

# Job Description

## Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

## Project Context and Scope

The Migration Health Assessment Clinic (MHAC) Nigeria caseload has increased tremendously, over four-fold, in the last 2 years and has further expanded its operations. The consultant will support to carry out the below tasks to fulfil the technical requirements of the resettlement countries.

## Organizational Department / Unit to which the Consultant is contributing

Migration Health Division, Laboratory Unit.

# Responsibilities

## Tasks to be performed under this contract

- Ensure strict adherence to fraud prevention measures in all aspects of work performed for refugees/migrants.
- Perform laboratory procedures as assigned by the laboratory supervisor for pre-examination, examination, and post- examination activities using the standard relevant equipment.
- Ensure standards and the quality of laboratory procedures by strictly following the Standard Operating Procedures (SOPs).
- Ensure strict adherence to bio-safety measures during specimen collection, laboratory procedures, disposing of, storing, and shipping of specimens, including the safety of oneself and others.
- Organize and operate activities on assigned station for accurate, efficient, and timely delivery of results. Perform quality control activities for assigned stations and document results as required. Implement and comply with the Internal Quality Assurance System in the laboratory for performed examinations.
- Assist in encoding, updating, and maintaining electronic laboratory records.
- Ensure the maintenance of laboratory equipment in good working order and operate equipment appropriately following SOPs.
- Facilitate in laboratory stock management and monitor that the equipment and consumables are sufficient for the anticipated work.
- Facilitate the maintenance of established system of organized record keeping and information management for timely delivery of results, data collection, analysis and reporting for laboratory monitoring and facilitation to operational research.
- Participate in the development and updating of SOPs as needed.
- Participate in the improvement of the service system according to adopted work plan in the laboratory.
- Perform such other duties as may be assigned.

#### **Performance indicators for the evaluation of results**

- Quality of Laboratory of results in a timely manner following approved SOPs and behavioural competencies including accountability, communication, teamwork, and professionalism.

## **Qualifications**

#### **Required Qualifications and Experience**

##### **Education**

- Bachelor's degree from an accredited academic institution in Medical (Clinical) Laboratory Sciences, Microbiology, or a related discipline with at least two years of relevant Laboratory experience and valid License to practice in Nigeria.

## **Experience**

- Previous work experience in a busy clinical laboratory, medical institution, International Organizations or NGOs.
- Training and experience in TB, HIV, STDs, and other communicable diseases testing is an added advantage.
- Experience working with laboratory data and records, including electronic health records, laboratory information management systems (LIMS), and other software programs.
- Relevant experience and technical knowledge in laboratory equipment, personnel and laboratory operations and practice.

## **Skills**

- Ability to work with Microsoft and Excel

## **Languages;**

For this consultancy, English Language is required.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.