



Republic of the Marshall Islands

MINISTRY OF HEALTH

P.O. Box 16

Majuro, Marshall Islands 96960

Phone: (692) 625-5660/5661 * Fax: (692) 625 3432 *



JOB DESCRIPTION

Position Title	Biomedical Technician
Position Type	Short-term, Technical Consultant/Contractor
Ministry and Division	Ministry of Health and Human Services, Bureau of Majuro Health Care Services, Majuro Hospital
Location	Delap Village, Majuro Atoll
Contract Period	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
Immediate Supervisor	Mr. Jayson Ramboa, BioMed Manager
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
Salary/Compensation	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

JOB PURPOSE: The Biomedical Technician, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely detection and surveillance of COVID-19 transmission across the RMI.

KEY RESPONSIBILITIES: Under the direction and supervision of the designated RMI MOHHS Supervisor, the Biomedical Technician will:

1. Support RMI MOHHS Supervisor to plan and conduct baseline Health Facility Equipment Inventory and Operational Status Baseline Assessment. The assessment to include the following key elements: quantity and functional status of all healthcare facility equipment and associated peripheral supplies; number of existing biomedical technician/maintenance staff and their existing qualifications/competencies; power and power back-ups/redundancies; equipment use/maintenance certifications and vendor service; safe use and compliance; contracts/agreements; procurement and inventory management protocols and systems; budgeting and cost management; and maintenance, repair and replacement scheduling;
2. Based on the results of the assessment, assist RMI MOHHS Supervisor to develop and implement a plan of work for the year, including developing and implementing a Preventative Maintenance and Replacement Task List and Schedule and associated Operational Budget;
3. Ensure all health facility equipment are operating efficiently and optimally at all times, and operated within stated safety parameters;
4. Support on-going capacity development, training and coaching/mentorship of local RMI MOHHS biomedical/maintenance staff, including training healthcare providers on equipment use and safety parameters, and monitoring safe use;
5. Support RMI MOHHS Supervisor to monitor and troubleshoot biomedical equipment, supply and maintenance contractors;
6. On request, compile and present information to the RMI MOHHS' COVID-19 Response Task Force and National Emergency Operations Center to inform on-going COVID-19 preparedness and planning efforts; and
7. Perform other duties as assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

Key Deliverables:

1. Health Facility Equipment Inventory and Operational Status Baseline Assessment Report
2. Developed/updated Health Facility Equipment Management and Procurement SOPs
3. Annual Preventative Maintenance and Replacement Task List and Schedule and Operational Budget
4. System established/refined for scheduled monitoring and reporting of work status and progress against the Maintenance, Repair and Replacement Task List and Schedule – reports generated from this system at the frequency requested by the RMI MOHHS (weekly, monthly, quarterly, etc.)
5. All health facility equipment and associated peripheral supplies procured, catalogued and in functional condition
6. Local RMI MOHHS biomedical technician/maintenance staff trained/coached; and
7. Key RMI MOHHS and government stakeholders are kept informed of critical information regarding health facility equipment inventory and functional status to support effective and timely COVID-19 preparedness and response.

DESIRABLE REQUIREMENTS:**Qualification:**

1. Minimum of an Associate's degree in biomedical engineering or electronics technology from an accredited tertiary institution. A Bachelor's degree or above is strongly preferred; and
2. Must have current BMET Certificate from recognized certification body.

Skills:

1. Minimum of 5 or more years of working experience as a Certified BioMedical Technician, with strong preference for working experience in limited-resource settings;
2. Demonstrated knowledge and practical experience in carrying out a variety of biomedical equipment maintenance and calibration tasks and assessments, compliance and safe use training and monitoring, budgeting and procurement, and service contractor management;
3. Must have demonstrated high level of interpersonal skills and ability to facilitate effective communication with the RMI MOHHS leadership, staff and service contractors;
4. Must have intermediate to advanced computer skills, including familiarity with MS Office applications such as Word, Excel and Powerpoint;
5. Must have intermediate to advanced English-speaking and English writing skills given the job requirements for timely and effective communication and reporting;
6. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making to resolve problems as they arise;
7. Must be self-motivated, disciplined and able to operate with limited supervision;
8. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions;
9. Demonstrated ability to work collaboratively with other healthcare professionals in a team-based environment;
10. Must have valid passport to be able to travel domestically and internationally; and
11. When requested, must be able to submit a Police Report of good standing.

