



THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES

JOB OPPORTUNITY

We invite suitably qualified applicants to fill the post of:
Chief Laboratory Technologist
Department of Basic Medical Sciences - Pharmacology Section
ATS Group -Grade 10 MPNI02983

The successful candidate is expected to perform the following duties:

- ✓ Assists academic staff in the development of new experiments for laboratory courses
- ✓ Conducts research projects and presents reliable results
- ✓ Performs routine analytical/experimental procedures, ensuring the proper recording and reporting of results
- ✓ Ensures that stock inventory is maintained at adequate levels to allow efficient department functioning
- ✓ Ensures availability and reliability by monitoring and performing periodic calibration checks on equipment/instruments
- ✓ Monitors adherence to quality control standards by spot checks, noting any deviations and taking necessary actions
- ✓ Demonstrates, executes or assists staff in the application of specialised, new or difficult technique
- ✓ Assists with the preparation of performance appraisal reports for staff members
- ✓ Performs laboratory test and prepares reports
- ✓ Trains allied health students, medical students, and other personnel as required
- ✓ Assists with the preparation of performance appraisal reports for staff members
- ✓ Supervises Technical Staff including Laboratory Attendants and Demonstrators

Qualifications and Experience:

- ✓ An undergraduate degree in Pharmacology or a related area
- ✓ At least two years' relevant work experience

Skills and Competencies:

- ✓ Proficiency in the use of Microsoft Office Suite
- ✓ Details oriented
- ✓ Ability to follow directions
- ✓ Good oral and verbal communication skills
- ✓ Willingness to work on weekends and public holidays

Applicants are required to submit an application letter and a resume giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization). These should be sent by electronic mail to hrrmd.sed@uwimona.edu.jm addressed to the Campus Registrar for the attention of the Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica. All applications must include the reference number **MPNI02983** in the subject line. The final date for receipt of applications is **May 17, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, only shortlisted candidates will be contacted.

The University of the West Indies, Mona Campus Inspiring Excellence, Producing Leaders