

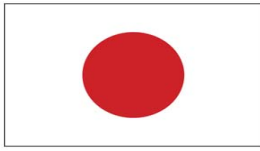
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the People of Japan**



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Return of Qualified Afghans Programme **TERMS OF REFERENCE**

I. POSITION INFORMATION	
Position title:	Laboratory Technician
Host Institution:	HROA Hospital (United Medical Complex)
City:	Kabul
Position number:	1
Organizational unit:	LAB
Reporting directly to:	Medical Coordinator and Doctors
Overall supervision by:	Health Management Coordinator
Managerial responsibility:	Laboratory Testing
Directly reporting staff:	Lab Assistant, Sample Collector
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the direct supervision of Medical Coordinator and the overall supervision of Health Management Director, the candidate will be primarily responsible for Laboratory Tests.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p><u>Main duties and responsibilities:</u></p> <ol style="list-style-type: none"> 1. Keeping all LAB equipment operational and active 2. Overseeing automated analysis tests 3. Taking blood and tissue samples <p><u>Other duties and responsibilities</u></p> <ol style="list-style-type: none"> 4. Keeping laboratory ready by inventorying stock, placing orders, verifying receipts 5. Preparing specimens 	
IV. COMPETENCIES	
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies:</p>	
Behavioural	



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Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

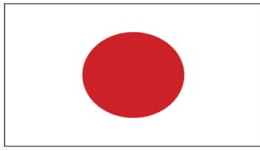
- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress



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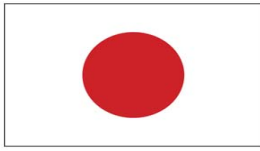


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<ul style="list-style-type: none"> ▪ Treats all colleagues with respect and dignity <p>Teamwork</p> <ul style="list-style-type: none"> ▪ Actively contributes to an effective, collegial, and agreeable team environment ▪ Contributes to, and follows team objectives ▪ Gives credit where credit is due ▪ Seeks input and feedback from others ▪ Delegates tasks and responsibilities as appropriate ▪ Actively supports and implements final group decisions ▪ Takes joint responsibility for team's work <p>Technological Awareness</p> <ul style="list-style-type: none"> ▪ Learns about developments in available technology ▪ Proactively identifies and advocates for cost-efficient technology solutions ▪ Understands applicability and limitation of technology and seeks to apply it to appropriate work
<p>Technical (<i>specific to the job family</i>)</p>
<ul style="list-style-type: none"> ▪ Chemistry Techniques, Lab Environment, Clinical Lab Testing, Cryogenic Procedures, Creating a Safe, Effective Environment, Sterilization, Equipment Calibration, Biohazard Safety, Medical Teamwork, Supply Management, Self-Development

<p>V. EDUCATION AND EXPERIENCE (<i>specific to the category and (expected) level of the position</i>)</p>
<ul style="list-style-type: none"> ▪ A Completed university degree in LAB technician ▪ Relevant work experience in Laboratory with demonstrable successes ▪ Excellent verbal and written communication skills in Dari/Pashto.

<p>VI. LANGUAGES</p>	
<p>Required</p>	
<ul style="list-style-type: none"> ▪ Dari ▪ Pashto ▪ English 	<p>Fluent Fluent Medium</p>



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Advantageous

- Hospital and doctors offices wouldn't be the same without medical lab technicians. MTLs are a critical component of functioning healthcare facility. Having an experienced lab technician in our hospital will have a positive impact on patients health and will also help our doctors detect diseases and determine treatment options.