

Assistant Simulation Technician

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University of Global Health Equity (UGHE) • Butaro, Rwanda

Description



Job Title: Assistant Simulation Technician
Reports to: Simulation & Immersive Technologies Engineer
Department: Center for Transformative Learning Technologies (CTLT)
Location: UGHE Butaro Campus, Burera District, Rwanda

Role purpose:
UGHE is seeking an Assistant Simulation Technician to support day-to-day technical operations of the Simulation & Skills Center and to provide dedicated technical support for simulation projects, including simulator operations, audiovisual capture, maintenance, troubleshooting, and end-user support for faculty and site-based instructors.

Responsibilities

1. Offsite simulation support
 - Support deployment and set-up for in-situ simulation activities at project sites.
 - Train and provide on-the-job support to faculty and site-based instructors on safe use of simulation equipment, basic troubleshooting, and equipment care/handling.
 - Maintain the simulation equipment in "ready-to-deploy" condition through routine checks (power, cables, manikin function, consumables, connectivity, audiovisual tools).
 - Troubleshoot simulation equipment-related issues (hardware/software failures, accessories, and connectivity) and coordinate escalation to the Simulation & Immersive Technologies Engineer as needed.
1. Sim Capture management:
 - Co-lead (with the Simulation & Immersive Technologies Engineer) the operational management and day-to-day use of SimCapture at the UGHE Simulation Center and, where applicable, during the in-situ sessions.
 - Prepare the SimCapture system prior to sessions, including confirming network readiness, required hardware connections, and functionality of audiovisual inputs/outputs.
 - Support faculty with SimCapture workflows: session access, starting/stopping recordings, supporting debriefing workflows, user account support, and assisting with scenario set-up/editing and basic reporting, escalating complex technical issues to the team as needed.
 - Ensure secure handling, storage, and appropriate access to simulation recordings and related data, consistent with UGHE processes and data protection expectations for video/audio recordings and user information.
1. Simulation Lab Operations & Session support:

Work closely with the Simulation and Immersive Technologies Engineer to:

 - Set up simulation rooms for teaching activities (simulators, task trainers, supplies, and audiovisual equipment) and ensure readiness before each session.
 - Provide in-session technical support to simulation faculty, including running pre-programmed scenarios and operating simulator software and related technologies.
 - Support scheduling logistics (equipment booking, sign-out/sign-in, movement tracking) and ensure smooth day-to-day operations in the simulation space.
1. Preventive Maintenance, Inventory, Procurement & Documentation
 - Maintain a high standard of lab safety, cleanliness, safe storage, and appropriate disposal of simulation equipment.
 - Conduct routine preventive maintenance and internal quality control for simulation and related lab equipment; maintain equipment in good working condition and coordinate repairs.
 - Maintain accurate inventories for simulation equipment, consumables, and audiovisual tools; support routine stock tracking and reporting.
 - Support the procurement of simulation equipment and consumables as assigned; coordinate with vendors/manufacturers for troubleshooting and system support.
 - Maintain and update key technical documentation: SOPs, catalogs, quick guides, and operation manuals of simulation equipment.
1. Other: Participate in other related UGHE responsibilities as required as assigned by the supervisor.
- Qualifications:**
- Bachelor's degree in biomedical engineering or computer engineering & IT (or an equivalent field)
 - 1–2 years of experience in a teaching, simulation lab, or health-technology environment (preferred).
 - Strong technical skills and ability to troubleshoot hardware/software/AV issues under time pressure.
 - Working knowledge of Windows/Mac OS, office IT tools, and basic networking concepts.
 - Motivated to build a career in simulation operations/technology; willingness to learn simulation center workflows and UGHE supported specialized systems.
 - Must be able to independently move equipment (less than 11 kgs) and move manikins (less than 30 kgs) with the assistance of others.
 - Strong interpersonal and communication skills; able to explain technical steps clearly to non-technical users.
 - Organized, reliable, and results-oriented with strong attention to detail and deadlines.
 - English proficiency is required; Kinyarwanda is a strong advantage.
 - Willingness to be based full-time in Butaro, Rwanda, with travel to other simulation sites as needed.

How to Apply

Applicants should provide: (1) curriculum vitae, (2) Degree, (3) A cover letter describing your interest in UGHE and relevant experience. Please upload these under the 'Additional Files' tab on the application page.

University of Global Health Equity is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Organizational Profile

UGHE is a new kind of university focused on training the next generation of global leaders in health care delivery. The university launched in Rwanda in September 2015. Through an academic experience uniquely rooted in the values of equity, students are empowered to both ease suffering at the bedside and drive transformational, systemic changes to the health system.

UGHE is an initiative of Partners In Health (PIH), an internationally recognized non-profit organization whose mission is to provide a preferential option for the poor in health care. In over nearly three decades of operating alongside public sectors in countries around the world, PIH has developed a model to deliver high quality healthcare to some of the world's most marginalized communities. Nowhere has this impact been more profound than in Rwanda, where Inshuti Mu Buzima—PIH's sister organization—and our government partners have driven innovation for a decade.

Members of the UGHE community are tenacious and resolute in our drive to attain social justice, make common cause with those in need, listen to and learn from others, and operate with honesty and humility as we uphold academic integrity and intellectual curiosity. The University of Global Health Equity seeks individuals committed to these values to join the team.

Commitment to Safeguarding and Prevention of Sexual Exploitation, Abuse and Sexual Harassment:

At UGHE, we are committed to ensuring that those who benefit from our work- including community members – as well as our students, contractors, staff, and visitors to our campus are treated with dignity and respect and protected from sexual exploitation, abuse and harassment and any form of systemic abuse, whilst reducing risk and vulnerabilities. A range of pre-employment checks will be undertaken in conformity with UGHE's policy.

UGHE will request information from applicants' previous employers about any findings of fraud, harassment, sexual harassment and any form of systemic abuse or incidents under investigation when the applicant left employment. By applying, the job applicant confirms their understanding of these recruitment procedures.

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