
Vacancy Announcement No. KC 18101001

Job title:	Laboratory Supervisor
Job location:	Myitkyina, Kachin State
Accountable to:	Project Medical Referent
Salary Level:	7
Base Salary:	575,000 MMK
No of Position:	1
Duration:	Initially 1 year with possible extension

General presentation

Médecins Sans Frontières (MSF / Doctors without Borders) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

In Myanmar, around 1,000 international and national staff work closely together to provide high-quality medical care and treatment through a network of health centers, health posts and mobile clinics. MSF's goal is to save lives and alleviate suffering by working directly with those in need - regardless of race, gender, religion or political affiliation. The teams consist of highly qualified medical staff, administrators, coordinators and experts in various medical, logistics, and administrative fields.

Field Context

The Kachin Project, averaging 350 national and international staff, is based in Myitkyina, Kachin State. Currently there are MSF clinics in four sites in addition to Myitkyina: Moe Gaung, Bhamo, Phakant and Laiza. HIV and TB are the primary focus; however, some clinics also provide STI, PHC and malaria treatment. The target populations are drug users, sex workers and other underserved populations suffering from unmet medical needs.

Main Purpose

Planning, organizing and carrying out laboratory activities and supervising the laboratory staff according to MSF protocols, security measures and hygiene standards, in order to support the MSF medical team in the diagnosis of patients' diseases.

Main task and responsibilities

- Participating in the project planning and follow-up and reviewing the laboratory budget when necessary in order to support MSF's medical activities.
- Ensuring the compliance of MSF hygiene and safety protocols, both individually and collectively as well as informing staff of existing biological risks.
- Performing laboratory tests and carrying out sample collection (serology, hematology, biochemistry, bacteriology, parasitology ...) in accordance with prescriptions as well as ensuring that quality control tests are carried out regularly. Informing the doctor of the results of the tests and keeping a record of the analysis with data from patients.
- Ensuring proper management (cleaning, maintenance, arranging) of all laboratory equipment and the adequate supply of needed equipment and material in order to prevent stock-outs. This includes being responsible for all required automatic instrument calibration, ensuring that no material is taken out of laboratories without prior authorization and carrying out a proper storage system and conditions, inventory, etc. In cooperation with logistics department, ensuring that cold chain is properly maintained in Laboratory areas for both, samples and reagents.
- Ensuring proper registration and needs of all lab related activities and implementing a correct use of the associated management tool (EpyTryp. Etc.) in order to have a proper recording of laboratory activities. Preparing and sending slides/samples for external quality control.
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, coaching, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required

- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Producing regular reports on the testing and on any issues/ problems related to laboratory personnel and / or the material used.
- Perform any other job related tasks assigned by his/her supervisors as necessary

Confidentiality

This organization attaches the greatest importance and confidentiality to patient, staff, health data and other data held by the organization. All data should be treated as confidential and should only be disclosed on a need to know basis.

Requirements

- Essential University degree (B.P.SC or B.Med.Tech)
- Essential 2 years experience in a laboratory, preferably as a Lab Tech.
- Desirable in MSF or another NGO, desirable in a clinical laboratory
- Local language and mission language essential
- Essential computer literacy (word, excel and internet)

What we offer is:

- An attractive and market based salary;
- Public Holidays – all gazette public holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package;
- 13th months bonus;

You are offered the opportunity to work with the world’s largest medical emergency organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our websites: www.msf.org and www.msfmyanmar.org.

For inpat staff

- Food per diem and frequent trips paid back home;
- An additional package including housing.

Application:

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

Attention: **Project Coordinator**
MSF-Holland (Kachin Project Office)
No.191, Sipin Tharya Street,
Yuzana Quarter, Myitkyina, Kachin State.
Email to: kachin@oca.msf.org

Not later than Thursday, 25th October 2018.

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**