MC00600
PROJECT MEDICAL REFERENT / PROJECT MEDICAL COORDINATOR

Level 12

Reports to (Hierarchical)
Project Coordinator

Reports to (Functional)
Medical Coordinator

Job Family
Medical and Paramedical

Main Purpose
Participates in defining, planning and monitoring medical activities and programs in the project in accordance with **MSF's** protocols as well as coordinates human and material related resources needed in order to ensure the quality of care provided by **MSF**

Accountabilities
- In collaboration with the Project Coordinator and the rest of team, the Medical Coordinator and MoH partners, defines, implements and monitors medical activities, according to **MSF** project plans, standards and protocols. Participates in exploratory missions, situation assessments (defining medical operational priorities when needed) and the development of the project policy, annual plan, budget review and project proposal and reports to donors. Ensures regular contact with MoH and other local medical actors
- Is responsible for the medical data collection, analysis and reporting to the Medical Coordination in the capital in order to ensure a proper monitoring of the program
- Provides technical support to medical personnel in the field through self-knowledge and policies, ensuring compliance with the protocols of **MSF** medical activities.
- Coordinates, supervises, coaches, supports and evaluates the medical team members' performance to improve the medical components of the project and ensure compliance with **MSF** protocols and standards as well as MoH protocols.
- Plans and supervises, in close coordination with the Project Coordinator, the associated processes (recruitment, training, induction, performance evaluation, development and internal / external communication) of the medical staff of the project in order to ensure both the sizing and the amount of knowledge required and improve staff capabilities.
- Supervises an efficient management of the **MSF** field pharmacy and medical equipment, in collaboration with the Logistics department and project biomedical service and in consideration of program directions and protocol changes. Monitors consumption and preparation of medical orders to provide drugs, medical materials, medical devices and consumables at all circumstances and avoid stock shortage.
- Implements the health policy for international and national staff, providing all prophylactic and preventive necessary measures, structures and emergency plans, managing any medical evacuation in order to ensure **MSF** staff health.

Education
Medical doctor or paramedical degree. Desirable specialization or training in Tropical Medicine or related studies (for OCB, OCBA, this is essential too)

Experience
Essential 2 year working experience related to the diploma/degree and previous experience in MSF in the field

Languages
Essential mission language, local language desirable

Knowledge
Essential computer literacy (word, excel and internet)

Competencies
- People Management and Development **L2**
- Commitment to MSF Principles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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