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the People of Japan**



**International Organization for Migration (IOM)**  
The UN Migration Agency

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

I. POSITION INFORMATION	
Position title:	Lab Technologist
Host Institution:	City Medical Complex
City:	Kabul
Position number:	1
Organizational unit:	1
Reporting directly to:	Lab Supervisor
Overall supervision by:	Lab Supervisor
Managerial responsibility:	Manage all medical reports and submit to the concerned department.
Directly reporting staff:	

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of laboratory Lab Incharge, and the overall supervision of Lab Supervisor the candidate will be primarily responsible for:</p> <ul style="list-style-type: none"> <li>• Perform quality control tests in the lab as well as on-site when necessary</li> <li>• Assist with testing and calibrating lab equipment in preparation for specific tasks</li> <li>• Perform quality control tests on ingredients, completed products and product samples</li> <li>• Prepare samples prior to shipping them to customers</li> <li>• Follow all company policies and procedures to ensure product integrity and quality control</li> <li>• Analyze retrieved data and prepare reports for laboratory management</li> <li>• Recognize and report any food safety issues</li> <li>• Receiving, labeling and analyzing samples (blood, toxic, tissue etc.)</li> <li>• Designing and executing laboratory testing according standard procedures.</li> </ul>



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**III. RESPONSIBILITIES AND ACCOUNTABILITIES**

Main duties and responsibilities:

- Receive, label and analyze samples (blood, toxic, tissue etc.)
- Design and execute laboratory testing according standard procedures, make observations and interpret findings
- Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- Record all data and results in specified forms (paper and electronic) with accuracy and responsibility
- Maintain equipment and assist in ordering laboratory supplies
- Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment

Other duties and responsibilities

- Perform laboratory tests in order to produce reliable and precise data to support scientific investigations;
- Carry out routine tasks accurately and following strict methodologies to carry out analyses;
- Prepare specimens and samples;
- Ensure the laboratory is well-stocked and resourced;
- Keep up to date with technical developments, especially those which can save time and improve reliability;
- Following and ensuring strict safety procedures and safety checks.

**IV. COMPETENCIES**

The incumbent is expected to demonstrate the following technical and behavioural competencies:

- Demonstrate creativity and resourcefulness.
- Demonstrate proficiency with technology.
- Be Able to work within a team.

**Behavioural**

**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



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### **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
- Treats all colleagues with respect and dignity

### **Teamwork**

- 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



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- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

**Technological Awareness**

- 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

Technical (*specific to the job family*)

- The technical requirements Relevant Lab Technology.

**V. EDUCATION AND EXPERIENCE** (*specific to the category and (expected) level of the position*)

- A completed university degree in Lab Technology.
- Minimum one years of relevant work experience in a lab with demonstrable successes
- Excellent verbal and written communication skills in English and Dari/Pashto.

**VI. LANGUAGES**

Required

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Dari</li> <li>▪ Pashto</li> <li>▪ English</li> </ul> | <p>Fluent<br/>Fluent<br/>Excellent</p> |
|---|--|