International Medical Equipment QA specialist

Job description

Location: Any MSF office*
Contract: Fixed term at 80%
Duration: 12 months
Starting date: ASAP
Deadline to apply: 31st of August 2022

*By default, the successful candidate will be offered a contract in the MSF office of their country of residence at the time of application.

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF’s 24 sections, 25 associations, 6 operational directorates and other offices together. Registered in Switzerland, MSF International provides coordination, information and support to the MSF movement, as well as implements international projects and initiatives as requested.

II. POSITION BACKGROUND

As a medical humanitarian organization, MSF is committed to providing quality medical supplies in its projects globally. Over the years, MSF has developed a system to ensure the quality of medical devices purchased internationally. The quality assurance (QA) evaluation process is done in collaboration with the MSF Supply Centers (SC) with the final decision under the responsibility of the International Medical Devices Coordinator by delegation of the medical directors.

In 2018, medical equipment was added to the MSF quality validation scheme. Coordination of the validation of the increasing number of medical articles between the International Working Groups (IWGs), Supply Centers, and Operational Center referents of the Biomed Working Group (WG) has become a major challenge.

For the proper use and maintenance of Biomedical equipment as well as for other aspects of the Biomedical function, the BioMed WG collects and produces a large number of documents and other digital assets. The WG will work on the creation of a central repository for those digital assets and the necessary governance thereof.
III. PLACE IN THE ORGANISATION
The International specialist for the quality of medical equipment is under the direct responsibility of the International Medical device Coordinator and works closely with the medical data stewards of the SPINCO team, the Solutions & Services Manager, the Biomedical referents in the five Operational Centers, and with the three SCs.

IV. OBJECTIVES OF THE POSITION

1. 1. To strengthen the internal collaboration within and between IWGs and SCs to efficiently validate new articles and review existing ones, not only the equipment but also the accessories, consumables and spareparts needed for this specific equipment, for international purchase though market reviews, and update Unidata accordingly.
2. 2. To work on the BioMed Documents project that aims at providing a common document repository for BioMed articles and other BioMedical documentation that is made available through multiple channels to field.
3. 3. To provide support to OC Biomedical referents for the specific local purchase related activities.

V. MAIN RESPONSIBILITIES

Objective 1: International procurement

- Implement the international quality validation scheme for medical equipment:
  - organise the (re)validation of articles according to the product distribution agreed among SC QA referents
  - coordinate market reviews with the different stakeholders (QA referent, medical WGs and Biomedical group) for new requests (e.g. latest requests from Critical Care WG) and the periodic review of ‘old’ articles (i.e. radiology mobile/Siemens, ultrasound/Sonocyte).
- Be the focal point of medical data stewards of the SPINCO team for Unidata medical equipment technical sheet verification, creation and update, including
  - Code and Label of all accessories, consumables and spareparts
  - Identification of duplicates
  - Identification of missing articles needed for a correct functioning of the equipment
  - Consistency with maintenance and cleaning protocols
- Support the medical data stewards of the SPINCO team in the standardization process by providing all necessary information for the Medical Director decision-making and updating Unidata accordingly.
• Coordinate the management of quality complaints/batch recalls for medical equipment with the ESC product focal points, lab and imaging advisors and OC biomed referents according to the harmonized international SOP

**Objective 2 BioMed Document Process owner**

• Be the focal point of the BioMed Referents for defining and validating the process expressed in user stories.
• Be the focal point with the project team to work on:
  - Project charter
  - Translation of user stories into functional requirements
  - Define governance on BioMed documents and translate them in permissions in the tool
  - Measure usage of documents and provide regular statistics

**Objective 3: Local purchase in support to OC Biomed referents:**

• Maintain the interactive maps for official local distributors of international validated sources and assess synergies with the PATH/CHAI sub-Saharan Africa respiratory care equipment distributors.

**Job requirements**

• Biomedical engineer with competence in quality assurance for biomed equipment
• Other scientific diploma could be considered, if compensated by strong experience in quality assurance of medical devices (regulatory aspects included)

**Work experience**

• Minimum 2 years of experience, with at least 1 year in MSF
• Good knowledge of medical equipment used on MSF projects
• Experience in quality evaluation or regulatory environment is a plus
• Experience in setting up software solutions
• Knowledge of developing countries and emerging market mandatory is a plus

**Specific Requirements:**

• Fluent in English, French is an asset
• Mature with strong interpersonal, communication and organisational skills
• Ability to work and report independently
• Ability to motivate and lead colleagues
• Willingness to travel

**Only shortlisted candidates will be contacted.**
At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.

Apply here