



## DESCRIPTION OF ASSIGNMENT

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **Type of Assignment:** International UN Volunteer
2. **Type of Assignment Place:** Family Duty Station
3. **Assignment Title:** Bio-Medical Engineer
4. **Link with UNV Strategic Framework:** Securing access to basic social services
5. **Duty Station, Country:** Trinidad & Tobago
6. **Duration (in months):** 24 months
7. **Expected Starting Date:** ASAP
8. **Host Agency/Host Institute:** UNDP
9. **Organizational Context/Project:**

Health care delivery in Trinidad and Tobago is patterned after the British Firm system where health care is provided through major hospitals, smaller regional hospitals as well as health clinics, which service outlying areas. The Ministry of Health has received Cabinet approval for its Hospital Physical Infrastructure Development strategy to be implemented over a ten (10) year planning period.

As a result, the Ministry of Health is desirous of engaging a Biomedical Engineer to perform services as per international standards to provide input in regards to the selection of new medical equipment technology for the equipping of new Hospitals and other Health Facilities. The targeted beneficiaries of this assistance to the Government will be the general population.

The Ministry of Health is the national authority charged with oversight of the entire health system in Trinidad and Tobago. The Ministry plays a central role in the protection of the population's health and ensures that all organization and institutions that produce health goods and services conform

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to the high standards of safety. The Ministry of Health seeks to promote, protect and improve the health status of the people of Trinidad and Tobago through focusing on evidence-based policy making, planning, monitoring, evaluation, collaboration with stakeholders and regulation. The Ministry of Health establishes national priorities for health and ensures an enabling environment for the delivery of a broad range of high quality, people-centred services from a mix of public and private providers.

## 10. Description of tasks:

Under the direct Chief Supervisor at the Ministry of Health Trinidad and Tobago, the UN Volunteer will undertake the following tasks:

- Provide technical expertise on selection of new medical equipment technology based on emerging requirements for the Ministry of Health Construction programme of new hospitals and the National Oncology Centre;
- Provide technical advice on the maintenance and training arrangements for medical equipment and make recommendations for an appropriate system for maintenance of this equipment;
- Conduct necessary research and assist in the development of a Biomedical Engineering Procedures Manual for the Ministry of Health;
- Work alongside other biomedical engineers and provide necessary technical support and advise on best practices;
- Assist in the review and development of medical equipment specifications and participate as part of the Ministry of Health team in the design of various projects;
- Participate in review of testing and commissioning of medical equipment at the new Hospitals and other Health Facilities as required.
- Support the creation of equipment lists for the Ministry of Health in accordance with International Standards and in collaboration with an independent health care consultant and hospital biomedical engineers.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;

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- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

**11. Results/Expected Outputs:**

- Training requirements are outlined
- Biomedical Engineering Procedures Manual completed
- Systems are in place and adhered to regarding procurement of equipment and maintenance;
- Equipment lists created and disseminated according to international standards;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

**12. Qualifications/Requirements (including competencies, values and skills):**

**A) Qualifications, skills, experience:**

**Degree level:** Master's degree

**Type of Degree:** Post Graduate Degree in Biomedical Engineering; Engineering and/or medical and/or biological research

**Years of work experience:** 5 years of experience in the biomedical engineering field

**Language:** Fluent in both written and oral English  
Strong presentation and facilitation skills in English

**Driving license required:** No

**Computer skills:**

- Strong knowledge in Medical Imaging Equipment such as Magnetic Resonance Imaging (MRI), CT Scanners, Digital X rays, Ultrasound, Cardiac Cauterization Laboratory
- Knowledge of Linear Accelerator Technology
- Knowledge of PET/CT will be an asset.
- Knowledge of Digital Systems such as PACS, RIS and LIS

**B) Competencies and values:**

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take



ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### 13. Living Conditions:

Generally living conditions are good in Trinidad and Tobago. Crime and security should always be taken into account as evidenced by Trinidad and Tobago being in UN Security Phase 3. Clearing of shipments through customs can take a long time. TV, radio and internet services are readily available.

Road conditions are reasonable but traffic congestion at peak times is an issue considering the limited road capacity for the number of vehicles circulating in the country. Shared cars which are called "taxis" and are marked with an "H" license plate can be accessed through set routes

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throughout the country and buses are also available within Port of Spain and into and out of the city into other areas in the country, however many routes are not serviced in the evenings or transportation becomes limited. Transportation between Trinidad and Tobago is either done via a Ferry Boat which can be taken from a terminal in Port of Spain or a flight from the airport. Good and professional medical facilities are available in Port of Spain.

Various types of good quality schools and international schools are available. Different types of quality houses/apartments are available, but generally quite expensive compared to other countries. Banking and credit card institutions are generally good with online banking also available for local bank accounts, however it is becoming more difficult for foreigners to open bank accounts due to foreign exchange shortages and money laundering/fraud concerns. Currently, Trinidad and Tobago is undergoing a foreign currency shortage and therefore cashing your VLA in USD is proving to be challenging, however UNV/UNDP is working with each volunteer on a case by case basis to support them through this process. This is exacerbated with the fact that the country is also in a recession and prices of numerous commodities are increasing such as imported foods and removal of gas subsidies, however gas and electricity are still very affordable in comparison to other countries in the Caribbean and even globally. Shopping and markets are available through stores and malls. Food is very good and somewhat varied depending on personal preferences. Prior to arrival to Trinidad and Tobago the UNV Field Unit will share with you further information on the living conditions in the country as well as provide you with options regarding transportation from the airport upon arrival as well as temporary accommodation until more permanent housing can be found.

#### **14. Conditions of Service for international UN Volunteers:**

The duration of your assignment is 24 months.

A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month is 54.6%, then the VLA for that month will be  $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$ . Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents.

Accordingly the VLA for Trinidad & Tobago will be approximately US\$ 2,228 for a volunteer without dependent; US\$ 2,478 for a volunteer with one recognized dependent and US\$ 2,678 for a volunteer with two or more recognized dependents.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

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UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Description of Assignment prepared by the UNV Field Unit/UN Agency:**

Nicole Dagher, Programme Officer, UNV Caribbean Regional Sub-Hub

**Date: 06/04/2016**

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit :** Richard Blewitt, United Nations Resident Coordinator and UNDP Resident Representative Trinidad & Tobago, Suriname, Aruba, Curacao and Sint Maarten

**Date: 06/04/2016**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*