

**Laboratory Supervisor**

**Médecins Sans Frontières (MSF)** is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

<b>Job Family</b>	Medical & Paramedical
<b>Place of Work</b>	Deire ez Zor
<b>Level</b>	7
<b>Type of Contract</b>	Service Agreement for 4 months.

**Objectives of the position:**

Planning, organizing and carrying out laboratory activities and supervising the laboratory staff according to **MSF** protocols, security measures and hygiene standards, in order to support the **MSF** medical team in the diagnosis of patients' diseases.

**Accountabilities**

- Participating in the project planning and follow-up and reviewing the laboratory budget when necessary in order to support MSF's medical activities.
- Ensuring the compliance of MSF hygiene and safety protocols, both individually and collectively as well as informing staff of existing biological risks.
- Performing laboratory tests and carrying out sample collection (serology, hematology, biochemistry, bacteriology, parasitology ...) in accordance with prescriptions as well as ensuring that quality control tests are carried out regularly. Informing the doctor of the results of the tests and keeping a record of the analysis with data from patients.
- Ensuring proper management (cleaning, maintenance, arranging) of all laboratory equipment and the adequate supply of needed equipment and material in order to prevent stock-outs. This includes being responsible for all required automatic instrument calibration, ensuring that no material is taken out of laboratories without prior authorization and carrying out a proper storage system and conditions, inventory, etc. In cooperation with logistics department, ensuring that cold chain is properly maintained in Laboratory areas for both, samples and reagents.
- In the absence of a Laboratory Manager, ensuring proper registration and needs of all lab related activities and implementing a correct use of the associated management tool (EpyTryp. Etc.) in order to have a proper recording of laboratory activities. Preparing and sending slides/samples for external quality control.
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, coaching, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Producing regular reports on the testing and on any issues / problems related to laboratory personnel and / or the material used.

## MSF Section/Context Specific Accountabilities

- Maintain open line of communication with all hospital staff to foster collaboration and ensure seam-less operations.
- Ensure all documentation is in place, up to date, and completed according to the organization standard
- Ensure proper registration and records of all lab related activities.
- Be the focal point for the supply team, and take responsibility for ensuring all orders are placed on time to minimize any ruptures, overstocks, and expiries. In close collaboration with laboratory man-ager and Project teams, participate in international laboratory orders.
- Ensure all data tools and MMRs are completed and sent within the appropriate period
- Ensure the safe storage of blood units by implementing and enforcing Standard Operating Proce-dures (SOPs) and protocols, while closely monitoring inventory levels.
- Collaborate with all department supervisors to ensure the expiry dates of blood units are managed effectively and replenish stock to maintain planned quantities.
- Develop and enforce biosafety protocols to minimize risks associated with blood transportation and crossmatching.

## Requirements

Education	<ul style="list-style-type: none"><li>• Essential: University Degree in Laboratory Technician with active professional registration/license in Syria.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Essential: Two years of experience as Laboratory Technician.</li><li>• Preferable: Two years of experience in clinical laboratory with MSF or other NGO's.</li></ul>
Language	<ul style="list-style-type: none"><li>• English language essential. Arabic language desirable</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Essential: Good computer skills (word, excel and Internet)</li></ul>

## How to apply:

*"Important to scan the QR code or click the link below and fill the form for your application to be considered."*



<https://forms.office.com/e/a0jaWVZb0z>

**Only shortlisted candidates will be contacted through their email address.**

Opening Date: 09/02/2026

Deadline of Application: **18/02/2026 4:30 pm**

Published on 09/02/2026

- Applicants must attach/upload their CVs along with their most recent and relevant diplomas
- If any of the required documents are missing, the application will not be considered
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

**We are an equal opportunity employer; we do not charge a fee for any applications received.**  
**Only short-listed candidates will be contacted.**

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