

JOB VACANCY – MEDICAL COORDINATOR SUPPORT

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Title: MEDICAL COORDINATOR SUPPORT
Direct Reports: MEDICAL COORDINATOR
Location: Dar es Salaam, with regular field visits, including temporary replacement of medical staff in the projects

Job Summary

Supporting the Medical Coordinator through delegated tasks and responsibilities including administrative tasks related to the coordination of work, ensuring good relationships with local and national authorities and ensuring adequate program management in the projects, according to MSF protocols, (para)medical standards, rules of hygiene and the standard precautions in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health conditions of the targeted population.

Required Criteria

Minimum Educational Qualification: Essential degree in medicine. Training in tropical medicine or Public Health will be an asset

Experience: Essential 2 years' experience in relevant jobs, preferably in MSF or other NGO's in developing countries

Languages: English and Swahili (speak, read and write), French will be an asset

Competences:

- People Management and Development
- Commitment to MSF principles
- Behavioural Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation

Knowledge

- Essential computer literacy
- Adequate knowledge of Tanzanian Health Sector including emergency response

Accountabilities

- Support the medical coordination in monitoring, supervising and evaluating the implementation of medical activities in the project, visiting projects according to preset schedule and participating in defining the human resources needs, materials and techniques. Assisting in the implementation of MSF protocols, (para) medical standards, the rules of hygiene and universal precautions in service.
 - Assist the medical coordination in the collection of information on national health policy (meetings, reports, articles, etc.), collecting and participating in the analysis of epidemiological data (meetings, reports, articles, etc.) from the projects
 - Participating in briefings and debriefings of the (para) medical team members and promoting communication and active participation in the development of the project
 - Assist the implementation of the national staff health policy in all the projects and evaluation of hospital structures that can serve as reference structures for national and international staff.
 - Participating in the medical monitoring of MSF personnel during sickness, application of the national medical insurance policy, organise annual medical checks and when needed overseeing the validation of medical expense re-imbursments associated with various consultations and hospitalizations in collaboration with the line manager
 - In collaboration with the human resource department, support the implementation of the Occupational Safety and Health Authority (OSHA) regulations i.e annual checks and implementation of recommendations.
 - Collaborate with the supply team and the pharmacy coordination team in medical stock management, participate in the inventory and management of operational medical library according to the classification plan
 - Participating in the data collection and management from the projects as well as preparation of monthly, quarterly and annual reports and organizing data archiving and medical reports in the project
 - Support the mission in monitoring public health emergency, investigations and desired responses.
 - Performing other duties at the request of Medco (exceptional strengthening of a field team, etc.)
- **People living with disabilities or minorities to indicate in their CV or Motivation letter**
- **Female candidates are highly encouraged to apply.**

APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than Monday January 29th 2024 at 4:00 PM . Please quote the job title on the email subject "MEDICAL COORDINATOR SUPPORT".

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org

The applications can also be submitted at MSF offices situated at **Mikocheni B, Daima street House no 16 Dar es Salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or MSF Office-LIWALE**

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org

Only short-listed candidates will be contacted.