

## Senior Technical Officer

Date: 19<sup>th</sup> May 2025

We are currently recruiting for a Senior Technical Officer position, reporting directly to the Senior Program Coordinator.

This position is based in Taunggyi Township, Southern Shan State, and requires approximately 60% travel to project areas.

### Job Profile

Under the direct supervision of Senior Program Coordinator, Senior Technical Officer (Laboratory), based in Taunggyi will be in charge of the laboratory procedures and management of the laboratory related tasks. Senior Technical Officer (Laboratory) provide the operation management of the laboratories and points-of-care procedures to ensure the proper laboratory diagnosis and support implementation of Lab activities.

### Key responsibilities

#### Laboratory test and Management

- Assist Senior Program Coordinator and Program Coordinator providing the required technical inputs for the laboratory related tasks
- Provide Laboratory skill and Management Trainings to both internal and external staff as lead trainer
- Organize Workshop for laboratory guideline /SOP development as main responsible staff and develop laboratory SOP which was locally applicable and contextualized
- Organize laboratory need assessment to explore the existing gap of the laboratories and point-of-care and coordinate for improvement plan
- Assist the program staff (internal and external) in carrying out the investigations towards proper diagnosis and treatment
- Assist the program staff (internal and external) in proper sample collections, standardized transportation to designated laboratories
- Ensure enough stocks of laboratory materials (reagents, consumables) by tracking the consumption of each lab
- Be a key responsible role for the maintenance and functioning status of the laboratories including lab equipment and reagents
- Make sure results of tests operated in the respective labs are kept as confidential with proper guidelines and SOP
- Maintain best possible relationship with the stakeholders, implementing agencies and clients
- Follow Universal Precaution strictly in the laboratories
- Follow Waste Management at the laboratories as per International Standard
- Establish daily, weekly and monthly report as per reporting timeline and requirement
- Conduct regular supervision as "Quality Assure & Quality Control visits" to the laboratories and Points-of-care testing sites.
- Support and coordinate with program and operation team in upgrading the required laboratories
- Regularly coordinate and collaborate with concerned stakeholders and management bodies for the issues related to the work.
- Practice regular and immediate reporting of all events, and concerns related to the lab to the Supervisor
- Participate in all related activities including training , workshop , review meeting and other activities related the project
- Cover other related task as requested by the supervisor according to program's need and demands

**Behavior and conduct**

- Ensures that behavior inside and outside of work promotes the values of organization.
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

**About You**

You will bring the following experience and skills

- Diploma or Bachelor degree with proven experience in similar fields/ a minimum of three years' experience as a laboratory technician
- Strong experience of providing skilled-based trainings and operating lab procedures with one year experience in relevant field (INGOs, NGO, is preferable)
- Capacity of organization; efficient practice in registration and recording
- Good level of English
- Good level computers skills is an asset
- Team work and team spirit with strong motivation to work for community
- Know how to maintain good relations with all partners;
- Be a team player;
- Ability to work in a multicultural environment
- Have the ability to communicate and train.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**How to apply:**

To apply for this post, please send your job application to [hrmyanmar.hrmyanmar@gmail.com](mailto:hrmyanmar.hrmyanmar@gmail.com)

**Closing date: 2<sup>nd</sup> June 2025**

**If suitable and qualified applicants are found, interviews and hiring processes may be conducted earlier than the specified date.**