



MSF – BELGIUM
South Sudan Mission

Yei, South Sudan
March 23rd, 2025

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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 -VACANCY (1)-YEI

Main purpose of the function

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 accountabilities:

- Monitoring, supervising, and evaluating the implementation of medical activities in the project, visiting projects according to preset schedule and participating in defining the human resources needs, materials and techniques. Assisting in the implementation of MSF protocols, (para) medical standards, the rules of hygiene and universal precautions in service.
- Assisting in the collection of information on national health policy (meetings, reports, articles, etc.), collecting and participating in the analysis of epidemiological data (meetings, reports, articles, etc.) from the projects
- 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.
- Supporting and supervising the project teams and participating in the management of the medical team in the capital (recruitment, training, monitoring their work, vacation planning, assessments, etc.). Participating in briefings and debriefings of the (para) medical team members and promoting communication and active participation in the development of the project
- Applying the employee health policy and participating in the evaluation of hospital structures that can serve as reference 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.
- Participating in the management of the central pharmacy, advising, and guiding the logistics team in the mission of drug stock management. Organizing the start-up, inventory, and management of operational medical library according to the classification plan
- Participating in the data collection and management from the projects as well as preparation of monthly, quarterly, and annual reports and organizing data archiving and medical reports in the project
- Performing other duties at the request of Medco (exceptional strengthening of a field team, involvement in evaluations, etc.).

MSF Section/Context Specific Accountabilities:

SO1. Assisting the Project Medical Coordinator for the networking with both Local and International actors for the whole Yei Payam.

Indicators:

- Systematic updating of Mapping of Health Actors in Ninewa
- Annual assessment of Hospital Structures in Mosul
- 100% Attendance to the Monthly health Cluster meetings
- 100% Attendance to Stakeholders' Meeting
- Organizing meeting with key Actors in Mosul to facilitate normal operations of the Project.

SO2. Assisting the PMC in the implementation of **MSF** protocols, (para) medical standards, the rules of hygiene and universal precautions in service to ensure quality of care in supported MSF health facilities (Jansuk PHCC, YCH and One Stop Center).

• **Indicators:**

- Systematic Random review of compliance to IPC Protocols
- Regular participation in weekly medical meetings.
- Random spot checks on Yei Civile Hospital-CEmONC, PHCC, Warehouse

SO3. Supporting and supervising identified paramedical teams in the Lab (Blood bank) and at Jansuk PHCC and participating in the management of these teams in the project (training, monitoring their work, vacation planning, assessments, etc.).

• **Indicator:**

- Regular meetings with each unit.
- Organize regular team building activities with each unit.
- Timely submission of rosters to the Admin team

SO4. Applying the employee health policy and participating in the evaluation of hospital structures that can serve as reference structures for national staff. Participating in the medical monitoring of **MSF** personnel and overseeing all medical expenses associated with various consultations and hospitalizations in collaboration with the PMR.

• **Indicators:**

- Regular systematic review of medical reimbursements and timely submission to Finance team for processing of reimbursements.
- Updated surveillance of the capping limit of each staff's medical coverage

SO5. Participating in the data collection and management from the projects as well as preparation of quarterly and annual reports and organizing data archiving and medical reports in the project.

• **Indicators:**

- Quarterly report initial draft to be ready for review before the 10th day of the month.
- Collaborate with the other managers on the Annual report. Initial draft to be submitted before the 20th of January.
- Collaborate with the Data team on proper data Archiving.

Main requirements:	
Education	Essential: Medical Doctor Degree
Experience	<ul style="list-style-type: none"> • Training or experience in tropical medicine and/or public health • Experience working in a developing country. • Emergency experience • Minimum 2 years' experience.
Competence	People Management and Development L2 Commitment to MSF principles L2



Knowledge	Behavioural Flexibility L3 Results and Quality Orientation L3 Teamwork and Cooperation L3 Essential computer literacy (word, excel and internet).
Language: <ul style="list-style-type: none"> • Essential mission working language. • Desirable local language(s). 	
Application procedure: <ol style="list-style-type: none"> 1. Assemble your application including letter of motivation, CV with active contact number, copy of required diplomas and copy of South Sudanese National ID. 2. Clearly indicate the position you are applying for and submit your application to: 	
Location	Medecins Sans Frontieres Belgium offices in Maruwa, Boma, Yei, Kajo Keji, Renk or Juba
Email	msfocb-yei-jobs@brussels.msf.org
Deadline	Thursday, April 9th, 2026, 4:30 PM

Responsible employer
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.

Notice
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.

