



## Vacancy Announcement

### **Job Description:**

**Company:** International Medical Corps.

**Job Title:** Laboratory Technician.

**Contract type:** Special Service Agreement.

**Duty Station:** Syria- Rural Damascus (Adra albalad).

**Number of Vacancies:** 1.

**Application Closing Date:** June 30,2026, 4:00PM.

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#### **1. Job Summary:**

Perform clinical laboratory activities according to IMC protocols, security, and hygiene measures to obtain results to determine the patient's treatment.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

#### **2. Scope of Work**

The Laboratory Technician will be responsible for the following activities:

- Taking samples for lab testing including blood, oropharyngeal, nasopharyngeal, vaginal, and urethral samples/swabs.
- Centrifuging/Preparing blood and urine samples.
- Performing laboratory exams (serology, hematology, biochemistry, bacteriology, or parasitology, according to context of the mission).
- Ensuring proper reporting and registration of the sample results to keep a written track of activity and give information to the relevant people, ensuring confidentiality.
- Taking care, manage and organize efficiently the laboratory material/equipment:
- Perform cleaning and minor maintenance for biomedical equipment used. Following the user manual and protocols and alert supervisor in case of malfunctioning
- Applying hygiene and safety protocols, doing daily cleaning /maintenance, sterilization, washing general glassware after procedures are done.
- Ensuring proper sample waste disposal according to IMC protocols and highest safety standards.
- Supplying orders, doing stock, storage conditions follow-up, keeping inventory.
- Keeping organized the data collection system of laboratory results and all information generated from the analysis done.
- Reporting all relevant information linked to the activity in the laboratory to the line manager, especially the loss/robbery/damage of laboratory equipment or medicines.
- Performing minor maintenance and cleaning of the biomedical equipment following user manual and protocols. Alerting the supervisor in case of malfunctioning of any device List item

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

#### **3. MINIMUM QUALIFICATIONS**

- Essential Laboratory Technician diploma /degree.
- Minimum 1 year's working experience essential.
- Language: Local language essential. English language desirable.

○ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

○ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

**International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.**

**If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com)**

**Please do not submit your CV or application to this website; it will not be considered for review.**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY.**

**This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

**Adra albalad: <https://enketo.ona.io/x/JCUXPKkr>**