



MSF Switzerland
Hai Malakal, Juba Town
South Sudan

JOB VACANCY – NURSE ACTIVITY MANAGER
NUMBER OF VACANCIES: 01

Medecins Sans Frontieres (MSF-Doctors without Borders) is an international independent medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people in need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Juba

Contract: 6 months fixed term contract renewable with a trial period of 3 months

Main Purpose:

Defining, coordinating and monitoring all care and nursing related activities in the project and ensuring the daily management of the human resources, according to MSF nursing protocols, standards and procedures, in order to warrant efficiency, quality and continuity of prescribed care.

Scope of responsibilities:

- Planning and organizing all nursing related activities (IPD, OPD, maternity, nutrition, etc.) and participating in the definition of annual planning and update of its associated budget in order to efficiently maintain the continuity of the standard quality healthcare. When needed, being responsible for scheduling duty rosters, shifts and on call of nursing staff.
- Coordinating and supervising the implementation of the legal therapeutic protocols, procedures and standards, depending on project objectives (PPTCT, PEP, VCT, IEC, SGBV, MH services, etc.) and providing technical support when needed, to ensure the quality of the nursing care, confidentiality and information traceability, patient surveillance, and the application of the therapeutic and sterilization rules by the health care personnel.
- Supervising the nutritional activities in order to ensure that therapeutic food is provided regularly and that it complies with quality and quantity standards
- Ensuring all administrative procedures and documents (individual patient's card and registration book, discharge paper, transfer paper, etc.) and existing data management tools are used correctly
- According to MSF protocols and in collaboration with the Pharmacist and Medco, supervising the distribution (according to medical prescriptions) and pharmacy activity, preparing new orders when required, supervising expiration terms and consumption patterns, in order to ensure that pharmacy stock levels are permanently updated and above minimum safety point.
- In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs.
 - In close coordination with the Logistics Manager, supervising laboratory outputs related to nursing activities (blood test) to ensure samples are collected correctly and results are provided on time.
 - In close coordination with the HR department, planning and supervising the associated processes (recruitment, training, evaluation, development and communication) of the nursing staff of the project in order to improve staff capabilities and ensure both the sizing and the amount of knowledge required. Training nursing staff on PTE.
 - Reporting to the line manager on any relevant information linked to nursing activities and participating in monthly reports

This position will entail work based in Juba as well as work outside of Juba to respond to emergencies (up to 80% of the time but depending on the context and the needs). The successful applicant must be willing to travel and be based outside of Juba for periods up to 3 months at a time either for emergencies or to support MSF other project(s).



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- Supporting with assessments regarding the functioning of nursing services to identify gaps and bottlenecks and suggest improvements
- Supporting the medical team to foresee and plan preventive activities (e.g. vaccination)
- Preparing and conducting trainings for (MSF and MoH) medical and paramedical staff, particularly trainings related to emergency response, epidemics, patient flows, hygiene and infection and prevention control procedures, and others according to the need.
- Providing routine data analysis when requested
- Providing support to Coordination or other projects between emergency interventions.
- Supporting the other projects, when there is a need for gap filling.

Note: **PPTCT** = Prevention Parent To Child Transmission; **PEP** = Post Exposure Prophylaxis; **VCT** = Voluntary Counselling and Testing; **IEC** = Information, Education and Communication; **SGBV** = Sexually Gender Based Violence; **MH** = Mental Health; **PTE** = Patient Therapeutic Education

Recruitment Criteria:

Education: ESSENTIAL Nursing Diploma for general or specialized health services
Valid medical license as a 'nurse' from the medical council

Experience: ESSENTIAL working experience of at least two years in nursing activities related jobs with at least six months of clinical experience in the last two years.

Experience in supervisor position desirable

Experience in emergency response desirable

Desirable working experience in MSF or other NGO's

Languages: Fluent English (oral and written) and Arabic required.

Knowledge: Essential computer literacy (word, excel and internet), Capacity to perform clinical work, as well as to instruct/mentor staff under his/her responsibility, Capacity to prepare and conduct trainings

Applications:

Interested South Sudanese candidates are invited to submit their application with motivation letter and updated CV with copies of their education credentials, experience letters and National ID Cards to our email msfch-juba-dhrco@geneva.msf.org by **Monday 18th of July 2022 by 5:00pm South Sudan Local Time.**

**Qualified women & people with disability are strongly encouraged to apply.
Only short-listed candidates will be contacted and applications received will not be returned.**