

Terms of Reference (ToR), Maintenance & Calibration Division, Department of Biomedical Engineering

1. Primary purpose of the role:
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<p>The Chief Engineer for Maintenance & Calibration Division under Department of Biomedical Engineering has a key leadership role in the NMS and health facilities across the country in overseeing the delivery of biomedical engineering services for the delivery of efficient healthcare services to patients as healthcare services are becoming increasingly technology driven with time. Some of the key responsibilities are inter alia:</p>
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| <ol style="list-style-type: none">1. Manage daily functioning of the Division2. Plan and manage medical equipment maintenance in all health centres in the country3. Institute mechanisms, monitor and report on functionality of medical and laboratory equipment in all health centres in the country4. Formulate 5-year plan, annual work plans, budgets and proposals for sustainable management of health technologies in the country5. Co-ordinate, plan, propose, sign and monitor annual maintenance contract and comprehensive maintenance contract for medical equipment6. Monitor and track progress on the implementation of planned activities and utilization of budget of the Division7. Facilitate and provide technical and administrative supervision to subordinate engineers and other officials for the planning, implementation and completion of activities8. Supervise the preparation, evaluation and award of technical and procurement bids and tenders9. Scrutinize and approve technical specifications and standards of medical equipment10. Manage approvals for ad hoc procurement of medical equipment spare parts and accessories11. Assess turn-around time for attending medical equipment breakdown complaints from health centres in the country12. Monitor and evaluate performance of suppliers and service vendors for medical equipment and their spare parts13. Assign jobs to subordinate officials14. Plan and co-ordinate stakeholder consultations with regard to planned activities of the Division for harmonization and synchronization15. Oversee and evaluate the performance of subordinate officials16. Appraise and update higher authorities on issues pertaining to the Division17. Manage and monitor all externally funded projects assigned to the Division18. Plan human resource requirements and capacity building of the Division19. Liaise with external professionals on the maintenance of medical equipment in the country20. Coordinate preparation and publication of relevant reports of the Division21. Coordinate development of standard operating procedures, guidelines, manuals and other standards pertaining to management of medical equipment in the country22. Participate and represent the Division and Ministry in relevant national, regional and international forum23. Manage biomedical engineering technical supports to other agencies |
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24. Any other responsibilities pertaining to Health Technology Management as per directives of the higher authority	
2. Key accountabilities	
<ol style="list-style-type: none"> 1. Plan, coordinate, and monitor maintenance of medical equipment across all health centres. 2. Oversee AMCs/CMCs and ensure timely repair and breakdown management 3. Monitor functionality of medical equipment to provide quality health services across the country. 4. Monitor timely installation and acceptance testing of newly procured medical equipment 5. Ensure development and implementation of SOPs, guidelines, and manuals. 6. Submit reports and updates to higher authorities and ensure compliance with directives. 7. Promote coordination among various health facilities and biomedical engineering personnel to ensure quality and efficient biomedical services in the country. 8. Institute system to address medical device related incidents, hazards and recalls. 	
3. Qualification	
Should have Bachelors in Biomedical Engineering	