MM06100
MISSION SPECIALIZED ACTIVITY MANAGER / COUNTRY SPECIALIZED ACTIVITY MANAGER

Level 11

Reports to (Hierarchical)
Medical Coordinator

Reports to (Functional)
Medical Coordinator

Job Family
Medical and Paramedical

Main Purpose
Ensuring the proper functioning and coordination of a (para) medical activity in the Mission (Mental health, Patient Support, Health Promotion, etc.) and providing support to the Project Activity Managers, according to **MSF**'s protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities and to improve the health condition of the population

Accountabilities
- Coordinating, monitoring and evaluating the proper functioning of a medical or paramedical activity at mission level according to **MSF** protocols, standards and procedures, ensuring the implementation of the activity (education and counseling sessions, defaulter tracing, strengthening of support groups, linking with social actors, community awareness activities, etc.)
- Participating in the definition of strategies, protocols and activities of the mission and the projects for his/her activity by assessing mission needs according to the changing medical needs and context (including definition of log frame and budget) and developing tools (e.g. training materials, counseling and education protocols, flyers, flipcharts, games)
- Monitoring and evaluating the activity at mission level by defining indicators, following up tools and designing contingency plans in collaboration with the Project Activity Managers (if required)
- Functionally supervising the Project Activity Managers concerned and providing technical support through regular project visits. Ensuring consistency and promotes cross-learning among the projects
- Participating in close collaboration with the HR Department and with Project Activity Managers, in the associated HR processes for staff involved in his/her activity (recruitment, training/induction, evaluation, detection of potential, development and internal communication) in order to ensure having the appropriate team in terms of size, capabilities and skills
- Supporting the HoM and Medco in representing **MSF** before the Ministry of Health and other (inter)national partners for any issue concerning the area of responsibility such as national roll-out of area strategies and lobbying for adequate human resources

- Compiling and analysing the data coming from the projects in order to contribute to the mission’s reporting. Documenting lessons learned on activities and operational research in this field

Education
Related University degree (e.g. psychology/ counseling/ social sciences/ communication/ health promotion/ educational sciences)

Experience
Essential, working experience of at least two years in related jobs and of at least one year with MSF as an activity manager

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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