

JOB VACANCY

INCUMBENT: 1	DESIGNATION: Technician- Medical Laboratory
POSITION/JOB TITLE: Medical Laboratory	LOCATION: Yekepa
Number of persons Needed 1	SEGMENT: Mining
DISCIPLINE: Laboratory Science	FUNCTIONAL AREA: Corporate Service/Hospital
REPORTING TO: Director of Nursing	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED:	OPERATING UNIT: Operations
DATE & AUTHOR: April 1, -2021	TURNOVER:

PRIMARY FUNCTION OF JOB

Responsible for overseeing all aspects of laboratory services at the health facility. Collecting and processing all specimens from short-stay/observation patients, out-patients and in-patient and reports daily and weekly results to the officer-in-charge (OIC) of the OPD as well as the medical doctor/medical director at the hospital.

Major Responsibilities

- ❖ Uphold all code of ethics of the laboratory profession.
- ❖ Do collection and preparation of stool and urine specimens collected.
- ❖ Bleeding (phlebotomy) of blood donors.
- ❖ Finger pricking and venous blood collection.
- ❖ Perform microscopic reading of all specimens collected.
- ❖ Collect specimens from short stay/observation patients, out- patients and inpatients including Covid-19 ICU patients for laboratory testing.
- ❖ CFS analysis- all requested (eg, WBC count, Gram Stain, AFB, Pastorex, India Ink, culture & sensitivity.)
- ❖ Taking skin snips of patients.
- ❖ Preparing staining and reading of Malaria slides.
- ❖ Preparation and reading of urine/stool specimens from patient. Sputum preparation, staining (ZN) and reading of patient specimen
- ❖ Conduct pregnancy testing for maternity women
- ❖ Haematology and Microscopic reading of blood specimen.
- ❖ ESR
- ❖ Implementing new tests requested for patients.
- ❖ Conducting blood chemistry tests using electronic analyzing equipment
- ❖ Performing other duties consistent with the functions of the Lab tech as may be directed by the Medical Doctor from time to time.
- ❖ Supervises the cleaning and disinfecting of work areas and equipment.
- ❖ Ensure effective supervision of laboratory aids during job performance.
- ❖ Check blood bags and reagents' stock cards to ensure availability.

- ❖ Oversee and advise on forecasting of laboratory apparatus and testing reagents to avoid stock out.
- ❖ Check temperature monitoring of reagents and blood bank in storage.
- ❖ Quality control; organization and supervision of all staff and equipment.
- ❖ Supervision of the daily routine work done in the laboratory (by Laboratory Aide where available).
- ❖ Supervision of the waste management from the lab.
- ❖ Oversee and advise on forecasting of laboratory apparatus and test reagents.
- ❖ Makes recommendation to the Medical Director for disposal of damaged or obsolete assets, including expiries.
- ❖ Makes recommendation to the medical director for the procurement of assets and other testing reagents for the laboratory.
- ❖ Ensure effective supervision of laboratory Aides where available.
- ❖ Monitor the staff and make sure that they are at their assigned area and implementing their duties

Safety

- ❖ Adhere to all Health and Safety Policies and Procedures
- ❖ Actively contribute to site safety policy and new initiatives and respect the implementation of change as directed by the CEO.
- ❖ Attend monthly safety meetings with department personnel and ensure the agreed action plans are achieved.
- ❖ Participate in a pro-active safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- ❖ Actively promote the compliance of personnel with safe work practices.
- ❖ Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- ❖ Ensure all health and hygiene risks in the work areas are identified and reported.

Environment

- ❖ Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- ❖ Seek advice and assistance from the Environment team in the development and implementation of improvement programmes to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill clean-up.

Employee Development

- ❖ Participate in personal Training and Development to improve skills.

Education Requirements for this position (Formal qualifications)

Essentia

- ❖ BSC degree in laboratory science preferable from an accredited laboratory Institution in or out of Liberia.
- ❖ AA Certificate in laboratory Science from a renowned accredited institution with requisite experience may be accepted.
- ❖ A current valid license from the medical board (LMDC).

Key experiences needed prior to taking this position

- ❖ Laboratory Technician with at least three years (3) experience.
- ❖ One-year experience in Supervisory role advantageous.

Desirable

- ❖ Ability to communicate clearly and effectively, both verbally and in writing.
- ❖ Ability to supervise, train and evaluate assigned staff members.
- ❖ Ability to establish and maintain effective working relationships with employees

To apply:

Please submit your letter of application along with your Curriculum Vitae Liberia.jobs@arcelormittal.com or at the Security Gates/Desk in Yekepa and Buchanan. All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: April 25, at 5:00 p.m.

Please note the following:

Only short-listed candidates will be contacted.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY