



**THE UNIVERSITY OF THE WEST INDIES  
MONAJOB OPPORTUNITY**

Applications are invited from suitably qualified individuals for the post of

**Laboratory Technologist  
Department of Chemistry  
ATS Group – Grade 7 MPN 101323**

To prepare laboratory equipment and reagents for undergraduate laboratories, and demonstrate laboratory techniques to students.

**Duties and Responsibilities include: (but are not limited to):**

Preparing laboratories for undergraduate students by:

- Ensuring that the necessary equipment is available and functional
- Ensuring that adequate glassware is available for use in laboratory experiments
- Ensuring the replacement of glassware broken by students upon receipt of payments for same
- Performing mock experiments to ensure that equipment and reagents are working as required
- Ensuring that the necessary laboratory equipment is available and functional
- Ensuring that adequate glassware is available for use in laboratory experiments
- Preparing solvents and reagents to be used in each laboratory experiment
- Demonstrates to students the correct methodologies for experiments
- Supervises and monitoring students in the correct use and care of equipment
- Ensuring that laboratory equipment and accessories are kept clean at all times
- Monitoring the use of reagents, equipment and supplies, recommending and/or preparing requisitions for replenishment of depleted stock
- Ensuring good housekeeping, general safety practices and proper disposal of waste

**Applicants should possess:**

- Five CXC/GCE O' Level subjects including English Language and Mathematics
- Laboratory Technologist Certificate or Diploma
- A minimum of two (2) years' experience working in a Laboratory
- Experience of working in a Higher Education environment will be a distinct advantage

**Skills and Competencies:**

- Good Analytical technical laboratory skills
- Willingness to become proficient in the operation of analytical instrumentation
- Good oral and written communication skills
- Good teamwork and time management skills
- Report writing skills
- Proficient in Microsoft Office Suite

For further particulars on The University of the West Indies, Mona, and the HRMD Mona, please visit <https://www.mona.uwi.edu/hrd/>.

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 [hrmd.sed@uwimona.edu.jm](mailto:hrmd.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 **MPN 101323** in the subject line. The final date for receipt of applications is **April 26, 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**