



Indira Gandhi Memorial Hospital

Male', Maldives

Number: 137-HR/IUF/2023/ 33

JOB ADVERTISEMENT

There is a job vacancy for the following post on contract basis. (Only for Foreigners)

Since we have advertised for local candidates will first consider application from qualified local candidates for the available position.

Designation:	Laboratory Technician (contract)
Required Numbers:	03
Grade:	MS-1
Classification:	Technical Officer Grade 1
Place of Work:	Indira Gandhi Memorial Hospital
Salary:	MVR 5610.00 (per month)
Service Allowance:	MVR 2500.00 (per month)
Risk Allowance:	MVR 100.00 (per duty attended day)

Eligibility Criteria:

- Diploma in Medical laboratory or Medical Science

Scope of Work:

1. Acceptance and checking of identifications of patient samples coming to OPD and IPD, samples coming through the Ministry of Health and Public Health.
2. Contact the appropriate authorities for advice on the necessary tests, provide the most complete service to the patient and clarify the information needed by the patient.
3. Processing tests required during duties in accordance with standard operating procedures and completing tests, preparing reports for completion on schedule.
4. Maintain the results in the registries, enter them in the computer system and answer any questions about the test results..
5. Conduct special laboratory tests and work to improve the tests conducted.
6. Checking the quality control of tests conducted in an assigned section and maintaining records
7. Supervise the affairs of junior employees.
8. Maintain stock of consumables, reagents and chemicals used for tests in the assigned section and notify the head of any item before it runs out and expires.
9. Keep the working environment of the laboratory friendly and instruct the employees to keep the laboratory clean.
10. Perform daily maintenance of machines and equipments in different sections of the laboratory, keep records of weekly maintenance and notify Biomedicals if any of these items are damaged.
11. Recognize that blood, body fluids and other samples can easily infect the environment and take care of the safety of yourself and other employees working according to prescribed rules and supervise other employees.

12. Resolve complaints made by patients/guardians or others about the laboratory and inform the owner if they can be resolved.
13. Not to disclose the results of laboratory tests to anyone other than the person(s) who need to know.
14. Shift duty and emergency duty as required. In addition, perform and maintain other duties assigned in the field of the laboratory.

Documents to be submitted:

1. Qualification Certificate
2. Mark sheet and Transcript
3. Basic registration or membership
4. Experience letters (recent one should not be more than 3 months old, experience should fall within the recent 02 years)
5. Valid IELTS or Higher secondary and secondary examination result
6. Curriculum Vitae (CV)
7. Passport Copy (Minimum 12 months' Validity)
8. Scanned color passport size photo
9. Filled pre-registration form
10. IGMH job application form
11. Police clearance certificate (police certificate) with 3 months validity from the date of issued

Interview Details:

Skype Interview for the shortlisted candidates will be held between 17th August 2023 – 30th August 2023

Criteria for shortlisting the qualified candidates:

1. Educational Qualifications
2. Work Experience (2 years)

Shortlisted criteria:

30 qualified candidates will be shortlisted for the interview.

Selecting the most eligible applicant for the position:

1. The one who get the highest marks in the interview process and the Criteria for shortlisting will be the most eligible applicant for the position.

Application Deadline: Required documents to be submitted before **13:00 of 16th August 2023** to the Human Resource Department of IGMH (11th Floor) or submit the application online, our mail address is application.foreign@igmh.gov.mv through a Maldives' registered recruitment agency.

Note: We will only accept the application with all the required documents mentioned above. Documents must be clearly color scanned, in one file (PDF format). **Direct applications are not accepted.**

10th August 2023

