



**MSF SPAIN IS OPENING THE RECRUITMENT OF: HUMAN RESOURCE ASSISTANT
(BASED IN ULANG/FIXED CONTRACT(3 MONTHS NON RENEWABLE)/LEVEL 6)**

In line with our Strategic Orientations, we are actively seeking to improve the gender balance in the organization, particularly in the HR department, and That's why, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to populations in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, victims of natural or man-made disasters, and to victims of armed conflict, without discrimination and irrespective of race, religion, creed, or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose

Execute administrative, HR and legal related tasks to support the Project HR Manager following MSF standards and procedures, in order to ensure legal compliance and to realize the HR capacity required to achieve project objectives.

Main Duties & Responsibilities

- Under supervision of the Project HR Manager managing personal files in order to ensure accuracy, compliance and on time payments.
- Updating the HR database and personal files to facilitate HR processes management.
- Updating Social security Tax office files in order to meet legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance
- Preparing employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Preparing monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Following up of all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.
- Additional HR/ Admin tasks delegated by the Project HR Manager

REQUIREMENTS

- Desirable finance, business or administration related diploma.
- Essential previous working experience of at least two years in relevant jobs.
- Desirable experience in MSF or other NGOs in developing countries.
- Mission language and local language essential
- Essential computer literacy (word, excel, internet)



COMPETENCIES

- Results and Quality Orientation
- Team work and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

HOW TO APPLY

Interested applicants can submit their motivation letters, updated CVs, *relevant academic certificates, previous work certificates, and nationality IDs.*

The application should be addressed to:

ADMINISTRATION/FINANCE MANAGER, MSF SPAIN, ULANG.
Submission can be done by E-mail: msfe-ulang-admin@barcelona.msf.org or
DROP TO MSF SPAIN, ADMINISTRATION OFFICE, ULANG
With clearly written job titles and updated contact numbers.

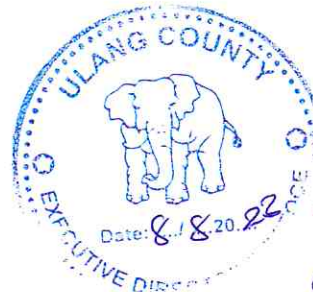
Closing date for submissions: 18/08/2023 at 17:00 hrs.

We thank all applicants for their interest, but **only short-listed candidates will be contacted for the recruitment process.**
Applications once submitted, will not be returned to applicants.

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MSF provides a work environment that reflects the values of gender equality, teamwork, integrity, and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Ulang, 8th August 2023.



Approved
[Signature]



**MSF SPAIN IS OPENING THE RECRUITMENT OF: PROJECT CLINICAL MENTOR
(BASED IN ULANG/CONTRACT STARTING WITH 6 MONTHS/LEVEL 9)**

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Main Purpose

Ensuring the provision of quality patient care by managing the clinical mentorship activities in the project providing clinical supervision and training in the competencies related to their practice according to MSF Health standards and protocols in order to guarantee the security, continuity, and quality of health care in the MSF Academy implementing projects.

Main Duties & Responsibilities

- Providing support to the project learning companions in the clinical supervision and training activities (e.g. triage, workflow, stock keeping, effective assistance and own regular ward rounds, proper documentation, adherence to MSF policies and protocols, health education, support to staff during procedures, etc.) based on identified needs and according to the MSF Academy bedside teaching strategy
- Collaborating closely with the team in order to provide continuous quality care in the projects, upholding and respecting the charter of MSF, and ensuring that patient interest and autonomy are respected at all times.
- Attending ward meetings and the weekly medical and expat meetings
- Providing support to the Learning companions in ensuring appropriate infection prevention and control in the hospital.
- Providing support to the Tutors when in the project in checking, reviewing, or providing new training on staff safety and hygiene e.g. standard infection control precautions, procedures in case of accidental blood exposure, waste disposal system, etc.
- Providing when required support to the tutors in managing the skill lab pharmacy & stock (ensuring timely orders are done, managing expired items and regular inventories) In close coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs.
- Collaborating with logistics and the Hospital Facilities Manager in ensuring that the classroom & skill lab infrastructure is maintained in good condition, non-food items are tracked and kept and transfer systems in the hospital are organized.
- Supporting the supervisors in the associated HR processes for the learning companions under their responsibility (, potential detection of learning companions, training/induction, evaluation, coaching, development, and communication) and in planning and organizing their peer-mentoring work (rosters,
- Together with the tutors Providing support in ensuring proper and timely collection and registration of data for the MSF Academy clinical supervision & training activities in monthly reporting according to management guidelines.



