



## **Post Recruitment**

**Position: Lab Technician**

**Location: Based in Kachin Project**

**Report to/Line manager: Project Officer**

**Duration: 2024.05.01-2024.12.31**

**Organization Background:** Health Poverty Action was founded in 1984, and is an international NGO working on health and its social determinants with headquarters in London. Our vision is a world which the poorest and most marginalized enjoy their right to health. We work with some of the poorest and most marginalized communities in Africa, Asia and Latin America, often in very difficult environments and fragile states. HPA works to enable these communities to achieve both immediate and long-term improvements to their health, promoting the realization of Millennium Development Goals “everybody has access to primary health care service”. Our work in Myanmar mainly includes maternal and child health care, expanded program of immunization, community health education, prevention and treatment of infectious diseases, WASH and humanitarian assistance etc.

### **Key Responsibilities**

- Adapt, refine and update locally-appropriate lab testing guideline, protocols and training manual, after full understanding of project community and careful study of technical guidelines from evidence-based good practice from WHO, UNICEF, Ministry of Education, Local, and HPA related projects.
- Work with project team to make workplan for local lab technician training and capacity building, based on program annual work plan, budget and local needs.
- Provide training, on-site guidance, refreshing training and monitoring to local health staff and lab technicians.
- Support local health facilities and health staff on routine lab examination (mainly on malaria and tuberculosis microscopy), and conduct re-examination of testing samples, quality control, and on-site training on regular basis.
- Work with Local health staff to improve lab management responsibilities, practices, regulations, and maintenance of laboratory apparatus.
- Coordinate and communicate actively with the Locals and partners, and other NGOs to promote health facility input to lab testing services.

- Manage program materials and data properly; collect, verify, summarize, and analyze the data and report timely to the supervisor.
- Forecasting lab materials according to needs.
- Submit project progress and data, monthly, quarterly, biannual and annually on time as per the requirement of project/team/line manager.
- Be responsible for the appropriate use of activity budget and expenditure, and assets/materials according to the HPA finance rules and donor requirements, as per approved budget and amount.
- Analyze and reflect on problems encountered in project implementation, and discuss, communicate and provide feedback to other colleagues and supervisors in timely manner to find effective solutions.
- Perform other reasonable tasks assigned by the team leader/line supervisor/manager.

### **Qualification requirements**

- Laboratory Technician Certificate.
- At least 2 years' experiences in in health project related activities in NGO/INGO.
- Skilled in used of computer and office software.
- Proficient in 2 languages among Burmese, English, Chinese and Kachin.
- Excellent analytical and problem- solving abilities.
- Good communication skills and organizing ability.

### **Preferable Qualities**

- Project budget, workplan and project cycle management knowledge.
- Willing to work in remote, ethnic areas.

### **Benefit package**

1. Pension, medical insurance, hardship allowance and other allowances as per organization policy
2. 15 days of annual leave
3. One extra month of salary every year as severance pay
4. Accident insurance

### **PSEA Clause for Job Advertisements**

HPA has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

**Notice Deadline:** 2024.04.26

If you are interested, please submit your resume and at least two referee check persons (with a photo attached), and send to [nhkum.bawkmai9@gmail.com](mailto:nhkum.bawkmai9@gmail.com) and [Sun.xiaoying@healthpovertyaction.org](mailto:Sun.xiaoying@healthpovertyaction.org). **Only shortlisted candidates will be notified for interview.** HPA will not inform those who are not invited for interview.