

## Government of Tuvalu – Job Description



<b>Position Title:</b>	<b>Medical Lab Assistant</b>	
<b>Band and Salary (P/L):</b>	S1-S3	\$10,887-\$15,447
<b>Ministry and Department:</b>	Ministry of Health	Lab Department
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Head Of Medical Laboratory Technologist	

### **JOB PURPOSE:**

To perform all routine tests and assist in specialized laboratory procedures according to standard operating present within each section.

### **KEY RESPONSIBILITIES:**

1. To maintain and follow ISO standard at all times.
2. Maintain and manage Lab Equipment, Instrument and Materials
3. Assist Laboratory scientist in any way possible with specialized procedures and processes
4. Assist HOS in observing and monitoring Health and Safety guidelines while performing all routine duties.
5. Assist HOS in scheduling and coordinating the quality system audit and present audit results to the management team.
6. Assist HOS with the training programme for Laboratory Assistants
7. Assist the HOS in updating the stock/inventories.
8. Keep up to date with any news test procedures/instrumentation introduced within a section.

### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Sterilize benches and testing area before test procession and after all test procession are done.
- 1.2. Assist laboratory scientist with blood donation procedures including helping Tuvalu Red-Cross with search of donors.
- 1.3 Assist laboratory scientist with basic microbiological procedures, media preparation, sterilizing of tubes and bottles.
- 1.4 Assist laboratory scientist with infection control procedures; clear out all infection and non-infection disposals, autoclave disposals and dispose of autoclaved materials.
- 1.5 Be responsible for their own professional development and proactively seek to upgrade their skill level.
- 1.6 Ensure that the competency records are updated on a yearly basis unless otherwise indicated.
- 1.7 In the absence of HOS, the officer should be able to perform routine tests as delegated.

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### **MANDATORY REQUIREMENTS:**

Certificate in Lab Technician OR equivalent 2 year's laboratory experience.

### **DESIRABLE REQUIREMENTS:**

Ability to manage confidential matters and show discretion.  
High level written and oral communication in English and Tuvaluan.  
Attention to detail and accuracy.  
Ability to liaise with stakeholders.  
Good time management skills.

### **NOTE:**

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.