

AMDA Nepal
AMDA Institute of Health Science
Damak, Jhapa

Terms of Reference

- A. **Type of Employment:** Part Time
- B. **Job title:** Lab (Instructor)
- C. **Level:** 6th
- D. **Location:** AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa
- E. **Date:**
- F. **Reporting to:** Program coordinator (CMLT)/ Principal

G. Background

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as a NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan “Better quality of life for better future”.

H. Job Purpose:

The Laboratory Instructor is responsible for conducting theoretical and practical classes, ensuring proper functioning of the laboratory, maintaining equipment and materials, and supporting students in acquiring essential laboratory skills as per the CTEVT curriculum and institutional standards.

I. Critical Responsibilities and Duties:

- 1) Conduct theoretical and practical classes as per the approved academic calendar and curriculum.
- 2) Demonstrate laboratory procedures, techniques, and safety protocols to students.
- 3) Guide students during practical sessions and ensure competency-based learning.
- 4) Prepare lesson plans, practical manuals, worksheets, and demonstration materials.
- 5) Assess students’ practical performance, maintain attendance, and update internal evaluation records.
- 6) Maintain and operate laboratory instruments such as microscopes, centrifuges, analyzers, etc.
- 7) Ensure proper waste disposal, infection control, and biosafety standards.
- 8) Supervise students during practical activities and enforce laboratory discipline.
- 9) Assist in preparing students for internal assessments, practical exams, and external evaluations.
- 10) Participate in faculty meetings, training, orientation programs, and institutional events

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J. General Responsibilities and Duties:

- 1) Uphold the mission, vision, and core values of AIHS, Damak
- 2) Maintain professional conduct, punctuality, discipline, and ethical behavior.
- 3) Ensure adherence to institutional rules, regulations, and academic policies.
- 4) Maintain confidentiality of academic records, assessments, and institutional information.
- 5) Foster teamwork, positive communication, and coordination with faculty, staff, and administration.
- 6) Fulfill any additional responsibilities assigned by the Principal or Program Coordinator.
- 7) Counsel students on academic or career matters.
- 8) Solve the arising problems and provide necessary suggestions/ guidance to the students/ program
- 9) Review progress of each student in academic & clinical areas, encourage for professional growth
- 10) Maintain and up to date the lab settings as required.
- 11) Help the students to be disciplined and make the college administration dignified.
- 12) Prepare monthly and weekly reports of running activities to the head of department, clarify if needed
- 13) Provide responsibility and accountability to the subordinates as needed
- 14) Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
- 15) Be always honest and loyal to the organization. Perform activities within the policy and rules of the organization

K. Terms and condition of employment

- 1.**Type of Employment:** Part Time
- 2.**Post:** lab (Instructor)
- 3.**Initial duty station:** AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa
- 4.**Duty Hour:** As per institutional rules and academic calendar of AIHS.
- 5.**Duration of Assignment:** As per appointment terms
- 6.**Job Description:** As specified in section G, H and I.
- 7.**Salary**
- 8.**Validity and Termination:** Maximum for Six month. Employment contract can be terminated by either a party, giving written notice of one-month. It can be terminated with immediate effect as a disciplinary action that includes the breeching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

L Person Specification

Qualification: -BMLT with NHPC Registered

Preferences: Minimum two year **Work experience and relevant training will be preferred.**