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CIVIL SERVICE COMMISSION
P.O. Box 158
Interministerial Building
Mbabane
eSwatini

Vacancy

ENGINEERING ASSISTANT

Applications are invited from qualified candidates for appointment to the above posts in the Civil Service tenable in the Ministry of Health.

QUALIFICATIONS AND EXPERIENCE

The candidate must have the following qualifications: -

- Diploma in Clinical Engineering or equivalent clinical engineering disciplines
- Eight years' work experience as a Biomedical Technician I

DUTIES/RESPONSIBILITIES

- To perform standard calibration and maintenance of quality control on medical equipment
- To order and keep custody of equipment, tools, protective clothing and other consumables
- To prepare quarterly and monthly reports and submits to the HOD and Clinical Coordinator Specialist in timely manner
- To maintain organized flow of work and documentation control with respect to maintenance work orders, quotes, time keeping and any other documentation
- To Ensure disposed equipment contain no environmental hazards, or toxic radioactive materials
- To maintain a close working relationship with maintenance staff, other facility staff and seniors
- To compile with safety regulations and good practice as directed
- To ensure planned preventative maintenance service and repairs of plant and medical equipment is done on a timely professional manner.
- To assist in maintaining inventory for cost effective operation and availability of necessary tools, equipment and material.
- To monitor, adjusts and maintain building systems such as fire alarm systems, medical gas alarms etc.
- To inform seniors on shortage of material, tools and equipment in timely manner.
- To participate in the development of training and teaching aids for the clinicians on the safe and effective use of new medical technologies
- To prepare annual maintenance plan for all medical equipment and submit to the HOD
- To ensure that maintenance registers and inventory cards are filled appropriately
- To prepare biomedical reports by collecting, analyzing and summarizing information and trends
- To ensure the work/ maintenance requests are responded professionally and in timely manner within established guidelines and time frames
- To approve new biomedical equipment by conducting tests; ensuring adherence to codes; making modifications
- To create work schedule/ duty rosters for maintenance staff and submits to the HOD and Clinical Coordinator Specialist
- To ensure a progressive environment, highest standards of cleanliness, maintenance and safety are achieved in the workshop to afford maintenance staff of the opportunities for the job fulfilment
- To provide first on call clinical services

- To approve replacement of medical equipment and inform supervisors
- To supervise routine safety checking and quality assurance measures on specialized medical equipment are carried-out
- To ensure safety, efficiency and effectiveness of medical equipment
- To diagnose and interprets bio electrical data using signal processing techniques
- To monitor work being performed by outside contractors and keep reports
- To attend meetings, conferences, trainings and workshops
- To perform any other duties as assigned by immediate Supervisor and Head of Department.

SALARY

The basic salary is on Grade C3: **E132,556** rising to **E149,194** per annum.

APPLICATION PROCESS

Hand deliver your application letter together with your Curriculum Vitae, ID and certified copies of Form five, Tertiary Academic Certificates to the Executive Secretary's Office, Civil Service Commission. Foreign qualifications must be verified by the Eswatini Qualifications Authority (Education). Candidates who do not possess the above qualifications should **not** apply as their applications will not be considered.

NB:

If you do not receive a response in a month's time, it would mean that your application was not successful.

CLOSING DATE: 26TH SEPTEMBER, 2024