploma in medical laboratory science with at least four years of relevant experience; or,
- University degree in Medical (Clinical) Laboratory Sciences, Microbiology or related fields with at least two year of relevant professional experience.
- At least two years of relevant laboratory experience in a busy institution, preferably in a laboratory;
- Relevant technical knowledge and practices to personnel and laboratory operations;
- Computer literate with understanding of accurate data collection and analysis for monitoring and continuous improvement of laboratory services and performance; and,
- Good awareness of the laboratory role in health systems, optimal use of resources for quality and efficient services delivery.
- English is mandatory. Working knowledge of Bengali or locally spoken languages is an advantage.

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code [VN-69/2023/S-BD1; Laboratory Technologist \(Technician\) \(G-4\)](#).

The following documents must be attached:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

Internal candidates:

The PERN must be indicated in the *Personal History Form (PHF) for the reviewer to determine that it is an internal application.*

Applications are sent to IOMBangladeshJobs_Internal@iom.int; the subject line should mention the reference code [VN-69/2023/S-BD1; Laboratory Technologist \(Technician\) \(G-4\)](#).

The following documents must be attached:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification.

Due to volume of applications received, only short-listed candidates will be called for further assessment. Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.

**IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.**