# MM01600
# MEDICAL COORDINATOR SUPPORT

**Level 9**

## Reports to (Hierarchical)
Medical Coordinator

## Reports to (Functional)
Medical Coordinator

## Job Family
Medical and Paramedical

## Main Purpose
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

## 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.)

## Education

Medical Doctor diploma or equivalent in a related allied health

## Experience

- Training or experience in tropical medicine and/or public health
- Experience working in a developing country
- Emergency experience
- Minimum 2 years experience

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