LM02505
BIOMED MANAGER

Level 9

Reports to (Hierarchical)
Logistic Coordinator

Reports to (Functional)
Hospital Facilities Manager / Regional Technical Coordinator / Hospital Director / Medical Coordinator

Job Family
Logistics and Supply

Main Purpose
Planning, coordinating and monitoring all logistics activities in the project related to Biomed equipment according to **MSF** protocols and standards in order to ensure an optimal running of the project

Accountabilities
- Participating in the definition of the objectives and planning of the biomedical activities including reviewing its annual budget in order to identify and give a response to the needs of the mission and the targeted population
- Monitoring and ensuring the implementation of the biomed activities in the project ensuring compliance to **MSF** standards, protocols and procedures, and reporting to the Project Coordinator on the development of the ongoing programmes. This includes the following:
  - Monitoring and ensuring the implementation of biomed equipment management procedures in the mission (installation, disposal/renewal, correct use and maintenance) and ensuring a good follow up of the different maintenance contracts
  - Ensuring that the preventive and curative maintenance, fault diagnosis, annual diagnosis and certification are performed for those items of equipment for which specialised training has been received
  - Coordinating and organising between projects for equipment/support exchange (repair returns, installation and replacement) to help ensure that as few items are out of service on the mission at any given time. This includes the packing, shipment and contact with service providers or after sales service to the **MSF** Supply Centre for the repair of equipment that cannot be done locally
  - Organizing, planning and ensuring an appropriate stock management including inventories of spare parts and back up equipment. Ensuring good following and quality assessment of company in the process of local purchase
  - Managing the biomed technicians and elaborating their activities planning
- In collaboration with the Project Coordinator, Logistics Coordinator and the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both

the sizing and the amount of knowledge required to correctly perform all logistics activities pertaining to his area
- Providing technical support and training to staff on the use, control, preventive maintenance and basic repair of most common equipment. Managing the training of medical staff about hygiene on biomed equipment following the result of a regular assessment of medical services on these question
- Participating in monthly reports according to management guidelines and following up, analysing and reporting on the maintenance activities and on technical aspects of the work

Education

- Diploma as Biomedical technician, biomedical engineer, electronic technician, electronic engineer
- Demonstrable technical skills and understanding

Experience

- Experience as a biomedical or electronic technician/engineer. (Minimum 2 years' experience)
- Pedagogical skills are an asset

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