MSF Section/Context-Specific Accountabilities

- To reinforce the bedside teaching activities by providing technical support to the tutors & learning companions so that they ensure the bedside teaching of their peers.
- Ensure the adequate implementation and use of the mentorship tools and logbook so that each care procedure can be assessed and mentored adequately in the projects.
- Participate in the coordination and facilitation of the TOT at the project level.
- Act as a referent of Clinical Nursing techniques and supervision within the project team to guarantee that the techniques performed by Learning companions and tutors are according to MSF and International nursing standards & protocols.
- Collaborate with the tutors to the identification of potential learning companions, and ensure their training, induction, development, and follow-up.
- Collaborate with the MSF Academy team to the realization of the various assessment such as competency gap assessment and accrediting assessments.

REQUIREMENTS

- Nursing and/or Midwifery Bachelor (preferable). Training of Trainer or any other pedagogy or education certificate/diploma will be a plus
- Nursing and systems-level experience (either supervisory or managerial). Strong Clinical Nursing experience (either in Maternity, Pediatric, ER, or Surgery) Maternal and/or pediatric program experience. Experience as a mentorship, clinical supervisor, or preceptor is an asset. Experience as a nurse supervisor in MSF is an asset.
- Mission language essential, local language desirable.
- Computer literate (Word, excel, internet). Excellent writing and communications skills at an influencing level

COMPETENCIES

- People Management and Development
- Commitment to MSF principles
- Behavioral Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation

HOW TO APPLY

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Done in Ulang, 7th August 2023.



Approved
[Signature]



**MSF SPAIN IS OPENING THE RECRUITMENT OF: LABORATORY TECHNICIAN
(BASED IN ULANG/CONTRACT STARTING WITH 6 MONTHS/LEVEL 5)**

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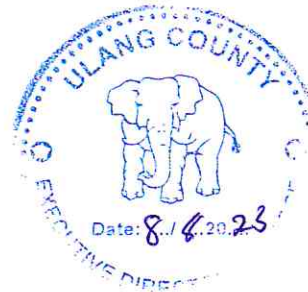
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Main Purpose

Perform clinical laboratory activities according to MSF protocols, security and hygiene measures in order to obtain results to determine the patient's treatment.

Main Duties & Responsibilities

- According to medical prescription, preparing and performing clinical exams/tests with appropriate techniques and following MSF protocols and procedures.
- This function includes the following among others;
- Taking blood, vaginal and urethral samples.
- Centrifuging blood, CSF, body fluids and urine samples.
- Performing laboratory exams (serology, hematology, biochemistry, bacteriology or parasitological, according to context of the mission).
- Preparation, management, stock and disposal of working solutions according to MSF protocols.
- Perform blood grouping, screening, bleeding of donors and cross/matching.
- Ensuring proper cold chain management
- Ensuring proper reporting and registration of the sample results in order to keep a written track of activity and give information to the relevant persons, ensuring confidentiality.
- Taking care, manage and organize efficiently the laboratory material/equipment:
- Perform cleaning and minor maintenance for biomedical equipment used. Following the user manual and protocols and alert supervisor in case of malfunctioning
- Applying hygiene and safety protocols, doing daily cleaning /maintenance, sterilization, washing general glassware after procedures are done.
- Ensuring proper sample waste disposal according to MSF protocols and highest safety standards.
- Supplying orders, do stock, storage conditions follow-up, keep inventory.
- Keeping organized the data collection system of laboratory results and all information generated from the analysis done.
- Reporting all relevant information linked to the activity in the laboratory to the line manager, especially the loss/robbery/damage of laboratory equipment or medicines.



MSF Section/Context-Specific Accountabilities

Specifications of tests run out of the MSF Hospital laboratory.

- Sputum smear preparation, Ziehl–Neelsen staining and microscopic examination
- Kala Azar related tests (RDT, DAT and lymph node aspiration microscopic examination)
- Malaria related tests (RDT and Blood Smear)
- CD4 Count and Cryptococcal antigens (CrAg) tests
- Full blood count, clinical chemistry
- Stool and urine sample preparation and microscopical examination
- CSF and body fluids examination: Pandi/Rivalta test, WBC count, differential count, gram staining.

REQUIREMENTS

Essential Laboratory Technician diploma /degree.

Minimum 1 year working experience essential.

Mission language desirable and local language essential.

Essential computer literacy (word, excel and internet)

Results, teamwork, flexibility, commitment, service

COMPETENCIES

Results, teamwork, flexibility, commitment, service

HOW TO APPLY

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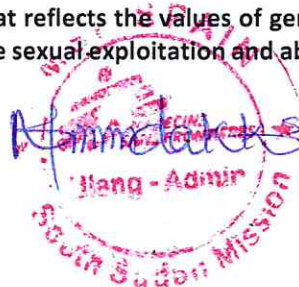
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