



Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years.

**MSF Spain is looking for:
Assistant Medical Coordinator**

Duty Station: Juba

Starting Date: ASAP

Job Family: Medical

Placement: Reports hierarchically to **Medical Coordinator** and functionally to Deputy **Medical Coordinator**

Main Purpose

Facilitates the proper medical management of the projects and medical follow up of the staff in the mission by assuming some tasks delegated by the Medical coordinator and Deputy Medical Coordinator and assisting him/her in specific activities.

TASKS & RESPONSIBILITIES

Information gathering, data collection, reporting

- Participates in the collection of information and ensures the close follow up of the national health policies (meetings, reports, articles, etc.) Collects all epidemiological data (meetings, reports, articles, etc.)
- Data management (HMIS) for internal and external reporting (TB, HIV, outbreaks, weekly, monthly, quarterly, etc...) to MoH, UNICEF, WHO, Health Cluster and other partners.
- Participates in the preparation of monthly, quarterly and annual reports
- Participates actively in reflections and discussions on the evolution of MSF programs in the mission
- Organizes and assumes the inventory and management of the medical operational library
- Organizes proper archiving of data and medical reports related to MSF projects and make them easily available.
- Represents the medical coordination in meetings with different partners
- Emergency Response : Assessment , Surveillance and Response

Support to projects

- In the absence of the Medical Coordinator, keeps answering some medical questions from the field and answering the needs of medical staff.
- Participates in the induction of new medical staff, participating in briefings.
- Participates in recruitment of medical relocated staff
- When necessary, replaces temporarily member of the field team.
- Participates in medical assessments for regular and emergency projects.
- Receives the medical samples sent by the different projects and ensures their follow up at national and international level

Follow up of patients referred by MSF projects

- Receives patients referred to the capital by field teams, organizes their referral to previously identified facilities and checks the quality of medico-surgical follow up and treatment given to these patients in these facilities.
- Informs and reports to the FINCO the amount of medical expenses associated with each patient
- Organizes administratively and medically (report, treatment in progress) the release from hospital and return home of the patients referred
- Provides regular (weekly/daily) feedback to the PMR of the different projects about the evolution of the patients/staff referred to the capital for medical studies and or medical treatment
- Keeps the transfer register updated
- Ensures the medical confidentiality of the cases referred to him/her.



Management of central pharmacy

- Manages medical stock: follows expiry dates, guarantees the cold chain, supervises and supervises the Pharmacy Store Keeper at the request of the Medical Coordinator or Deputy Medical Coordinator.
- Updates the emergency boxes
- Prepares and manages emergency stocks
- Prepares and dispatches medical orders requested by the field
- Participates in drawing up international orders
- Organizes the reception of international medical orders
- In-charge of MoH importation process (In coordination with Pharmacist or absence of the pharmacist) handling the appropriate paperwork when necessary
- Maintains adequate filing and record keeping following MSF guidelines
- Implements Isystock at project level

Medical follow up of the staff

- Participates in the evaluation of hospitalization facilities which could act as reference facilities for national and international personnel
- If necessary, participates informs the FINCO of the medical expenses associated with different consultations or hospitalizations and informs the HRCO on in the medical follow up of MSF personnel.
- Informs the Medical Coordinator and HRCO about any change that could have consequences on the Health Policy document of the mission.
- Participates in the implementation of the Annual Plan of the mission, and MSF medical policies.
- Follows up the National Staff Health TT and Hep B vaccination,
- Supervision of Intersectional Clinic (from January 2013), sick leaves for national staff and dependents.
- Maintains adequate filing and record keeping

Performs medical briefings to new comers into South Sudan upon request of the Medical Coordinator

Other

- On the request of the Medical Coordinator, carries out extra tasks (one-off reinforcement for a field team, participation in an evaluation, etc.)
Informs Medical Coordinator or Deputy Medical Coordinator about his/her daily movements out of the office

REQUIREMENTS

Personal attitude

- Able to define priorities and be organized
- Initiative, accountability and flexibility
- Good link with others departments: logistic, administration and Finance
- Respect others MSF staff
- Follow Universal Precautions
- Willing to learn about MSF procedures and protocols
- Represent MSF principles all the time

Education: Degree in medicine or other related/paramedical studies, desirable specialisation or training in tropical diseases or relative

Languages: Fluent English written and spoken and spoken Arabic are essential

Experience: Essential working experience of at least two years in a similar position
Desirable working experience in MSF or other NGO's.

Knowledge: Essential computer literacy (Word, Excel and Internet)

APPLICATION PROCEDURE

Interested applicants can deposit their motivation letters, **copies of:** Updated CV, relevant academic certificates, previous work certificates, nationality ID and other documents at the **MSF SPAIN OFFICE, HAI MUNDURIA OPPOSITE DHL. Contact:** Personnel Administration Manager (msfe-juba-pam@barcelona.msf.org)

We thank all applicants for their interest but **only short listed candidates will be contacted for the recruitment process.**

Applications once submitted, will not be returned to applicants.

Closing date for submissions: 11/12/2017 at 17.00 Hrs.

