



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12 - 049**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Medical Technologist, FSN-8; FP-6  
(Salary approx. Tk. 61,000 per month)

**OPENING DATE:** June 10, 2012

**CLOSING DATE:** June 21, 2012 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 45 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **Medical Technologist** for its Health Unit.

**BASIC FUNCTION:** The incumbent performs the full range of routine and highly complex medical technologist duties and clinical laboratory procedures independently in the Health Unit Laboratory with minimal direct supervision. S/he provides laboratory services during assigned work hours and when called for on-call duty to US direct hire, LES and eligible beneficiary employees. S/he participates in disease prevention & health education programs and provides food handlers' training.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Collects, labels, and process specimens in order to provide laboratory diagnostic services during assigned work hours:**

- Performs waived and non-waived diagnostic laboratory testing in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology to employees (US Direct Hire, LES, any eligible beneficiary).
- Maintains electronic record of patient results by entering values via various software programs.
- Perform laboratory procedures to aide in the diagnosis of infectious and tropical diseases (HIV, malaria, schistosomiasis, dengue fever, typhoid, etc.).
- Assesses accuracy and validity of test results by applying knowledge of relevant scientific principles, identifies probable causes for irregular and atypical findings.
- Evaluates laboratory test results and provides detailed information to medical providers as necessary. Selects appropriate action according to protocols approved by the RMT/RMO/FSHP.
- Makes independent decisions as well as modifications and adaptations in methodology and confirmatory testing in order to achieve valid results.
- Performs appropriate laboratory testing to gather important epidemiological information from an infectious disease outbreak.
- Follows specific Standing Operating Procedures (SOP) for the collection and handling of all test specimens dependent upon the test requisition.
- Assures proper collection and processing of PAP and biopsy specimens.
- Ensures the proper storage and shipment of patient specimens for analyses, which must be performed by outside reference laboratories, each specimen having specific collection, processing, storage, and shipment requirements.
- Prepares and packages biological samples according to the detailed OSHA regulations to be sent to MED/LAB and Bio Referral Lab for analysis.
- Assures storage and handling requirements are met for all requested tests on patient specimens and environmental samples.
- Instructs providers and patients on proper specimen collection.
- Assures that all test results on specimens sent out of the health unit laboratory are received in a timely manner and reviewed by a provider.
- Prepares possible bio-terror specimen (e.g. white powdery substance) for shipping to a testing facility



**B. Adheres to an established Quality Assurance Program:**

- Follows written policies and procedures for all laboratory testing and quality control procedures.
- Adheres to established policies for handling unacceptable specimens due to improper collection, handling, age, storage, etc.
- Performs calibration and functional checks on all instrumentation at required intervals.
- Performs daily quality control and evaluates these values to determine if patient test results are valid; determines causes of unacceptable results and initiates corrective action.
- Establishes new QC lot ranges to maintain valid test systems.
- Laboratory, refrigerators, freezers, incubators and heating blocks to assure proper conditions for Performs correlation and precision studies for new equipment and test procedures.
- Documents all quality control testing, function checks, calibrations and temperatures.
- Performs daily, monthly and quarterly maintenance on the laboratory's complex electronic equipment and precision instruments (total value approximately \$75,000). Troubleshoots instruments, resolves technical problems, and initiates remedial actions. Monitors autoclave performance through daily and monthly quality control procedures. Monitors temperatures of the testing and storage of supplies.
- Maintains an organized record management system. Copies of patient test reports, laboratory requisitions, instrument maintenance logs, and quality control and proficiency testing records are retained for two years with immuno-hematology and tissue banking records for five years.
- Reviews all laboratory reports before results are distributed to medical providers.
- Participates in quarterly proficiency testing surveys. Submits the results to the proficiency-testing provider within the required time period. Retains records of proficiency testing results and documents the review of each report. Takes corrective action when necessary. Retains documentation of review and remedial action for each result that does not fall within acceptable limits.

**C. Maintains custody and proper internal controls for the Health Unit Laboratory and deals with payment arrangement of tests done locally or overseas:**

- Responsible for the ordering and inventory control of laboratory reagents and supplies
- Manages laboratory budget (annual supply budget up to \$75,000).



- Prepares supply orders, assuring that all items are compatible with existing equipment; submits orders and follows through until supplies are received and invoices paid.
- Maintains laboratory equipment maintenance contracts
- Request fund sites from MED for diagnostic testing performed by local reference laboratories.
- Verify and approves laboratory bills for payment (based on authorization) related to the clearance exam which could not be performed in-house.
- Collects local currency from patients to send to laboratories for payment of tests.
- Translates or arranges translation of laboratory reports into English.

**D. Maintains post's *Walking Blood Bank*:**

- Maintains Walking Blood Bank database to include blood types on everyone under the Medical program.
- Maintains a list of potential volunteer donors.
- If local blood bank cannot be used, responsible for the collection of donor blood, processing, testing of donor blood, compatibility testing, labeling, storage, and transport of blood to an individual requiring an emergency blood transfusions.
- Updates SOPs for the Blood Bank and adheres strictly to AABB (American Association of Blood Banking) regulations.
- Maintains good working relationship with local blood bank. Assist local blood banks in sponsoring blood draws within the embassy, consulate or international community.
- Maintains current working knowledge and relationship with the local reference laboratory directors and their facilities.
- Maintains list of acceptable local reference laboratories and copies of their test menus, specimen collection and handling requirements, test methodology or equipment, and price listings.
- Identifies new local laboratory and blood bank facilities for the RMT to assess during regional visits.
- Communicates regularly with the Regional Medical Technologist (RMT) on the performance of the local laboratories and blood banks.

