MM01201
EPIDEMIOLOGY ACTIVITY MANAGER

Level 10

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

Reports to (Functional)
Project Medical Referent – Medical Coordinator

Job Family
Medical and Paramedical

Main Purpose
Defining, coordinating and monitoring the epidemiological activities, ensuring the development of appropriate methodology and the quality of studies according to **MSF** protocols, standards and procedures in order to identify risk factors for diseases and to determine the optimal treatment approaches to clinical practice and the preventive medicine to be used in the missions

Accountabilities
- Defining, scheduling and organizing, in close collaboration with other medical team members, the annual epidemiological activity plan as well as its associated budget, in order to improve early detection of risk factors to better define treatment approaches and preventive practices. Leading the implementation of the protocols and epidemiological methodology, ensuring all related staff follows them in order to improve research efficiency.
- Supervising, according to annual plan, the epidemiological research activity ensuring that contacts with community groups and authorities are aligned with the objectives of the research and that the population participating in the research is properly informed. Reporting on the progress of data collection, on ongoing analysis of research or on any issue causing delay, in order to achieve epidemiological goals on time.
- Advising the MSF medical team on epidemiological matters that arise in the course of their activity research, and when necessary, designing and implementing epidemiological tools and data collection to meet new epidemiological needs.
- Ensuring, in coordination with logistics department, that national or international shipment of laboratory samples acquired for research purposes is done within datelines and according to protocols, following security rules and keeping conditions needed for the sample
- Supervising data filing procedures, ensuring that all epidemiology software tools are properly used and are updated regularly, in order to ensure full data traceability and availability
- Planning and supervising, in close coordination with the HR department and the MSF vision, policies and values, the associated processes (job description, recruitment, training, performance evaluation, development and internal/external communication) of the epidemiological staff in order to ensure both the sizing and the amount of knowledge required, to improve staff technical capabilities, contribution and commitment to **MSF** values.

- Supervising, in close coordination with the Logistic Manager that research equipment and materials are properly maintained and stock level is above minimum point in order to ensure availability and research activity continuity.
- Participating in operational monthly reports and organizing and/or assisting medical staff in preparing epidemiological reports related to health facilities and to researched areas

Education

- Essential, medical or nursing related diploma. Desirable specialization or training in tropical diseases
- Desirable degree (or masters) in Epidemiology or Public Health with extensive training in statistics and epidemiology

Experience

- Essential working experience of at least two years in nursing activities related jobs
- Desirable working experience with MSF or other NGOs
- Desirable working experience in developing countries

Languages

Mission working language essential, local language desirable

Knowledge

Essential computer literacy (word, excel, 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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