MS01902
NURSING TEAM SUPERVISOR

Level 8

Reports to (Hierarchical)
Project Coordinator

Reports to (Functional)
Project Medical Referent / Project Medical Coordinator

Job Family
Medical

Main Purpose
Plan, organize, and evaluate the activities concerning nursing and the team associated, according to **MSF** values, policies and protocols and universal health standards, in order to warrant the quality and continuity of the health care and the development of the plan of action.

Accountabilities
- Carry out the functions and tasks associated to nursing i.e. perform as a nurse or anesthetist, whenever required or needed, in order to optimize the resources, contributing with his/her knowledge and experience.
- Implement all the protocols and hygiene procedures, and supervise his/her team follow the same standards, in order to warrant the quality of the care and service in his/her speciality.
- Organize and coordinate the activities of his/her team (week's schedule, annual leave, absences, etc.), evaluate their performance and define and ensure the needs for training of staff, in order to ensure the coverage of the human resources needs and maintain high standards of quality.
- Carry out and/or supervise the (decentralized) pharmacy and medical equipment management (drugs orders, follow-up of the stock, storage conditions, inventories, follow-up of expired drugs and their destruction, drugs consumption, etc.)in his or her department, in order to satisfy the needs of material with efficiency and effectiveness.
- Ensuring that all staff using medical devices are qualified and trained. Ensuring that cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Carry-out and/or coordinate administrative (exit-paper, transfer-paper, etc.), information and data collection (patient files, forms, statistics, etc.) tasks, and elaborate regular reporting, in order to have updated and reliable information about the day-to-day activity in the project, output/ outcome and support decision-taking.
- Give feedback/ reports to medical focal point.

Education
Speciality (nurse or anesthetist) diploma essential.

Experience
Essential 2 years of previous experience. Having worked in **MSF** or other NGO’s and in developing countries is desirable.

Languages
Mission and local language essential.

Knowledge
Essential computer literacy (word, excel and internet)

Competencies
- Results
- Teamwork
- Flexibility
- Commitment
- Stress management

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