



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

JOB OPPORTUNITY

We invite suitably qualified applicants to fill the post of:

Senior Medical Technologist I I
Department of Basic Medical Sciences - Physiology Section
ATS Group -Grade 9 MPN 102645

The successful candidate is expected to perform the following duties:

- Coordinates and prepares the laboratory procedures for undergraduate teaching
- Liaises with suppliers / with academic staff and graduate students in carrying out laboratory activities and research and provides technical support for virtual and in-person proctored examinations
- Conducts and supervises trouble-shooting of equipment
- Assists with the procurement of reagents and other material for laboratory procedures
- Ensures the accuracy and precision of results from laboratory procedures
- Assists with the quality assurance process in the preparation of samples and specimens for research
- Liaises with suppliers and manufacturers for the procurement of reagents and laboratory material
- Trains medical technology students, medical students, and other personnel as required
- Ensures that stock inventory is maintained at adequate levels to allow efficient department functioning
- Assists with the preparation of performance appraisal reports for staff members

Qualifications and Experience:

- An undergraduate degree in Medical Technology
- Trained and Certified as a Medical Technologist
- At least two years' relevant work experience

Skills and Competencies:

- Proficiency in the use of Microsoft Office Suite
- Familiarity with a Laboratory Information System would be an asset
- Details oriented
- 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 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 **MPN102645** 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