

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

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Cold Chain Equipment Technician	<b>3. Salary Level:</b> 11-10	<b>4. Division:</b> Biomedical Engineering department
<b>5. Reports To:</b> Chief Biomedical Engineer	<b>6. Direct Reports:</b> Biomedical engineer	
<b>7. Primary Objective of the Position:</b> Responsible for providing technical support and oversight for ensuring continuous functioning for cold chain equipment. The incumbent will also ensure that temperature and humidity standards for all vaccines are maintained in every health facilities, hence preventing the wastage of vaccines.		

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b> Workmen compensation act,
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Nurses in clinics</li> <li>• Medical Assistants in rural clinics</li> <li>• Pharmacy Cold chain staff</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Post holder is required to seek specific assistance from senior officers if a conflict in prioritized jobs suddenly occurs.</li> </ul> <b>Without referral to Manager:</b> <ul style="list-style-type: none"> <li>• Post holder is required to implement contingency plans in case of emergency situation</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Local service providers on refrigeration systems (K-TWO Enterprises, IMART, Imbo etc)</li> </ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: Health</i></li> <li>▪ <i>MOP Outcome: Improved Health Service Delivery</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan: Curative Service, MHMS</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<ul style="list-style-type: none"> <li>• <b>In line with National Health Strategic plan, improving health service delivery through strengthening the allied Health Service (Curative Services)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for overall management, basic preventative maintenance, servicing and installation of the Walk-in Cold room/Freezer, cold chain equipment, other vaccine refrigerators and cold chain tools</li> </ul>	<ul style="list-style-type: none"> <li>• Well managed cold chain resources contributing to improved health service delivery</li> <li>• Walk in Cold room, Cold chain equipment, vaccine refrigerators and cold chain tools are always functional at optimum settings</li> <li>• Low report on wastage vaccines as a result of unforeseen problems of cold chain equipment</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsible for obtaining and analyzing temperature monitoring records for fridges from all health facilities on a monthly basis and providing feedbacks</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly report submitted to Head of Biomed based on data logger readings</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist Biomed Unit in planning, coordinating, monitoring and evaluating</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and efficient planned cold chain activities</li> </ul>

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	cold chain activities in health facilities at all levels	
	<ul style="list-style-type: none"> <li>Perform assessment, maintenance and repair of solar powered and ice-lined vaccine fridges temperature as well as their main power accessories (for example solar panels, Uninterruptible Power Source etc)</li> </ul>	<ul style="list-style-type: none"> <li>Well maintained cold chain equipment and less breakdowns reported, hence low vaccines wastage</li> </ul>
	<ul style="list-style-type: none"> <li>Assist Biomed Unit in planning overseas procurements for cold chain equipment, spare parts and cold chain tools</li> </ul>	<ul style="list-style-type: none"> <li>Well planned procurement, hence minimizing delays in repairing cold chain equipment</li> </ul>
	<ul style="list-style-type: none"> <li>Assist in regular updating of the cold chain equipment asset register</li> </ul>	<ul style="list-style-type: none"> <li>Monthly update of cold chain asset register contributing to effective and efficient overall management of cold chain</li> </ul>
	<ul style="list-style-type: none"> <li>Conducting user training and first line care training to nurses, assigned pharmacy staff for vaccine fridges and other health officials involving in cold chain</li> </ul>	<ul style="list-style-type: none"> <li>Low rate of reported user errors</li> </ul>
	<ul style="list-style-type: none"> <li>Assist Biomed Unit in maintenance and repair of electrical systems and cooling systems at all health facilities</li> </ul>	<ul style="list-style-type: none"> <li>Improved electrical systems in every health facilities</li> </ul>

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
	<b>11.1 PQR (Position Qualification Requirement):</b>

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- Accidental breakdowns of cold chain equipment in health facilities on outer islands will take longer to be attended due to the location and long logistics process of arranging a visit.

**Education:** A Bachelor's Degree or Technical Qualification at a level of Diploma in Cold Chain Management and Refrigeration or Ordinary Diploma in Refrigeration, Heat and Air Conditioning.

**Experience:** At least three (3) years of hands-on experience in overseeing cold chain systems and electrical appliances

**Prerequisite:**

**11.2 Other skills:**

- Ability to manage multiple priorities within deadlines while delivering high quality work
- Excellent analytical capacities
- Excellent communication and interpersonal skills
- Solution oriented with a high sense of attention to detail, accuracy and efficiency
- Electrical skills

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