



MSF Switzerland (MSF-CH)

JOB VACANCY - MEDICAL COORDINATOR SUPPORT

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 for our Reserve Pool

Position: Medical Coordinator Support - Backup

Number of Vacancies: 2 (in reserve pool)

Location: Juba

Scope of responsibilities:

Supporting the Medical Coordinator through delegated tasks and responsibilities including administrative tasks related to the coordination of work, ensuring good relationships with local and national authorities and ensuring adequate program management in the projects, 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

Main tasks:

- Ensuring medical follow up of patients (treatment, improvement) in collaboration with the medical referent of the health structure and overseeing all medical expenses associated with the patient, in collaboration with the supervisors. Organize the administrative and medical information (reports, ongoing treatments), the discharge of patients and return to their homes.
- Assisting in the collection of information on national staff health policy (meetings, reports, articles, etc.), collecting and participating in the analysis of epidemiological data (meetings, reports, articles, etc.) from the projects.
- Checking all administrative procedures related to patient's follow-up (admission, discharge, transfers, counter reference ...) are carried out correctly and according to MSF procedures
- Participating in briefings of international staff about health risk in South Sudan and briefings of National staffs about MSFCH National staff health policy.
- Applying the National staff health policy and participating in the evaluation of hospital structures that can serve as referral structures for national and international staff.
- Participating in the medical monitoring of MSF personnel and overseeing all medical expenses associated with various consultations and hospitalizations in collaboration with the line manager.
- To do a close follow up of the quality of care provided to patients in different health facilities that have agreement with MSF.
- Ensure proper sharing of information of referred patients/staff from the field to Juba.
- Do inventory and orders for staff health cupboard items/ first aid kit box and emergency bags.
- Manage simple cases in the office and refer emergency/ severe cases according to MSF protocols.
- Performing other duties at the request of Medco (exceptional strengthening of a field team, involvement in evaluations, etc.).

Recruitment criteria

Education: Bachelor of medicine & surgery

Experience: Mandatory emergency experience in tropical medicine and/or public health
Minimum 2 years' experience

Languages: Fluent English mandatory (Writing and Speaking) and speaking Arabic

Skills: Microsoft office Skills (Word, Excel and internet)

Competencies: People Management and Development, Commitment to MSF principles, Behavioral Flexibility



How to Apply:

South Sudanese candidates are invited to submit their application (detailed CV, Motivation letter, copy of Degree and National ID Card)

Submit your full application to the **CV box located at the MSF administration office in Hai Cinema, Juba, Plot No 23, Block A1, Juba OR to our email: msfch-southsudan-pdm@geneva.msf.org by date 18/09/2023, by 05:00 pm South Sudan Local Time.**

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 requests, you can contact the **Personnel Development Manager at the MSFCH office in Hai Cinema – Juba.***

