MM11400
DEPUTY PROJECT MEDICAL REFERENT / DEPUTY PROJECT MEDICAL COORDINATOR

Level 11

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

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

Job Family
Medical and Paramedical

Main Purpose
Supporting the Project Medical Referent through delegated tasks and responsibilities including defining, planning, and monitoring of medical activities and in the coordination of resources required to en-sure quality of care provided by MSF.

Accountabilities
- Support the PMR in the overall functioning of the medical programs in the project through delegated tasks and fully assuming the PMR responsibilities and accountabilities in case of absence.
- Monitor and evaluate medical programs and regularly suggest improvements if needed.
- Visit the project sites regularly in consultation with PMR to support health teams and to ensure compliance with MSF protocols and guidelines.
- Participate in exploratory missions and situation assessments to identify healthcare needs when required.
- Assist the PMR in the annual planning process, budget review, project proposal and reports to donors.
- Responsible for ensuring that the HR requirements (recruitment, training, evaluation, leave management, etc.) are met for the medical team in the project.
- Representation of MSF with MoH and other health partners as delegated by the PMR/MTL.
- Assist in the collection, analysis and reporting of health data in the projects.
- Assist PMR in pharmacy management and in the international medical order management.
- Substitute doctors, nurses and paramedical staff if necessary.
- Assist the PMR in the correct implementation of staff health policies at project level.
- Perform any other relevant tasks assigned by his/her supervisors as necessary.

Education

- Medical doctor or nursing or paramedical degree. Desirable specialization or training in Tropical Medicine or related studies.

Experience

- Minimum 2 years of work experience related to the degree/diploma.
- Diverse and strong health knowledge including at least 1 year working in humanitarian settings with MSF (or another humanitarian organization) in the field.

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