



Terms of Reference for the Recruitment of National consultant for REPLACEMENT OF UN CLINIC Laboratory Technician on a Roster Basis.

TERMS OF REFERENCE REPLACEMENT UN CLINIC Laboratory Technician

I. Position Information	
Application type:	External vacancy
Job Title:	REPLACEMENT OF UN Laboratory Technician
Category	MEDICAL Consultant
Duty station	Kigali, Rwanda
Payment (daily)	43,876 Rwf Gross Per day
Type of contract:	Temporary National Individual Contract
Expected starting date:	Short Contracts for Replacement of UN CLINIC Laboratory Technician
Duration	To be précised in the Contract
When Required	To be put on Replacement Roster: Call will be on need basis
Number of Candidates required to be on the Roster	3

II. Background and objectives

UNDP on behalf of UN Clinic wishes to put in place a roster of qualified Laboratory Technician. Qualified candidates are invited to participate in this call for proposal for the recruitment of the national Consultants as Replacement the UN Clinic Laboratory Technician during his/her leave or any other period its required.

Under the guidance and direct Supervision of the UN Clinic Physician, the replacement Laboratory Technician must accept short contracts and be available at short notice to compliment staffing for the existing UN Clinic whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function. He/she must

be familiar with the Rwanda Medical Standards and UN Medical Standard Operating Procedures, directives, communication procedures and enable staff compliance with risk management measures, ensure the Clinic is functional according to his/her terms of reference.

III. Objective

Under the guidance and the direct supervision of the UN Physician, **the replacement Laboratory Technician must accept short contracts and be available at short notice to replace the Laboratory Technician whenever required. These conditions are crucial since they also form the basis of candidates to roster for this function.** He/she must perform Laboratory tests for UN Staff and fill the corresponding documentation. He must also analyse and produces laboratory results with maximum precision leading to reliable results.

IV. Functions

1. Attend the UN Clinic on a full time basis
2. Management of the UN Clinic Laboratory to insure smooth operations of day to day functions
3. Regular maintenance of all laboratory equipments following the technical specifications of the manufacturers of the equipment.
4. Fast and efficient resolution of all problems related to laboratory performance
5. Proper reporting of problems to the manufacturers customer service
6. Ensure safe handling of biohazardous materials in compliance with the international standards and practices.
7. Draw blood samples applying international sterilization and bio safety standards
8. Collects and label urine, stool and sputum samples for different tests following international bio safety standards.
9. Autoclave and sterilize the instruments and containers following international standard of bio safety
10. Assist in organization and implementation of health promotion /monitoring programmes
11. Perform diagnostic and screening laboratory tests using the available equipments and instruments.
12. Report in a timely manner results of tests to the UN Physician
13. Ensure that results are managed in promptly and confidential manner
14. Ensure that the results for the patients using the services of CVT are managed in confidential and timely manner
15. Ensure proper management of reagents stock, keep an inventory of laboratory supplies and ensures that the supplies are replenished on time
16. Make arrangement for outside laboratory tests for UN Staff when required
17. Keep records of all work done in the laboratory and provide statistical report in regard to laboratory activities.

V. Competencies

- Demonstrates competence in laboratory testing and modern laboratory technology.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates initiative and willingness to keep abreast with new developments in laboratory technology
- Good communications skills in English and French, both oral and written. Good interpersonal skills.
- Demonstrates excellent knowledge of UN regulations and skills in finding solutions to arising laboratory issues
- Ability to work under pressure and in emergencies or when rapid response is required
- Responds positively to critical feedback and differing views.
- Planning and Organizing:** Demonstrate ability to establish priorities and to plan, coordinate and monitor own work plan.
- Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet patients needs, promote and persuade others to consider new ideas.
- Communication:** Proven and efficient communication skills in English and French (verbal and written).
- Teamwork:** Ability to establish and maintain effective working relationships with peers and clients in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender.

VI. Qualifications/Requirements

- Be a Rwandan by nationality or possess a valid permit to live and work in Rwanda
- Medical laboratory technician diploma required
- Registration and license to exercise as a laboratory technician are required
- 5 years of experience as a laboratory technician is required
- Experience in the usage of computer and office software package (Ms Word, Excel,etc) is desirable.

VII. Duration of the contract

The assignment is expected to take on call basis.

VIII. Institutional arrangement

Will work under the guidance and the direct supervision of the UN Clinic Physician.

IX. Duty station

The assignment is both home and field (Kigali) based.

X. Payment modality

The consultant will be paid 100% upon completion of the assignment and the amount of payment will be indicated in the contract or the Purchase Order.

XI. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- ✓ Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- ✓ Brief description of why the individual considers him/herself as the most suitable for the assignment, indicate your deployment availability time. (Time it requires you to be called upon and report on duty in number of days) on how they will approach and complete the assignment;

No financial Proposal is required. The payment will be gross payment as they are not considered UN staff.

XII. Selection criteria

Selection criteria. Candidates who score above 70 points will qualify to be on the roster.

No	Requirements	Max Scores
1	Medical laboratory technician diploma required	20
2	Copy of a Valid License to work as the laboratory technician in Rwanda	20
3	At least five years progressive experience and practice in general medicine, and internal medicine.	20
4	Availability on call	40
	1-8 hours (25 points)	
	After one day (1) day (10 points)	
	More than one day (5 score points)	
	Total scores	100

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.