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| **Title:** | LABORATORY TECHNICIAN | |
| **Generic Function:** |  | |
| **Code:** | MT03303 | |
| **Level:** | 5 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Laboratory Technician Supervisor / Laboratory Activity Manager |
| **Reports to (Functional):** | Laboratory Technician Supervisor / Laboratory Activity Manager |
| **Job Family:** | Medical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Perform clinical laboratory activities according to **MSF** protocols, security and hygiene measures in order to obtain results to determine the patient’s treatment. |

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| **Accountabilities** |
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| * According to medical prescription, preparing and performing clinical exams/tests with appropriate techniques and following **MSF** protocols and procedures. This function includes, among others: * Taking blood, vaginal and urethral samples. * Centrifuging blood and urine samples. * Performing laboratory exams (serology, hematology, biochemistry, bacteriology or parasitological, according to context of the mission). * Ensuring proper reporting and registration of the sample results in order to keep a written track of activity and give information to the relevant persons, ensuring confidentiality. * Taking care, manage and organize efficiently the laboratory material/equipment: * Perform cleaning and minor maintenance for biomedical equipment used. Following the user manual and protocols and alert supervisor in case of malfunctioning * Applying hygiene and safety protocols, doing daily cleaning /maintenance, sterilization, washing general glassware after procedures are done. * Ensuring proper sample waste disposal according to **MSF** protocols and highest safety standards. * Supplying orders, do stock, storage conditions follow-up, keep inventory. * Keeping organized the data collection system of laboratory results and all information generated from the analysis done. * Reporting all relevant information linked to the activity in the laboratory to the line manager, especially the loss/robbery/damage of laboratory equipment or medicines. * Performing minor maintenance and cleaning of the biomedical equipment following user manual and protocols. Alerting the supervisor in case of malfunctioning of any device.List item |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Essential Laboratory Technician diploma /degree. |
| **Experience** | Minimum 1 year working experience essential. |
| **Languages** | Mission language desirable and local language essential. |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | Results, teamwork, flexibility, commitment, service |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**