



POPULATION SERVICES INTERNATIONAL, INDIA
SCOPE OF WORK (SOW)

TITLE: Program Associate
NUMBER OF POSITIONS: 1(One)
LOCATION: Ahmedabad- Gujarat
DEPARTMENT: Programs
REPORTS TO: Assistant Manager - Program Implementation
ROLE OF - Officer - Lab tech cum Counsellor
NATURE OF CONTRACT-Per Day/Monthly
POSITION CATEGORY: Program Operations
APPLY FOR POSITION: careers@psi.org.in

Population Services International (PSI) India is a non-profit, non-governmental organization dedicated to ensuring accessible and affordable healthcare for vulnerable populations in India, thereby improving their quality of life and well-being. Established in 1980 under the India Societies Act of 1860, PSI India began implementing full-scale activities in 1988. Over the past thirty-seven years, PSI India has demonstrated unwavering dedication and strong expertise in program implementation, planning and policy, research and evaluation, social behaviour change communication, and strategies for building habitable, sustainable, and healthy cities. PSI India has positively impacted the lives of millions across various states through its diverse programs. Its technical and operational capabilities have engaged government bodies, international and national philanthropic agencies, and private entities to address a wide range of health issues, including reproductive health, maternal health, child health, non-communicable diseases, communicable diseases, HIV/AIDS, and nutrition. For more information, please visit www.psi.org.in.

POSITION PURPOSE:

The Lab Technician will be responsible for the regular health checkups of the Trucker community visiting the Clinic. This project focuses on the health, safety, and wellness of commercial truck drivers. The person will be responsible for conducting the routine medical screenings, biological testing, and health assessments. The work directly impacts road safety, regulatory compliance, and driver well-being. This role requires excellent clinical skills and an empathetic, professional approach to a diverse workforce.

DUTIES AND RESPONSIBILITIES:

Lab technician related -

- Conduct screening for diabetes, HIV, T B, et cetera
- Maintenance of all relevant records related to testing
- Maintenance of all clinical equipment
- Maintain Consumable records related to HIV, diabetes, and TV screening
- Ensure disposal of biomedical waste to authorized vendor
- Preparation of monthly testing reports

Counsellor Role

- Counselling of the clients
- Maintaining a counselling register
- Ensuring confidentiality in all the cases
- Providing accurate and relevant information on a non- judgmental basis
- Referring the person to specialized institutions for services, which are not available at health Centre
- To develop case history
- Qualitative analysis of the Counselling data
- Maintain all relevant data like HIV, STI, diabetes, et cetera, and share with project Coordinator on

**QUALIFICATION AND EXPERIENCE:**

- Diploma in Medical Laboratory Technology(DMLT)
- At least 3-5 Years of experience of working in the Lab/Pathologies

SKILLS:

- A strong desire to contribute to public health improvement in India.
- Excellent planning and organizational skills.
- Understanding of public and private health systems in India.
- Proficiency in English and Hindi (verbal and written communication).
- Advanced computer skills, including web research.
- Integrity, maturity, and professionalism.
- Strong presentation, organization, and coordination skills.
- Conceptualization and analytical abilities with the capacity to synthesize complex material.
- Ability to work independently, multitask, meet deadlines, and demonstrate innovation.
- Proficiency in MS Word, Excel, PowerPoint, and a quick grasp of new technologies.

Approving Authority (for the work as defined in the Scope of Work):

- Assistant Manager - Program Implementation

Timelines: Monthly**Terms of Payment:**

- On the completion of working days as per the timelines
- On submission of the work details on completion

Project Allocation (from where the payment is to be made): ATF