

## JOB VACANCY NOTICE

*Médecins Sans Frontières (MSF) is an international, non-governmental, medical relief organization which provides assistance to populations in distress, to victims of natural disasters and armed conflict irrespective of race, gender, religion, creed or political convictions.*

**MSF-Belgium is seeking qualified and highly motivated applicants for the function of:**

### PROJECT MEDICAL COORDINATOR SUPPORT (1)

#### Main purpose of the function

Supporting the Project Medical Coordinator through delegated tasks and responsibilities, including administrative tasks, related to the coordination of work, ensuring good relationships with local authorities and ensuring adequate program management in the project, according to MSF protocols, (para)medical standards, rules of hygiene and the standard precautions in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health conditions of the targeted population.

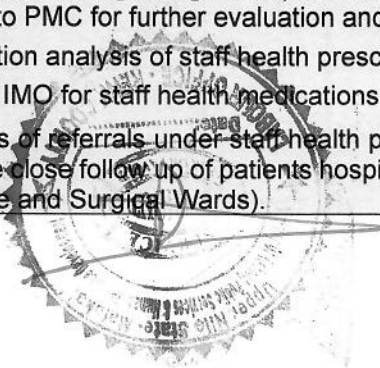
#### Accountabilities

- Assisting PMC in monitoring and evaluating the implementation of medical activities in the project and participating in defining the human resources needs, materials and techniques.
- Assisting PMC in networking with both local and international actors through systematic updating of mapping of health actors and attending all Monthly Health Cluster meetings.
- Supporting staff health activities, taking the lead in the organization of patient's flow, in medical consultations and administrative tasks related to staff health activities. Organize staff health service: optimize time of available medical care and establish pathway / SOP for emergency.
- Maintain confidentiality at all times, ensure good communication with staff under staff health care.
- Ensuring that prescription, under staff health policy, is always done according to MSF standards and protocols; provide accurate forecast for staff health medications; maintain record of consumption and updated inventory of Staff Health end user pharmacy.
- Organizing the administrative and medical information (reports, ongoing treatments) necessary for referral and for discharge of patients under staff health. Ensuring clinical follow up of referred cases (to Juba or other health facilities, including Renk Civil Hospital).
- Applying the staff health policy and participating in the evaluation of hospital structures that can serve as reference structures for national staff.
- Participating in the data analysis and in preparation of monthly, quarterly and annual reports.
- Organizing data archiving and medical reports in the project.
- Performing other duties at the request of PMC.

#### MSF Section/Context Specific Accountabilities

- Support/collaborate with the MAM regarding the supervision of medical activities in Renk Civil Hospital to identify challenges to be reported to PMC for further evaluation and identification of mitigating actions.
- Conduct Rational Prescription analysis of staff health prescriptions, quarterly.
- Support the preparation of IMO for staff health medications.
- Maintain up to date records of referrals under staff health policy. Provide timely request for referral to Juba staff health department. Provide close follow up of patients hospitalized in Renk Civil Hospital under staff health policy (including Internal Medicine and Surgical Wards).

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<b>Requirements</b>	
<b>Education</b> <ul style="list-style-type: none"> <li>Degree in Medicine essential.</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>Senior clinician with at least 3 years' experience delivering health care in humanitarian settings essential.</li> <li>At least 1 year of experience essential in a similar position.</li> <li>2 years of experience with any I/NGO essential in South Sudan context (or similar context).</li> <li>Emergency experience highly desirable</li> <li>Experience in supervision of medical team highly desirable.</li> </ul>
<b>Language</b> <ul style="list-style-type: none"> <li>Good spoken and written English essential and local language desirable</li> </ul>	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of the local actors and authorities desirable</li> <li>Proficiency in Microsoft Office essential</li> <li>Strong communication, organizational and soft skills</li> </ul>
<b>Competencies</b> <ul style="list-style-type: none"> <li>People Management</li> <li>Teaching skills (internal medicine/emergency medicine)</li> <li>Commitment to MSF Principles</li> <li>Behavioural Flexibility</li> <li>Results and Quality Orientation</li> <li>Teamwork and Cooperation</li> <li>Complies with MSF policies and practice with respect to protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.</li> </ul>	

<b>Application procedure</b>	
<ol style="list-style-type: none"> <li>Assemble your application including letter of motivation, CV with active contact number, copy of required diplomas and certificates and copy of South Sudanese National ID.</li> <li>Clearly indicate the position you are applying for and submit your application to:</li> </ol>	
<b>Location</b>	Medecins Sans Frontieres Belgium offices in Maruwa, Boma, Yei, Kajo Keji, Renk or Juba
<b>Email</b>	<del>MSFOCB-renk-jobs@brussels.msf.org</del> MSFOCB-RENK-RECRUITMENT@
<b>Deadline</b>	Friday 20 <sup>th</sup> of February 2026, 4 PM BRUSSELS.MSF.ORG

<b>Responsible employer</b>
<p>MSF is an equal opportunity employer that values diversity. Men, women and people with disabilities are encouraged to apply. MSF is committed to hiring candidates who will contribute positively to creating safe and respectful work environments.</p>

<b>Notice</b>
<p>Only short-listed candidates will be announced and invited for the next step of the recruitment process. All applications will remain the property of MSF-B.</p>

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