



## **PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION**

EXECUTIVE SECRETARIAT

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### **Position Vacancy**

**JOB TITLE:** Regional Biomedical Engineer Consultant  
**JOB STATUS:** 100% Full-Time, Exempt  
**DUTY STATION:** Honolulu, Hawaii  
**APPLICATION DEADLINE:** August 31, 2020

**ORGANIZATIONAL BACKGROUND:** Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, and a field office in Hagatna, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of ten executive, administrative and technical staff and a number of short and long-term consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

PIHOA is a recognized and officially endorsed regional partner to the World Health Organization for the Western Pacific Region (WPRO) and the Pacific Community (SPC), and a Pacific regional partner to the US Department of Health and Human Services (HHS) and Association of State and Territorial Health Officers (ASTHO). PIHOA's Secretariat current sits as the Secretariat of the Regional Health Committee of the Micronesia Islands Forum; an advisory member of the US Centers for Disease Control and Prevention's (CDC) State, Tribal, Local and Territorial Support Sub-Committee (a sub-committee of the Advisory Committee to the CDC Director); coordinating body team member of SPC's Pacific Public Health Surveillance Network (PPHSN); coordinating body team member of the WHO's Pacific Monitoring Alliance for Non Communicable Disease Action (MANA); regional partner member to the WHO's Pacific Health Security Working Group (PaHSec); technical advisor to the United Nation Population Fund's (UNPFA) Pacific Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) Workforce Technical Advisory Council; and grant reviewer for the US Health and Human Services' (HRSA) Title X Maternal Child Health Bureau.

**SUMMARY OF DUTIES:** The PIHOA Regional Biomedical Engineer Consultant position will be located at the PIHOA Honolulu Office. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Responsible for providing subject matter expertise and technical assistance related to medical device equipment procurement, installation, safety, maintenance, protocols, and medical staff training for the six USAPIs, including Guam, the CNMI, American Samoa, the Republic of Palau, the RMI, and the FSM (Chuuk, Yap, Kosrae and Pohnpei). The Biomedical Engineer Consultant is a full-time position which is devoted to serving our members through the delivery of technical support to improve medical device equipment deployment, management and use for the COVID-19 pandemic preparedness and response in the USAPIs.

**SCOPE OF POSITION:**

1. **Reports to:** Executive Director
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None

**Level of Interaction:** This is a highly responsible, creative, and demanding position requiring a unique mix of skills and experience in biomedical engineering and medical equipment technology, design and training for medical equipment and devices, communications, public health, and cultural competency.

**MAJOR DUTIES & RESPONSIBILITIES:**

1. Provide technical support to USAPI hospitals and health agencies to assist medical staff on the installation, preventative and corrective maintenance, and user training programs for existing and newly purchased medical device equipment.
2. Evaluate the procurement methods of each health agency in the USAPI and suggest recommendations for improving medical device equipment procurement process.
3. Recommends procurement based on availability, appropriateness, affordability, and acceptability of medical device equipment, as well as accurate estimation of life-cycle costing and careful consideration of device servicing.
4. Assist in identifying and recommending replacement of equipment that is obsolete, has extensive repair history, or has identified safety issues.
5. Trains technicians and other workers how to use equipment safely.
6. Install, adjust, maintain, repair, or provide technical support for medical device equipment.
7. Evaluate the safety, efficiency, and effectiveness of medical device equipment.
8. Prepare procedures, write technical reports.
9. Conducts safety tests, recommends and evaluates standard procedures and protocols, and guides medical and healthcare personnel to develop effective preventative and corrective maintenance systems.
10. Conducts testing of medical device equipment and products to ensure safety standards are met.
11. Liaise with medical, engineering, and scientific staff.
12. Explore opportunities to strengthen health technology platforms and systems/capacities regionally and at local level.
13. Deliver timely reports as required to meet grant conditions, program evaluation requirements, including soliciting continuous feedback from the USAPI local representatives.
14. Performs other duties as assigned.

## PRIMARY QUALIFICATIONS:

- **Education:** Bachelor's degree in biomedical engineering or bioengineering, or in a related engineering field from an accredited academic institution.
- **Job Experience:** A minimum of two (2) years of experience working in the field of biomedical engineering. Has current, active certification as a biomedical equipment technician. Expert knowledge of medical device equipment deployment, management and use in low-resource settings.
- **Job Knowledge:** Familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus; experience in medical device and equipment procurement and prioritization, applying appropriate technical specifications within low resource countries related to devices and equipment that can be used given available human resources, infrastructure and maintenance capacity; have experience in supporting multi-disciplinary teams working across multiple locations; and able to effectively communicate with respect and diplomacy with a range of people from differing backgrounds, value systems, cultures, religious affiliations, and varying degrees of English-speaking and writing competencies.
- **Other Requirements:** Must have advanced English written and oral communication skills; must be proficient in Microsoft Office software applications (e.g. Excel, PowerPoint, Word, Outlook, and Publisher); and familiarity with HR software and workforce assessment tools is preferred.
- **Travel:** Must be willing and able to travel in the US mainland, Asia-Pacific region and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. Please be advised that PIHOA does not pay for passport and visa expenses. These will need to be valid and in good standing prior to PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

## PREFERRED QUALIFICATIONS:

- Master's degree in biomedical engineering or a related field, such as biomedical engineering technician and two (2) years of relevant work experience working in the field of biomedical engineering
- Knowledge of and experience working in the Pacific region is preferred.
- High degree of professional judgment to interpret strategy; analyze, develop, and present work; monitor and evaluate implementation of programs; analytical skills, problem-solving ability, and creative thinking.
- Ability to work in diverse teams to achieve results; balanced, open professional work style that includes both (1) teamwork and participation, and (2) leadership and individual initiatives.
- Excellent oral and written communication skills; ability to deeply understand technical details and effectively communicate strategic insights to leadership.

- Demonstrated experience working with a wide range of development partners, including multilateral and bilateral donors as well as private foundation and civil society.
- Familiarity in the cultural and traditional workings of the Pacific region and/or in developing low-resource countries.

**COMPENSATION:** Commensurate with qualifications and experience, the consultancy fee will commence at \$6,500 USD per month.

**TERM OF POSITION:** This position is for a 10-month consultancy to end June 30, 2021. Start date is immediate. Employment at PIHOA is based on Hawaii state law, which is considered “at-will.” Continued employment in this position is determined by availability of grant funding and job performance.

**APPLICATION:** Interested applicants are encouraged to submit the following electronically, with attention to Janet Camacho ([janetc@pihoa.org](mailto:janetc@pihoa.org)), Deputy Director, and Regie Tolentino, ([regiet@pihoa.org](mailto:regiet@pihoa.org)), Office Administrator, no later than 5:00pm, August 31, 2020, Hawaii Standard Time:

- 1) **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above.
- 2) **Resume/Curriculum Vitae;** and
- 3) Minimum of **three (3) professional references** - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

For any enquiries related to this vacancy, please direct them to Janet Camacho at [janetc@pihoa.org](mailto:janetc@pihoa.org). Pacific Island Health Officers Association, 737 Bishop Street, Suite 2075, Honolulu, Hawaii, 96813. Office Telephone: 808.537.3131. Office Fax: 808.537.6868. Website: [www.pihoa.org](http://www.pihoa.org)