# MC00200
# DEPUTY MEDICAL COORDINATOR

**Level 13**

## 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 defining, leading and coordinating the entire medical scope of the mission, according to **MSF** protocols, standards, policies and values, in order to ensure the quality of the medical care given to the targeted population and thus improving their overall health and living conditions. Fully assuming the medical coordinator's responsibilities in case of absence

## Accountabilities
- Supporting the Medical Coordinator in defining, monitoring and updating the medical content of the **MSF** country policy and annual plan, by scanning health needs and translating them into objectives, priorities and resources needed in order to cover medical and humanitarian needs of the population at risk.
- At the request of the Medical Coordinator, representing **MSF** before third parties concerning medical issues, ensuring its good public image and the alignment with the mission interests, through regular contacts with other actors in the country, negotiating with authorities when necessary, and informing on **MSF** charter, values and principles
- Participating and contributing in the definition and update of the country policy, annual plan and budgets in order to develop the projects and programmes aimed at addressing humanitarian issues at stake ensuring its efficiency and quality ( i.e. monitoring the project implementation, assisting the Project Coordinator and the medical teams in drafting the project proposal and follow up, identifying priority needs, other potential areas of action and emergency situations and collaborating and assisting in the production of medical reports)
- Coaching, training and motivating the teams in the mission in order to align all field staff with **MSF** values and ethics, and ensuring their capability to carry out their job achieving **MSF** quality standards (i.e. induction, briefing/debriefing, training, potential detection, evaluation)
- Collaborating, together with the logistics department and according to project needs, in the pharmacy management in order to ensure enough and quality supply of drugs and medical material (i.e. review of medical orders and monitoring of medicines consumption and stock levels of the different projects)
- Assisting in defining and implementing the staff health and security policies for international and national staff in order to ensure its overall safety (i.e. monitors both physical and mental health state of staff, promotes compliance of all related protocols and procedures and collaborates in the update of issues regarding the security context)
- Ensuring the Medical Coordination in the Mission and fully assuming the Medical Coordinator’s tasks and responsibilities in case of absence/gaps.

## Education
Essential degree on medicine or other paramedical studies. Training in tropical medicine or Public Health will be an asset

## Experience
Essential 2 years’ experience in relevant jobs, in MSF or other NGO’s in developing countries

## Languages
Mission working language essential

## Knowledge
Essential computer literacy (word, excel and internet)

## Competencies
- Strategic Vision **L2**
- Leadership **L2**
- People Management and Development **L3**
- Service Orientation **L3**
- Teamwork and Cooperation **L4**

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