



MEDECINS SANS FRONTIERES
ÄRZTE OHNE GRENZEN



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Medical Coordinator

As a Medical Coordinator you will be responsible for the delivery of quality medical care for patients and their communities as well as improving the health and humanitarian living conditions of the target population across several projects. You will develop MSF medical programmes in your country of assignment and coordinate the medical response in the event of a crisis, in collaboration with the Head of Mission and in accordance with MSF policies and medical ethics.

Requirements

- Medical doctor or paramedical degree
- Three years' NGO experience including a management position
- IT skills (Excel, Word, PowerPoint)
- Fluency in English and/or French; any other languages are an asset (Spanish, Portuguese, Arabic, Russian)
- Available for a minimum of six months
- Commitment to MSF's social mission and values
- Strong team player
- Adaptable and able to work in a multicultural team
- Willingness to work in all kinds of contexts worldwide, including unstable areas
- Flexible and able to manage stress
- Self-driven with a solution-oriented approach
- Ability to train others

Desirable skills

- Specialised qualification in public health or epidemiology
- Previous experience as a project coordinator

This is an exciting and diverse role involving some or all of the following responsibilities :

- Define, monitor and update the medical content of the MSF country policy, medical strategy, annual plan and budget
- Translate the identified health needs into a medical strategic vision and project objectives, priorities and resources needed to meet the medical and humanitarian needs of the population at risk; ensure the achievement of objectives and goals
- Monitor medical and humanitarian needs in the country of assignment and determine the resources needed to cover the medical and humanitarian needs of the project
- Supervise and monitor technical medical and humanitarian aspects, analysing and reporting
- Ensure the appropriateness and quality of medical interventions conducted by MSF projects; identify and work on removing barriers to improve patient safety, provide effective medical care and improve patient-centred activities
- Define and size pharmacy and medical equipment timelines, procedures and protocols with order preparation, in conjunction with the Logistics Department; be accountable for proper management of the pharmacy in the mission, including project pharmacies
- Participate in the planning, definition and sizing of the health workforce in the mission and supervise the associated processes (recruitment, training, evaluation, etc.), in collaboration with the Human Resources (HR) Coordinator; coach and support medical teams and project coordinators, and inform them of all materials available
- Define, update and implement the mission Health and Safety Policy framework including medical insurance, social packages and the repatriation policy, in collaboration with the HR Coordinator
- Ensure the highest possible level of medical-related security (mental and physical health, safety in the workplace) and monitor the psychological state of all mission staff, suggesting solutions to help improve issues related to mental health
- Represent MSF in dealings with local medical authorities and maintain regular contact with other counterparts in the mission (e.g. NGOs, local organisations) in order to broaden the medical-humanitarian situation analysis, strengthening the impact of the medical intervention and supporting advocacy actions to raise humanitarian awareness

Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specific projects.

You will not face these challenges alone; other MSF team members (both international and locally hired staff) will provide technical support, including comprehensive guidelines and protocols.

Are you interested in applying ?

For more information on our recruitment criteria and working conditions, please visit www.msf.ch.

MSF recruits people from all over the world who want to use their skills to make a difference through effective, relevant humanitarian work.

To deliver our life-saving medical aid in the areas where it is needed most, we rely on a network of medical, paramedical, logistical and administrative professionals.

MSF Switzerland is currently coordinating more than 60 projects in 25 countries. Each year more than 500 international staff join 6,000 locally hired staff to provide medical relief in countries around the world.

By joining MSF, you become part of a team made of extremely hard working, committed, skilled and adaptable individuals. You bear witness to situations you see in the field. MSF offers you opportunities to develop your skills, your career and to take on long-term responsibilities within the organization.



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