

**AMDA Nepal
Jorpati, Kathmandu**

Terms of Reference

A. **Type of Employment:** Special Service Agreement (Time based employment)

B. **Job title:** Senior Officer (Lab Technologist)

A. **Level:** 7 (Seven)

C. **Location:** Siddhartha Children and Women Hospital, Butwal

D. **Date:** 2082-08-10

E. **Reporting to:** Hospital Administrator/Medical Superintendent

F. **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”. Under AMDA Nepal, Siddhartha Children and Women Hospital (SCWH) in Butwal, Rupandehi district started with 50 beds and is currently operating with 100 beds. Since its beginning, Siddhartha Children and Women Hospital has been working especially in the field of children's and women's health.

G. **Job Purpose:**

The Senior Officer (Lab Technologist) is responsible for overseeing and managing the overall operations of the medical laboratory. This includes ensuring quality diagnostic services, supervising technical staff, managing resources and logistics, maintaining compliance with national and international quality standards, and supporting institutional goals related to laboratory services.

H. **Critical Responsibilities and Duties:**

a. Laboratory Operations & Supervision

- Lead and supervise the overall functioning of all laboratory sections (e.g., Hematology, Biochemistry, Microbiology, Parasitology etc.).
- Oversee sample collection, processing, testing, reporting, and record-keeping.
- Ensure efficient workflow and timely delivery of accurate test results.

b. Quality Assurance & Compliance

- Develop, implement, and monitor quality assurance systems including IQC and EQAS.
- Ensure compliance with NPHL, Ministry of Health and Population (MoHP) guidelines, WHO standards, and applicable lab accreditation requirements (e.g., ISO 15189, NABL).
- Prepare and maintain SOPs, audit documentation, and lab manuals.

c. Human Resource Management

- Supervise laboratory personnel and assign duties according to qualifications and workloads.
- Conduct staff performance appraisals, professional development, and continuing education.
- Ensure staff adherence to ethical standards and laboratory protocols.

I. General Responsibilities and Duties:

d. Equipment & Inventory Management

- Oversee procurement, calibration, maintenance, and repair of laboratory instruments.
- Maintain inventory of reagents, consumables, and critical supplies.
- Ensure minimal downtime and optimal use of lab infrastructure.

e. Financial & Administrative Management

- Support budget planning and expenditure tracking for lab services.
- Maintain cost-efficiency in lab operations without compromising quality.
- Support billing, cost-recovery, or revenue generation strategies (for private institutions).

f. Safety, Biosafety & Waste Management

- Enforce lab biosafety, infection prevention, and chemical/radiological safety protocols.
- Supervise biomedical waste segregation, storage, treatment, and disposal.
- Ensure compliance with national and institutional waste management regulations.

g. Reporting & Communication

- Prepare monthly, quarterly, and annual reports for management and health authorities.
- Coordinate with other departments, clinicians, and public health agencies.
- Support surveillance, research, or outbreak response activities if needed.

J. Terms and condition of employment

1. **Type of Employment:** Time based employment (Special Service agreement).
2. **Post:** Senior Officer (Lab Technologist)
3. **Initial duty station:** AMDA Nepal, Siddhartha Children and Women Hospital, Butwal (can be relocated in other duty station as needed).
4. **Duty Hour:** At least 42 hours a week; from 09:00am to 05:00pm, Monday to Friday **or as per duty roaster assigned by hospital administration**. The office authority can assign extra duty hour, for which substitute leave/overtime allowance can be granted.
5. **Job Description:** As specified in section G, H and I.
6. **Salary, benefits and allowances:** (per month/assignment)
 - a. Minimum salary: NRs. 37,000.00
 - b. Gratuity/Insurance: NRs. 3,700.00
 - c. Provident Fund: NRs. 3,700.00
 - d. Festival allowance: NRs. 3,083.00
 - e. Other allowance (**including leave compensation**): NRs. 1,500.00

Gross: NRs. 48,983.00 per month

Income/wage tax in affect will be applicable as Tax Deduction at Source (TDS).

7. **Leave:** Festival/Casual leave (max. **15 days** per Six month). Entitled leave, remained balance at the end of employment will not be compensated.
8. **Holidays:** Office will remain closed as per the holiday's calendar of AMDA Nepal. AMDA can deploy staff to continue their work during weekend and public holidays for the emergency and urgent services.
9. **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.

K. Person Specification

1. Essential Qualification and Skills

- a. MSc. in Medical Laboratory Technology (MLT).
- b. Valid medical license/registration with Nepal Health Professional Council.
- c. Minimum 1 year of post-qualification experience.
- d. Familiar with Laboratory Information Systems (LIS), MS Office, and data reporting tools.

2. Preferences:

- e. Deep understanding of clinical laboratory operations and technologies.
- f. Knowledge of Nepal's health system and diagnostic regulatory framework.
- g. Strong leadership, organizational, and decision-making skills.
- h. Excellent communication skills in Nepali and English.
- i. Ability to manage multidisciplinary teams and multitask under pressure.