Other Requirements:

1. Where relevant to the position, must be able to pass and receive Certificate or License of Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

Other Information/Benefits:

- In addition to a competitive negotiated, flat-rate monthly base compensation, the successful candidate will be provided up to, but not exceeding, USD 1,500 in monthly housing allowance paid directly to the owner upon receipt of executed rental (housing) contract. Any rental expenses beyond USD 1,500 will be at the expense of the candidate.
- The candidate will be eligible for certain reimbursable expenses upon submission of proper receipt and payment documentation, including up to but not exceeding, USD 40 per month in local transportation (fuel, taxi, or car rental) expenses, and up to but not exceeding USD 200 per month in local communication expenses (internet/cell cards or wifi/mifi installation and usage fees). Any expenses incurred beyond these ceilings will be at the expense of the candidate.
- All other office and program supplies needed to conduct required work will be provided by PIHOA and the RMI MOHHS, including, but not limited to a laptop and relevant software subscriptions and laptop accessories and general office supplies (PIHOA) and office space (RMI MOHHS).
- All international travel expenses between candidate's home base and duty station will be fully covered by PIHOA using the most economically and direct travel routes (coach class), including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel) and transit daily subsistence allowance per PIHOA's Travel Policy, at start and conclusion of contracted performance period. Any accompanied luggage/cargo, or excess weight expenses and travel insurance fees may be eligible for reimbursement upon submission of proper expenses receipts from the airline and travel insurance provider. Any local, domestic travel required in the conduct of work within the RMI will be covered by the RMI MOHHS. All other travels not associated with contracted work will be at the expense of the candidate.
- Aside from what is stated above, no other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes will be the responsibility of the candidate. PIHOA, however, will maintain some funds under its sub-contract with the RMI MOHHS to support any, upfront expenses for emergency, medical evacuation, in the event such will be needed.
- At this time and until further notice, all successful candidates will have to undergo pre-departure and arrival quarantine and COVID-19 testing at designated quarantine facilities in Fiji or Hawaii, and on arrival, in designated quarantine sites in the RMI. All pre-departure and arrival quarantine-related expenses will be covered by PIHOA and the RMI Government.

Approved by:

MOHHS Secretary of Health

Date



Republic of the Marshall Islands

MINISTRY OF HEALTH

P.O. Box 16

Majuro, Marshall Islands 96960

Phone: (692) 625-5660/5661 * Fax: (692) 625 3432 *



JOB DESCRIPTION

Position Title	Biomedical Technician
Position Type	Short-term, Technical Consultant/Contractor
Ministry and Division	Ministry of Health and Human Services, Kwajelein Atoll Health Care Services, Ebeye Hospital
Location	Ebeye Island, Kwajelein Atoll
Contract Period	12 months; possible extension for up to another 12 months pending need, work performance and funding availability
Immediate Supervisor	Ms. Edlen Anzures, Health Informatics Director, Office of Health Planning, Policy, Preparedness and Epidemiology
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MOHHS
Salary/Compensation	Negotiable based on academic qualifications and experience pertinent to the stated job responsibilities

JOB PURPOSE: The Biomedical Technician, as a short-term, technical consultant/contractor, will support the planning, coordination and implementation of the Republic of the Marshall Islands' (RMI) Ministry of Health and Human Services (MOHHS) COVID-19 Preparedness and Response Plan, with specific focus on strengthening systems, policies, protocols and capacities for effective and timely detection and surveillance of COVID-19 transmission across the RMI.

KEY RESPONSIBILITIES: Under the direction and supervision of the designated RMI MOHHS Supervisor, the Biomedical Technician will:

1. Support RMI MOHHS Supervisor to plan and conduct baseline Health Facility Equipment Inventory and Operational Status Baseline Assessment. The assessment to include the following key elements: quantity and functional status of all healthcare facility equipment and associated peripheral supplies; number of existing biomedical technician/maintenance staff and their existing qualifications/competencies; power and power back-ups/redundancies; equipment use/maintenance certifications and vendor service; safe use and compliance; contracts/agreements; procurement and inventory management protocols and systems; budgeting and cost management; and maintenance, repair and replacement scheduling;
2. Based on the results of the assessment, assist RMI MOHHS Supervisor to develop and implement a plan of work for the year, including developing and implementing a Preventative Maintenance and Replacement Task List and Schedule and associated Operational Budget;
3. Ensure all health facility equipment are operating efficiently and optimally at all times, and operated within stated safety parameters;
4. Support on-going capacity development, training and coaching/mentorship of local RMI MOHHS biomedical/maintenance staff, including training healthcare providers on equipment use and safety parameters, and monitoring safe use;
5. Support RMI MOHHS Supervisor to monitor and troubleshoot biomedical equipment, supply and maintenance contractors;
6. On request, compile and present information to the RMI MOHHS' COVID-19 Response Task Force and National Emergency Operations Center to inform on-going COVID-19 preparedness and planning efforts; and

7. Perform other duties as assigned by the RMI MOHHS Secretary of Health and designated RMI MOHHS Supervisor appropriate to the general terms of this position.