**E. Participates in disease prevention/health education programs:**

- Assures proper collection and tests samples from Mission's water supply
- Performs food safety inspections of embassy, consulate, marine house, American Club, AID or school cafeteria/snack bars.
- Teaches food safety classes to food handlers at ARA, US Embassy kitchen, Canteen kitchen and AISD kitchen



- Conducts food safety training classes to local restaurants.
- Performs radiation surveys, air quality testing and other environmental sampling when requested.
- Conducts and/or translates for health education programs to include food safety and infection control.
- Collects samples for the Department of State DNA Registry Program; assures proper documentation and handling of all DNA samples and that documentation is error-free.
- Serves as point of contact for Foreign Service Regional Medical Technologists, Health Practitioners, and Office of Medical Services.
- Control Officer for regional visits by the Regional Medical Technologist.
- Regular communication by phone and E-mail with RMT/RMO/FSHP

**F. Oversees the implementation and adherence to the Health Unit's Exposure Control Plan for bloodborne pathogens and Hazardous Chemical Control Plan:**

- Responsible for disposal and incineration of all health unit medical waste per OSHA regulations. Maintains required documentation.
- Strictly adheres to policies and procedures established in the Exposure Control Plan. Monitors the health unit staff's adherence to these policies. Provides hepatitis B antibody testing to verify immunity levels of health unit staff.
- Evaluates new safety products for the workplace to minimize bloodborne pathogen exposures.
- Maintains on file Material Safety Data Sheets (MSDS) for all hazardous chemicals used by the laboratory as well as medical providers.
- Ensures the proper labeling, storage, handling, and disposal of hazardous chemicals.
- Institutes work practice and engineering controls in the safe use of hazardous chemicals.

**G. Reporting requirements and availability outside of normal embassy working hours:**

- Reports test results according to established procedures.
- Compiles and statistically analyzes monthly workload data in order to follow increased/decreased workloads, testing performed, laboratory supply usage, and epidemiological trends.
- Submits annual Statistics Report on testing to MED/LAB Washington, D.C.
- Submits Monthly Quality Control and Statistics Report to the RMT.
- Submits Continuing Medical Education Report and Competency Assessment Report to the RMT.



- Prepares Food Safety Inspection Report.
- Submits an Accident Report on all exposure incidents.
- Available for call-back as necessary at post and on weekends and holidays when necessary.
- Attends continuing medical education conferences held outside of country as scheduled.
- Available to respond to the embassy on an emergency basis.

#### **H. Supply, Supervisory and other additional Duties:**

- Supervises and instructs Medical Aid.
- Plans, assigns, and supervises the work of supervised staff.
- Adjusts work assignments as required to achieve optimal utilization of available resources.
- Performs performance appraisals of employees.
- Develops and coordinates the teaching and training function of the laboratory.
- Supervise and track the procurement of all laboratory materials and office supplies for the Health Unit.
- Runs requested laboratory tests that can be completed within the HU and performs quality controls on the laboratory equipment.
- Assists medical staff with assessing and disseminating health education materials to HU clients.
- Provides training on quality assurance measures, specimen handling, latest technology, waived testing, and other laboratory topics
- Maintains written or electronic record of policies and procedures for the health unit laboratory.
- Sterilizes medical instruments according with the OSHA regulations utilizing the autoclave.
- Coordinates and directs janitorial services provided by the custodial contractors when they need to do a special task.
- Stores and organizes medical supplies and laboratory items in the store room.
- Collects all biohazard material to be sterilized by contractor.
- Disinfects the biohazard receptacles on regular basis.
- Help cover the front desk as the need arises.
- Other duties and training as assigned by RMT, RMO/FSHP.



## **QUALIFICATIONS REQUIRED:**

- 1. Education:** A Bachelor's degree in Medical Technology, Clinical laboratory Science or Chemistry, Physical, or Biological Science from a recognized institution is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) spoken and written in English & Bangla is required. Language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 3 years of clinical laboratory experience in a hospital laboratory, health agency or medical research program is required, with at least one year of laboratory experience with a U.S. Federal Agency or U.S. Embassy primary health care laboratory is required. Experience must have provided an understanding of the methods and techniques applied in performing professional clinical laboratory work.
- 4. Knowledge:** Fully developed skills to perform both routine and complex laboratory testing in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology. Proficiency in specimen collection and phlebotomy are essential. Must be familiar with U.S. laboratory standards of testing and quality assurance practices as defined by the Clinical Laboratory Improvement Amendments of 1988 (CLIA '88). Must be able to work independently at times with only telephone consultations with the RMT. Applicant must have a good understanding of General Anatomy, Medical Terminology, and Laboratory Science. Must have knowledge of laboratory equipment used in performing a variety of laboratory tests and skill in performing preventive maintenance and troubleshooting/repair on laboratory equipment. The position requires strong interpersonal skills and a client-oriented disposition. Must possess computer skills.
- 5. Skills and Abilities:** Up to date laboratory skills to perform both routine and complex laboratory testing. Proficiency in specimen collection procedures and phlebotomy technique, strong interpersonal skills and a client-oriented disposition and computer skills.

## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When



equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.



3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

**DEFINITIONS:**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);



- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling
- is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American



Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).



**CLOSING DATE FOR THIS POSITION: June 21, 2012**

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x

RMO: x

FMO: x

MGT: x