



IOM-Return of Qualified Afghans (RQA) Project -2019/2020

Terms of Reference

Position Information:

Organization:	Afghanistan Hemophilia Patients Association (AHPA)		
Job Title:	Hematological Lab Assistant	Job Type:	Full Time
Number of Placements Available:	2	Closing Date:	2019/April /15
Gender:	Male/Female	Contract Duration:	10 months with a possibility OF extension up to 12 months in Total
Sector:	Health and Social Inclusion	Vacancy Number:	IOM -RQA 2019-2020 (AHPA) 002
Sub Sector:	Health		
Job Location (Province):	Kabul	City:	Kabul

Context:

Under the overall supervision of the Administrative Manager and the direct supervision of the Hemophilia Supervisor the successful candidate will undertake the below mentioned responsibilities supporting the Afghanistan Hemophilia Patients Association.

Responsibilities:

- Receive analyze samples (blood, toxic and tissues).
- Carry out laboratory tests according to standard procedures.
- Conduct lab experiments under defined conditions, make observations and interpret findings.
- Organize and store all chemical substances, fluids and compressed gases according to safety instructions.
- Record all data and results in specific formats (paper and electronically) with accuracy and responsibility.
- Maintain equipment and assist in ordering laboratory supplies.
- Ensure that all safety guidelines are always followed strictly and maintain a clean and orderly environment.
- Assist with diagnoses Hemophilic patients.
- Report to supervisor on weekly and monthly basis.
- Assist with any other task assigned by supervisor.

Educational qualifications:



- At least bachelor's degree in hematology (master's degree is preferred)
- Working knowledge of MS Office specially excel and database systems is required
- Able to deliver presentations and seminars

Experience:

Minimum 2 years experience in related field.

Languages:

Fluency in Dari/Pashto and English is required.