

MSF Switzerland (MSF-CH)

JOB VACANCY – MEDICAL ACTIVITY MANAGER (MAM)

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial 6-months Fixed Term Contract and Trial Period of 3-months.

Position: MEDICAL ACTIVITY MANAGER

Number of Vacancies: 1

Location: MAYEN ABUN, TWIC COUNTY, WARRAP STATE



Scope of responsibilities:

Defining, coordinating and monitoring the medical activities under his/her responsibility according to MSF protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health condition of the target population

Main tasks:

- Coordinating, assessing and supervising the proper functioning of the medical activities (HIV, TB STIs, SGBV, etc.), according to MSF protocols, standards and procedures and through the correct compilation and analysis of medical data regarding patients' health conditions.
- Participating in the definition of annual planning and budget for the project and in the follow up of the programs / project. Supervising and ensuring that medical activities objectives under his/her responsibility are achieved, reporting to the technical referent any problem arising in the service
- Checking all administrative procedures related to patients' follow-up (individual card filling, registers, paper exit, discharge, transfers ...) are carried out correctly and according to MSF procedures.
- Ensuring an efficient pharmacy management and monitoring the rational use of them. In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating future needs.
- Preparing the medical orders needed to implement the medical activities under his/her responsibility, and identifying and reporting to the line manager, non-medical support needs (material, infrastructure, transport, etc.)
- Coordinating and monitoring the daily working plan of the team under his/her responsibility (absent personnel, vacations, tracking leaves ...). Participating in shifts and replaces a doctor, if necessary
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff under his/her responsibility in order to improve staff capabilities and to ensure both the sizing and the amount of knowledge required
- Participating in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.).
- Contribute to the improvement of the quality of care by supervising the departments (ITFC-IPD Ped, NCD, MH, TB/HIV etc) and team under the responsibility
- Planning and supervising the processes associated to Human resources.
- Ensure the proper use of medicines in accordance with the protocols in the department in collaboration with the NAM
- Medical activity manager in MA Hospital and provide technical support to all project medical activities including Gomgoi health post activities
- The MAM ensures implementation of all MSF policies related to medical activities such as medical incident report, and all referral protocols, ensures all staff adhere to them
- Ensures implementation of pediatric referrals out of MA Hospital via expat MD (clinical justification) and NS MD.
- MAM ensures referral of cases is coordinated following procedures and standards for secondary health care
- MAM ensures quality data collection in the appropriate way in the pediatric ward of MA Hospital; analyses and draft the overall narrative of medical activities in the hospital to efficiently contribute to monthly reporting. MAM should read the entire MMR from the hospital, review it and confront with data.
- Discussion with MOH representative of MA hospital on administrative issues in the hospital – on admission criteria, referral from OPD to IPD, referrals of Gomgoi health post to MA Hospital, technical support if needed – trainings to MoH staff.
- Collaborate with project PMR on conducting medical assessment if needed.

- Attend all medical meetings in the hospital and office
- Monitors the use of drugs and medical materials and in close cooperation with the Pharmacy supervisor, follows up and analyses consumption of ATB prescribed by the clinician and participate in the AMS Monthly meeting
- Promote capacity building for the staff under his supervision.
- Support, coordinate, train and coach the medical staff teams
- Provides support to ensure infection control and prevention (IPC) in the hospital, support the AMR focal point to ensure adherence to protocols.
- Ensures proper implementation of the SGBV activities of the project.
- Responsible for MCP, ensure the boxes are updated and reporting to PMR.

Recruitment criteria

Education:

- Bachelor's degree in Medicines and Surgery, Tropical Medicines, or related degree

Experience:

- Training or experience in tropical medicine and/or public health
- Experience working in a developing country
- Emergency experience
- Minimum 2 years experience

Languages:

- Excellent command of English. Control of local languages

Knowledge:

- Essential computer literacy (word, excel and internet)

Competencies:

- Strategic Vision L2
- Leadership L2
- People Management and Development L3
- Service Orientation L3
- Teamwork and Cooperation L4

*Approved by
Acting Director
of Labour, Wamp
State - Kuajok
KIT
29/10/2025*



How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in Juba, Hai Cinema. **Possession of Labour card is an added advantage. The deadline to apply is 12nd of November 2025.**

<https://forms.gle/mWav1L9jCjdmTfdX7>



Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.



*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or If you have any questions or requests, you can contact the **Personnel Development Manager (PDM)** at the **MSFCH office in Hai Cinema - Juba. MSF does not ask candidates for any money, favours, or other benefits of any kind during its recruitment process and reserves the right to refuse to hire a candidate who has engaged in such acts.***