



Approved by Director of Labor office/malakal H-Y

## MSF SPAIN IS OPENING THE RECRUITMENT OF: BIOMEDICAL SPECIALIST

**(BASED IN MALAKAL WITH FREQUENT VISITS TO OTHER PROJECT(S)/ PERMANENT CONTRACT/STARTING WITH 6 MONTHS/LEVEL 8)**

**In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, and That's why, females are strongly encouraged to apply.**

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

### **Main Purpose**

Carrying out assessments and ensuring the implementation, maintenance and monitoring of the Biomedical activities including repairs, maintenance of equipment and planning of biomedical orders according to MSF protocols and standards in order to ensure the correct use and efficient functioning of the Biomed equipment of the mission.

### **Main Duties & Responsibilities**

- Defining procedures and managing the implementation, monitoring, maintenance and correct functioning of the biomedical workshop, including spare parts, technical documentations, tools, etc., including the following tasks:
- Organizing and participating in the installation and replacement of the equipment and following up the different maintenance contracts (propose renewal before they expire)
- Identifying the equipment requiring after sale services and ensuring their return in medical services. Performing fault diagnosis, curative and preventive maintenance, annual diagnosis and certification for those items of equipment for which specialized training has been received.
- Participating in the assessment of local suppliers and ensuring a good supply of spare parts from them
- Managing inventory of spare parts and back-up equipment at mission level and checking and advising on international orders for consumables and spare parts.
- Managing the biomed technicians at the level of the project and elaborating their activities planning and in close coordination with HR department, planning and supervising the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff under his/her responsibility
- Acting as a technical referent and providing assistance to project Biomedical Technicians when maintenance work requires further assistance, documentation or additional tools. Taking the lead in organising user training where required
- Ensuring the proper documentation, filing and the compilation of the installation and maintenance done or required as well as defining functioning standards and monitoring systems
- Performing delegated tasks as defined in his/her job description and according to the line manager

### **MSF Section/Context Specific Accountabilities**

- Perform acceptance testing of biomedical and cold chain equipment upon reception at health facilities.
- Oversee the biomedical and cold chain equipment of the mission and support the log managers/ biomed technicians in Ulang and Malakal project technically.
- Conduct frequent visit and supportive supervision to the projects to do regular assessment, inspection, commissioning, capacity building and decommissioning of bio medical and cold chain equipment.
- Forecast spare part and consumable need of the mission and place international order and actively monitor on bin card and stock card.
- Conduct regular preventive and corrective maintenance of cold chain and biomedical equipment by preparing maintenance calendar for all medical equipment in the mission.
- In close collaboration with mission pharmacist and medical profile, define contingency plan of cold chain management, establish regular and proper documentation, recording and reporting of cold chain temperature to line manager and mission's biomed and cold chain MST using the organization's tools.
- Actively involve in the mission's vaccination campaign starting from microplanning, organizing, and supporting cold chain management.
- Developing back up and maintenance priority based on equipment risk classification of the mission.
- Calibrate, inspect, and test medical equipments using the adequate tools provide by the mission and share the devices result to line manager and medical responsible of each department.
- Ensuring all equipments in the mission has SOPs and users are well trained on the usage and include contingency plan for each medical department of MSF supported facilities.
- Create medical equipment history file and centralize information by incorporating inventory, service history, work order, SOPs, and risk classification form.
- Actively propose and facilitate the implementation of activities to improve biomedical and cold chain standards in the mission.
- Compile and share monthly report of the biomedical and cold chain of the mission with line manager and mission MST.

### **REQUIREMENTS**

- Diploma as Biomedical technician, biomedical engineer, electronic engineer with biomedical training on laboratory and operation theatre equipment's,
- Demonstrable technical skills and understanding
- Good command of Microsoft (word, excel, outlook and power point)
- Experience as a biomedical technician. (Minimum 2 years' experience).
- Experience in cold chain management
- Pedagogical skills are an asset
- Mission language and local language.

### **COMPETENCIES**

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

#### HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV, *relevant academic certificates, previous work certificates and nationality ID.*

Application should be addressed to:

**ADMINISTRATIVE MANAGER, MSF SPAIN, MALAKAL.**

Submission can be done by E-mail: [msfe-malakal-admin@barcelona.msf.org](mailto:msfe-malakal-admin@barcelona.msf.org) or  
**DROP TO MSF SPAIN, ADMINISTRATION OFFICE, MALAKAL**

With clearly written job title and updated contact numbers.

**Closing date for submissions: 02/08/2023 at 17:00 hrs.**

We thank all applicants for their interest, but **only short-listed candidates will be contacted for the recruitment process.**

*Applications once submitted, will not be returned to applicants.*

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

*Done in Malakal, 18<sup>th</sup> July 2023.*

*II - Approved by Director of Labour Office, Malakal  
H.c.*