Key Deliverables:

1. Health Facility Equipment Inventory and Operational Status Baseline Assessment Report
2. Developed/updated Health Facility Equipment Management and Procurement SOPs
3. Annual Preventative Maintenance and Replacement Task List and Schedule and Operational Budget
4. System established/refined for scheduled monitoring and reporting of work status and progress against the Maintenance, Repair and Replacement Task List and Schedule – reports generated from this system at the frequency requested by the RMI MOHHS (weekly, monthly, quarterly, etc.)
5. All health facility equipment and associated peripheral supplies procured, catalogued and in functional condition
6. Local RMI MOHHS biomedical technician/maintenance staff trained/coached; and
7. Key RMI MOHHS and government stakeholders are kept informed of critical information regarding health facility equipment inventory and functional status to support effective and timely COVID-19 preparedness and response.

DESIRABLE REQUIREMENTS:

Qualification:

1. Minimum of an Associate's degree in biomedical engineering or electronics technology from an accredited tertiary institution. A Bachelor's degree or above is strongly preferred; and
2. Must have current BMET Certificate from recognized certification body.

Skills:

1. Minimum of 5 or more years of working experience as a Certified BioMedical Technician, with strong preference for working experience in limited-resource settings;
2. Demonstrated knowledge and practical experience in carrying out a variety of biomedical equipment maintenance and calibration tasks and assessments, compliance and safe use training and monitoring, budgeting and procurement, and service contractor management;
3. Must have demonstrated high level of interpersonal skills and ability to facilitate effective communication with the RMI MOHHS leadership, staff and service contractors;
4. Must have intermediate to advanced computer skills, including familiarity with MS Office applications such as Word, Excel and Powerpoint;
5. Must have intermediate to advanced English-speaking and English writing skills given the job requirements for timely and effective communication and reporting;
6. Must have excellent observational skills, attention to detail and able to demonstrate high-level critical-thinking and effective decision-making to resolve problems as they arise;
7. Must be self-motivated, disciplined and able to operate with limited supervision;
8. Must demonstrate compassion, patience and ability to adapt to less-than-ideal and intense working conditions;
9. Demonstrated ability to work collaboratively with other healthcare professionals in a team-based environment;
10. Must have valid passport to be able to travel domestically and internationally; and
11. When requested, must be able to submit a Police Report of good standing.

Other Requirements:

1. Where relevant to the position, must be able to pass and receive Certificate or License of Practice from the RMI MOHHS' Medical Certification and Licensure Board prior to contract execution. This Certificate/License of Practice must be maintained in good standing throughout the contract performance period. Failure to do so may result in immediate termination.

Other Information/Benefits:

- In addition to a competitive negotiated, flat-rate monthly base compensation, the successful candidate will be provided up to, but not exceeding, USD 1,500 in monthly housing allowance paid directly to the owner upon receipt of executed rental (housing) contract. Any rental expenses beyond USD 1,500 will be at the expense of the candidate.
- The candidate will be eligible for certain reimbursable expenses upon submission of proper receipt and payment documentation, including up to but not exceeding, USD 40 per month in local transportation (fuel, taxi, or car rental) expenses, and up to but not exceeding USD 200 per month in local communication expenses (internet/cell cards or wifi/mifi installation and usage fees). Any expenses incurred beyond these ceilings will be at the expense of the candidate.
- All other office and program supplies needed to conduct required work will be provided by PIHOA and the RMI MOHHS, including, but not limited to a laptop and relevant software subscriptions and laptop accessories and general office supplies (PIHOA) and office space (RMI MOHHS).
- All international travel expenses between candidate's home base and duty station will be fully covered by PIHOA using the most economically and direct travel routes (coach class), including any required transit accommodation and related expenses (ground transportation to/from airport and transit hotel) and transit daily subsistence allowance per PIHOA's Travel Policy, at start and conclusion of contracted performance period. Any accompanied luggage/cargo, or excess weight expenses and travel insurance fees may be eligible for reimbursement upon submission of proper expenses receipts from the airline and travel insurance provider. Any local, domestic travel required in the conduct of work within the RMI will be covered by the RMI MOHHS. All other travels not associated with contracted work will be at the expense of the candidate.
- Aside from what is stated above, no other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes will be the responsibility of the candidate. PIHOA, however, will maintain some funds under its sub-contract with the RMI MOHHS to support any, upfront expenses for emergency, medical evacuation, in the event such will be needed.
- At this time and until further notice, all successful candidates will have to undergo pre-departure and arrival quarantine and COVID-19 testing at designated quarantine facilities in Fiji or Hawaii, and on arrival, in designated quarantine sites in the RMI. All pre-departure and arrival quarantine-related expenses will be covered by PIHOA and the RMI Government.

Approved by:

MOHHS Secretary of Health

Date