



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. req58686

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future.

www.theirc.org

Who are receiving IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying?	Laboratory Technician
Number of Opening	1
Who you report to?	Community Health Manager
Where you work?	Myitkyina, Kachin State
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Monthly Health Benefit + Annual Group Life Insurance + Annual 13 th Month Pay + Severance Policy + Leaves Entitlements)
When can you apply?	During 27 June 2025 to 6 July 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, gender equality, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse.
What is your Job Scope?	Laboratory Technician will be responsible for providing technical oversight to both IRC and its partners' health team who are providing the health services to the community, with the initiation of laboratory setup to start the laboratory services. S/he will take the technical lead in SoP development and contribution to the service quality assurance. S/he needs to supervise the laboratory technician of the partner organization assigned in each project area, and conduct regular field visits to the service provision sites for service quality monitoring and evaluation activities. This position will be based in Myitkyina, under the direct supervision of Program Manager while working closely with Community Health Manager, Senior Project Officer and relevant personnels from the partner

organization(s). This position occasionally requires travel to the field sites including identified IDP camps and/or isolated villages across the Kachin State for capacity building and quality supervision activities, while needed to travel Yangon head office for necessary activities.

Major Responsibilities:

Capacity building of the IRC and its partner staff

- Provide technical support on IRC and its partner staff which includes medical doctors and nurses for basic concept of laboratory services and proper specimen handling techniques and practices.
- Facilitate planning and arranging technical capacity building training and assists the program team for smooth implementation.
- Contextualize the Sops and guidelines for proper laboratory procedures.
- Assist in developing proper forms and formats for monitoring and supervision visits to assess the service quality and skills of the providers.
- Technically lead in proper operation of laboratories under proper guidance and practices.
- Support and provide on-the-job training to service providers including IRC staff and partner staff.
- Join the trainings/workshops organized by the relevant donors (OR) stakeholders and ensure the subsequent actions for cascade trainings/workshops as necessary.
- Oversee the expansion of laboratory services to new clinic sites and ensure laboratory readiness, including equipment setup and standard procedures.

Quality Control Actions for service provision team

- In close collaboration with program team and partners, develop and/or review and/or revise the assessment tools, forms, formats and checklists for laboratory services.
- Conduct regular monitoring and supervision visits to the service provision sites and give constructive feedback as necessary.
- Ensure regular review of the service quality and report to the supervisor in a timely manner so that the necessary actions can be taken.
- Monitor the progress of capacity building and quality improvement of laboratory services and verify that the plans and targets are met within the timeframe.
- Ensure skill assessment of the laboratory technicians from partners and field-based staff, and take further actions for capacity improvement and proper quality services
- Supervise the proper setup of laboratory facilities in static clinics and mobile units as part of ERT operations.
- Develop maintenance protocols for laboratory equipment and ensure regular calibration to maintain accuracy in testing.

- Establish a quality assurance system to monitor laboratory testing accuracy and safety compliance.
- Regularly review laboratory procedures and update SOPs to meet project standards and contextual changes.
- Monitor and evaluate the laboratory performance and compile analytical reports to inform program improvements.
- Ensure the integration of laboratory data into the electronic data management system (e-HIS) for real-time reporting and analysis.

Stock management of laboratory supplies

- Ensure proper management of laboratory supplies that will be distributed to each field site – including item forecasting, assisting the program staff for smooth procurement process, distributing the supplies to each field site, regular stock checking, refilling and proper reporting.
- Regular checking the supplies are kept in the drugstore systematically.

Coordination

- Represent as a focal person in coordination with different stakeholders, partner organizations, and donors/funding agencies as necessary.
- Join the meetings/workshops with IRC, partners and donors or funding agencies occasionally.
- Coordinate and collaborate with Community Health Manager, Sr. Project Officer and partner organizations for necessary actions, such as skill training and workshop.
- Regular cooperation with program teams and partners for discussing workplan for field visits, sharing achievements, finding solutions for technical issues, and coordinating for the effective program implementation.
- If necessary, act as a focal person for specific technical working group.

Reporting

- Assist Community Health Manager and Program Manager in preparation of donors' report, IRC's internal reports, and other necessary ad-hoc reports, based on the needs.
- Provide regular input for monthly reporting preparation.

Others

- Maintain close coordination with the program team for smooth implementation of project activities in time.
- Manage the resources for laboratory establishments and operations.
- Provide the needs for items procurement in advance, and in accordance with the project's plan.
- Assist in the item procurement process, especially in bid analysis and review of item specifications.

- Representing IRC positively and professionally in both internal and external relations and situations.
- Remain flexible to perform other duties as required or requested by supervisor.

What should you have?

Education:

- Bachelor or Diploma or certificate in Medical Laboratory Technology.

Work Experience:

- At least 2 years' experience in laboratory services, working at I/NGO is preferred.
- Strong mentorship in capacity building of team members and local partner staff.
- Adaptable, flexible, and mature in judgment.
- Good assessment, analytical, planning and reporting skills.

Demonstrated Skills and Competencies:

- Have the ability and motivation to travel and work long continuous days in remote IDP camps/ remote villages in Project townships and regions.
- Good practice on MS package.
- Ability to work under pressure.
- Good communication skills and negotiation skills.
- Understanding medical ethics, patient education and humanitarian principles.

Language Skills:

- Good English language skill (both oral and written).

Deadline	Application Link
5pm on Sunday, July/ 6 /2025.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58686?c=rescue
Notes: <ul style="list-style-type: none"> ➤ I Resume/Application is requested to be submitted in Microsoft Word Format. ➤ Please clearly mention the Position and Location you are applying for in the email Subject Line. ➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff. ➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff. ➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected. ➤ IRC regrets to inform you that only short-listed candidates will be contacted. 	