



# Doctors Aid for Medical Activities (DAMA) Organization

## منظمة اطباء مساعدون للنشاطات الطبية

### Vacancy Announcement

<b>Vacancy Title</b>	Assistant Laboratorist
<b>Number of Posts</b>	1
<b>Type of Contract</b>	Service Contract
<b>Duration of Contract</b>	3 Month (Extendable)
<b>Duty Area(s)</b>	Al-Qayyarah, Nineveh (Aristrip Camp)
<b>Posting Date</b>	21/9/2019
<b>Closing Date</b>	25/9/2019
<b>Recruitment Type</b>	Urgent

#### **ABOUT US:**

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq under the decree of the directorate of NGOs registration in Kurdistan & the Federal Government of Iraq, on the basis of serving, supporting, and motivating the surrounding community and the internally displaced people in Iraq. DAMA aims to provide high quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

#### **ESSENTIAL JOB DUTIES/SCOPE OF WORK:**

Essential Duties and Responsibilities include the following.

- **Conduct essential laboratory tests that requested by the doctors in the PHCC.**  
إجراء الاختبارات المعملية الأساسية التي طلبها الأطباء في مركز الرعاية الصحية الأولية.
- **Prepare the result report of the tests to be shared with the doctors.**  
قم بإعداد تقرير نتائج الاختبارات المراد مشاركتها مع الأطباء.
- **Maintains glassware by picking-up, cleaning, washing, sterilizing, and distributing.**  
يحافظ على الأواني الزجاجية عن طريق الالتقاط والتنظيف والغسيل والتعقيم والتوزيع.
- **Provides glassware by ordering, receiving, and inventorying glassware.**

- يوفر الأواني الزجاجية عن طريق طلب وتلقي وجرّد الأواني الزجاجية.
- Keeps laboratory supplies ready by inventorying stock; placing orders; verifying receipt.
- يبقي اللوازم المختبرية جاهزة عن طريق جرد المخزون؛ وضع أوامر؛ التحقق من الاستلام.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- يحافظ على تشغيل المعدات باتباع تعليمات التشغيل؛ أعطال استكشاف الأخطاء وإصلاحها؛ الحفاظ على اللوازم؛ إجراء الصيانة الوقائية؛ الدعوة للإصلاحات
- Documents information by maintaining daily logs and equipment record books.
- وثائق المعلومات عن طريق الحفاظ على السجلات اليومية وكتب سجلات المعدات.
- Resolves problems by examining and evaluating data; selecting corrective steps.
- يحل المشاكل عن طريق فحص وتقييم البيانات؛ اختيار الخطوات التصحيحية.
- Completes projects by assisting project team; attending and participating in group and project meetings.
- يكمل المشاريع من خلال مساعدة فريق المشروع؛ حضور والمشاركة في اجتماعات المجموعة والمشروع.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- تحديث المعرفة الوظيفية من خلال المشاركة في الفرص التعليمية؛ قراءة المنشورات الفنية.
- Enhances laboratory and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- يعزز سمعة المختبر والمؤسسة من خلال قبول الملكية لإنجاز طلبات جديدة ومختلفة؛ استكشاف الفرص لإضافة قيمة إلى الإنجازات الوظيفية.

### **PERSONAL QUALIFICATIONS:**

- Diploma in Laboratory Analysis OR Bachelors in Biology, Chemistry
- Minimum 1 year of practical experience (preferable within governmental facilities)
- DoH Nineveh Employee
- Speaks Arabic Fluently
- Comprehensive knowledge of laboratory test procedures and tools
- Available 3 days per week.

### **HOW TO APPLY:**

Only motivated candidates that address the stipulated duties and meet requirement qualification will be contacted for an interview and processed according to DAMA Human Resources policies and procedures

DAMA is an equal opportunity employer and reserves the right for all candidates to apply to its vacancies without any discrimination.

For those who have the potential and the job requirements, please send your updated resume (In English) with subject line marked "Assistant Laboratorist – Al-Qayyarah" to [jobs.dama.iraq@gmail.com](mailto:jobs.dama.iraq@gmail.com) no later than (24/9/2019).

DAMA reserves the right to recruit any suitable one before the above dead line for application. Only CVs with Word or PDF format will be accepted