



Terms of Reference (ToR)

Position Title: Project Coordinator (Biomedical Engineer)

Duty Station: Gaziantep, Türkiye (with frequent travel to Kilis and other governorates)

Duration: One-year contract (renewable based on performance and funding)

Expected Start Date: As soon as possible

Application Deadline: 15 December 2025 (early applications are strongly encouraged; shortlisting may begin before the deadline)

About Field Ready Türkiye

Field Ready Türkiye is a registered non-profit organization committed to delivering humanitarian assistance through innovation, local manufacturing, and capacity building. Since 2021, we have implemented impactful projects that bridge technical expertise and local needs, focusing on health, education, and economic empowerment. Our mission is to "Innovate, Empower, Impact" – supporting underserved communities with solutions that are sustainable, inclusive, and locally-driven.

Project Overview

This project aims to improve access to quality healthcare services for refugee and host communities in Türkiye, specifically by repairing and maintaining essential medical equipment in public health facilities. The project is implemented in close coordination with Kilis State Hospital, local health authorities, and other stakeholders. It focuses on restoring functionality to life-saving devices, reducing service interruptions, and building local capacity for sustainable health infrastructure management.

The project is a critical intervention that supports Türkiye's public health system by ensuring that vital medical equipment remains operational, directly contributing to improved patient care—especially for vulnerable groups including newborns, women, and persons with disabilities.

Position Summary

The Project Coordinator (Biomedical Engineer) will play a central role in the successful implementation of the project. They will be responsible for day-to-day project management, technical planning, coordination with partners and stakeholders, overseeing repairs and assessments, and ensuring high-quality and



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timely delivery of results. This role requires both strong project coordination skills and hands-on biomedical engineering expertise.

Key Responsibilities

Project Management & Coordination

- Lead the implementation of project activities in line with the approved work plan and objectives.
- Coordinate with project partners, including hospitals, local health directorates, and international stakeholders.
- Prepare and maintain project documentation including workplans, reports, activity trackers, and risk registers.
- Monitor project progress and ensure timely and effective delivery of all planned activities.

Technical Responsibilities

- Conduct field visits to assess the status of medical equipment in health facilities (starting with Kilis State Hospital).
- Identify and prioritize equipment for repair or maintenance based on technical, financial, and medical criteria.
- Supervise and perform equipment repairs, coordinating with external technicians or service providers when necessary.
- Ensure all repairs meet biomedical safety and quality standards.
- Maintain detailed logs and documentation of repairs, costs, and equipment status.

Capacity Building & Communication

- Provide training and guidance to hospital staff on proper use and maintenance of repaired equipment.
- Collect feedback from medical personnel to inform future interventions and training.
- Represent Field Ready Türkiye in technical coordination meetings and contribute to knowledge-sharing.

Monitoring, Evaluation & Reporting

- Support the Monitoring, Evaluation, Accountability and Learning (MEAL) team with data collection, impact reporting, and documentation.
- Regularly report on project status, including technical achievements and challenges.
- Contribute to donor reports and visibility materials as needed.

Required Qualifications & Experience

Education



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- Bachelor's degree or higher in Biomedical Engineering or related field.

Experience

- Minimum 3–5 years of experience in biomedical engineering, including medical device repair and maintenance.
- Proven experience in managing technical projects in the humanitarian or healthcare sector.
- Familiarity with public healthcare systems in Türkiye and refugee health contexts is a strong asset.

Skills & Competencies

- Strong project management skills including planning, coordination, and problem-solving.
- Technical expertise in a wide range of medical devices and diagnostic equipment.
- Excellent communication and interpersonal skills.
- Ability to work independently and within a multidisciplinary team.
- Fluency in Turkish and working-level English required (Arabic is an asset).

Working Conditions & Travel

- The position is based in **Gaziantep** with **regular travel to Kilis** and other provinces as needed.
- Flexibility to travel on short notice and work extended hours during field visits may be required.

Compensation & Benefits

- Competitive salary package based on experience and qualifications.
- Travel and accommodation expenses for field visits covered by the project.
- Social security and severance benefits in line with Turkish labor law.

Application Process

Interested candidates should submit their application using the following Application Link:

<https://fieldready.org.tr/index.php/project-coordinator-biomedical-engineer/>

by **7 December 2025**. Early applications are **strongly encouraged**, and suitable candidates **may be contacted before the deadline** for interviews and contracting.

Required Documents:

www.fieldready.org.tr



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- Updated CV (in English)

Field Ready is an equal opportunity employer.

We value diversity and inclusion and encourage applications from all qualified individuals, regardless of gender, age, disability, ethnicity, or background.