

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

**Ministry: Ministry of Health and Medical Services**

**1. Position Title:** Chief Biomedical Engineer  
(BME Manager)

**2. Salary Level:** L6-5

**3. Division:** Biomedical Engineering (BME)

**4. Reports To:** Director of Hospital Services

**5. Direct Reports:** Deputy Director of Hospital Services

**6. Primary Objective of the Position:**

Maximize delivery of the services anticipated of Biomedical Engineering department at times of limited funding and unavailability of overseas technical assistance through:

- Procurement of Medical Equipment and associated consumables within limitations of budgets
- Guarantees that equipment remain to comply with manufacturer's specifications following execution of repairs
- Guarantees that medical equipment is safe for Operators and treatment/care of patients
- Insurance that proper tools and safety gear are supplied to avoid accidents and injuries to Technicians

**7. Position Overview**

**9. Financial:** Atleast 5,000 AUD

**10. Legal:** Medical Act, Medical Equipment Donation policy and National Medical Equipment Management policy

**11. Internal Stakeholders:**

- Director of Hospital Services
- Deputy Director of Hospital Services
- Director of Public Health Services
- Deputy Director of Public Health Services
- Doctor
- Senior Accountant
- Director of Nursing Services
- Health statistics HOD
- Pharmacy HOD
- Dental HOD

**12. External Stakeholders:**

- Overseas medical equipment supplier
  - Medical equipment manufacturer
  - Donors e.g JICA, PROSWIP, etc
  - Local company e.g Toyota, Temacool, etc
- To be referred to Manager
- Reports on preventative maintenance of medical equipment and concerning issues encountered by medical equipment
  - Reports concerning issues related with electrical plant system

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<ul style="list-style-type: none"> <li>• Laboratory HOD</li> <li>• Radiology HOD</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Preparation and presentation of Quarterly and annual reports</li> <li>• Preparation and justification of maintenance Budgetary estimates</li> <li>• Strategic planning for training and development of BME department's workforce(staff)</li> <li>• To advise in the selection of viable external service provider, contractors or contractual jobs for specialized repairs or maintenance of electrical and/ or Medical equipment.</li> <li>• To advise on the best value for money in regards to, procurement of new or replacement equipment, and consumables</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing the policies related with BME such as Medical Equipment policy and National Medical Equipment Management policy</li> <li>• Budget reports on spare parts expenditure</li> <li>• Minute reports of Medical Equipment Management Committee meetings</li> <li>• Reports of medical equipment user training</li> </ul>	
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<p><b>Key Result Area/Major Responsibilities</b></p> <p>Feasibility of communication within the Organizational structure of the MHMS</p>	<p><b>Major Activities/Duties</b></p> <ul style="list-style-type: none"> <li>• Supervise the overall performance of the BME staff</li> <li>• Responsible to certify debit notes regarding purchasing new medical equipment, spare parts and electrical plant system consumables</li> <li>• Conduct or pursue the Medical Equipment Management Committee meetings</li> <li>• Conduct or pursue the medical equipment user trainings</li> </ul>	<p><b>Performance Measures/Outcomes</b></p> <ul style="list-style-type: none"> <li>• Good performance of BME department</li> <li>• Decrease delay payment to external stakeholders inorder to receive required items ASAP</li> <li>• Acknowledging the issues and needs of current medical equipment</li> <li>• Avoid the premature lifespan of medical equipment as a result of more care by users</li> </ul>

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Credibility of BME department to be involved in Middle or Senior management level	<ul style="list-style-type: none"> <li>Attend management level meetings such as TTF</li> <li>Proposing strategy plan on training for staff of the BME department</li> <li>Responsible to prepare procurement documents for medical equipment, spare parts and electrical plant system consumables</li> </ul>	<ul style="list-style-type: none"> <li>BME good performance will improve</li> <li>Enhance skill and knowledge to achieve full capacity service provision</li> <li>Quality and necessary medical equipment is purchased, and electrical system is maintained in its good condition</li> </ul>
Accuracy of projected maintenance and budgetary estimates	<ul style="list-style-type: none"> <li>Ensure that the inventory list of medical equipment in all of the Kiribati hospitals is updated weekly</li> </ul>	<ul style="list-style-type: none"> <li>Availability of fund when urgent order for spare part of medical equipment is needed</li> </ul>
Timely procurement of replacement medical equipment, consumables and external services	<ul style="list-style-type: none"> <li>Ensure that the preventative maintenance to medical equipment is performed</li> <li>To advise on the best value for money in regards to procurement of new or replacement of equipment, and consumables</li> </ul>	<ul style="list-style-type: none"> <li>Every medical equipment always perform its task and safe to use</li> <li>To avoid purchasing items which are not certified but acquiring equipment which are quality with reasonable price</li> </ul>

<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>	
<ul style="list-style-type: none"> <li>Increase number of medical equipment accelerates the workload demand to ensure that they are safe to use</li> <li>Donation of medical equipment requires more attention to avoid dumping of used equipment in the country</li> <li>Procuring new advanced equipment may need extra cost for technician training to achieve skills for its maintenance</li> <li>Difficult transportation to other sites of hospital facilities such as Betio Hospital, Kieia Ataei Hospital, outer islands and so more.</li> <li>Exposing to infectious disease when repairing medical equipment such as suction machines, dental chair units and others.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Bachelor of Biomedical Engineering Or Bachelor of Engineering Technology Or Bachelor of Business Administration</p>	<p><b>Experience:</b> Experience for atleast 3 years in performing managerial activity and has knowledge and skills to maintain medical equipment</p>	<p><b>Job Training:</b> Should have completed atleast 3 months period of training related to the Biomedical equipment maintenance and management</p>

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<p><b>Prerequisite:</b> to be eligible for Biomedical engineer, should at least have undergone atleast one training offshore related to maintaining medical equipment</p>	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li><b>1. Knowledge</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Customer and Personal Service</li> <li><input type="checkbox"/> English Language</li> <li><input type="checkbox"/> Clerical</li> <li><input type="checkbox"/> Computers and Electronics</li> </ul> </li> <li><b>2. Skills:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Speaking</li> <li><input type="checkbox"/> Active Listening</li> <li><input type="checkbox"/> Reading Comprehension</li> <li><input type="checkbox"/> Social Perceptiveness</li> <li><input type="checkbox"/> Monitoring</li> </ul> </li> <li><b>3. Attributes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Efficient</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Innovative</li> <li><input type="checkbox"/> Creative</li> <li><input type="checkbox"/> Approachable</li> <li><input type="checkbox"/> Cooperative</li> <li><input type="checkbox"/> Fair</li> <li><input type="checkbox"/> Hardworking and dedicated</li> <li><input type="checkbox"/> Sharing</li> <li><input type="checkbox"/> Interested in meeting people</li> </ul> </li> </ol>
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