

United Nations International Residual Mechanism for Criminal Tribunals

Laboratory Technician, G-5

DEADLINE FOR APPLICATIONS	:	11 July 2018
DATE OF ISSUANCE	:	12 June 2018
OFFICE	:	Registry/ Medical Unit
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/MU/008-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Medical Services Unit of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. Under the supervision of the Medical Officer, the incumbent will be responsible for supporting the work of the Mechanism and United Nations Detention Facility (UNDF) clinics.

Responsibilities:

The incumbent will perform the following duties:

- Prepare list of laboratory equipment necessary for the proper functioning of the clinic;
- Prepare list of laboratory reagents necessary for the proper delivery of health services;
- Assist in the procurement of the laboratory equipment and reagents;
- Prepare requests for laboratory reagents replenishment in a timely manner;
- Collect laboratory samples from patients and perform all laboratory tests requested by Medical Officer;
- Validate test results for each patient;
- Maintain records of all the laboratory supplies and equipment;
- Perform preventative maintenance of laboratory equipment;
- Establish procedures to evaluate laboratory test methodologies for accuracy, precision, sensitivity and normal values;
- Serve as resource person for quality assurance of laboratory results;
- Assist the medical team in interpreting laboratory results to enable the choice of therapeutic regime that best fits the client's needs;
- Coordinate with outside laboratories for other tests such as Histological specimen, cultures, special biochemistry and others;
- Prepare monthly statistics of tests performed in the laboratory;
- Maintain laboratory records and results for clients in a strictly confidential manner;
- Keep Medical Officer abreast of the activities of the laboratory;
- Participate in delivering health education to clients;
- Escort clients to specialized hospitals if necessary to ensure follow-up of such cases;
- Assist the Nurse when not engaged in performing the duties of Laboratory Technician;
- Be on call outside normal office hours and holidays;
- Perform other duties considered necessary by the Medical Officer for the proper functioning of the MSU clinic.

Competencies:

Professionalism – Knowledge of current clinical and medical laboratory technician standards and ability to perform at those standards. Knowledge of modern medical information technology and solid computer skill. Pays close attention to detail and works accurately. Adaptability, initiative and dynamism and team spirit are essential. Excellent organizational skills, interpersonal skills and good communication skills, as well as computer literacy are required. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
 - **Client Orientation** – Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
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QUALIFICATIONS

- Education:** High school diploma or equivalent is required. Diploma from a recognized Laboratory school is required.
- Experience:** At least five (5) years of experience performing laboratory technician functions. Experience working within the United Nations common system or International Organization is highly desirable. Experience in an international medical body may be an advantage. Knowledge of maintenance and running a modern medical laboratory, including the operation and normal maintenance, including calibration of laboratory equipment is an asset. Familiarity with the concepts of a paperless office and electronic file management is desired.
- Language:** English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Kinyarwanda is desirable. Knowledge of Swahili is an asset

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
