



## MSF-FRANCE

### INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. [www.msf.org](http://www.msf.org)

**To support its Coordination Medical department and medical operations in Syria, MSF France is seeking a:**

## MEDICAL LIAISON OFFICER

Type of contract: **Service Agreement**

Duration: **6 months, renewable**

Place of Work: **Damascus**

Need: **Up to 48 hours / week**

Start Date: **ASAP**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

### MAIN PURPOSE

- To ensure effective identification, referral, and follow-up of patients eligible for the RSP in Amman, while strengthening referral networks, partnerships, and access pathways across Syria.
- Provide outpatient and/or inpatient medical care to patients/beneficiaries according to adapted and updated medical knowledge, MSF protocols, values and universal hygiene standards to improve the patients/beneficiaries' health conditions. Refer candidate patients who can be admitted to Amman surgical program and ensure their continuity of care in Syria and medical follow-up after discharge.

### ACCOUNTABILITIES

- Refer candidate patients who can be admitted to Amman surgical program and ensure their medical follow-up after discharge. Recruiting 10-15 patients on monthly basis, medical FUP of the discharged patients and updates of the postponed and more information patients.
- Networking and mapping the humanitarian actors and program representation activities in the country.
- Keep the patient and/or his/her family informed about the illness and provide appropriate explanations about the treatment to follow, checking they have understood.
- Knows and ensures all MSF medical protocols are followed and implemented, checking that universal precautions are followed at all times, and reducing bio-hazard risks and improving infection control. Ensures professional Confidentiality is respected.

## SPECIFIC ACCOUNTABILITIES

### Dimension of post

- Reconstructive Surgery Hospital with an average of 530 admissions per year.
- Approximately 900 surgeries annually.
- 50 surgical beds and 145 rehabilitation beds.
- 2 OTs for Orthopedic, Maxillo-facial, and Plastic surgeries.
- OPD with an average of 800 consultations/month.
- physiotherapy and psychosocial physiotherapy and mental health and psychosocial department and a micro laboratory within the hospital, and a micro laboratory within the hospital.

### Scope of responsibilities

Patients' identification, referral, and follow-up:

- Identify and screen patients eligible for the MSF surgical program through hospitals, NGOs, health actors, and community networks.
- Ensure all patients meet program admission criteria and are medically stable for referral.
- Act as focal point for referral consultations with MoH, Public hospitals and humanitarian actors.
- Prepare and submit complete medical files for Validation Committee review according to MSF standards, protocols and guidelines.
- Conduct medical fitness screening for caretakers and monitor patient fitness for surgery prior to their admission at the RSH.
- Ensure scheduling and coordination of patient admissions according to the RSH capacity, waiting list and Network coordinator and admission manager feedback.
- Organize patients and caretaker's referral processes and coordinate the administrative and logistics needs for it.
- Ensure post-discharge follow-up and continuity of care with collaboration of the other staff/actors, including surgical progress, pain management, mental health status and physiotherapy coordination.
- Follow up on patients' condition in their home country and ensure the continuity of care regarding any complications, pain, physiotherapy needs, and mental health issues.
- Ensure to have an updated number of patients under follow-up and use the proper protocols in order to maintain a real and documented list (regular phone calls to patients, a record of lost contacts, defaulters, refusal etc.).
- Monthly, ensure the medical follow-up of the patient according to the surgeons' request (information delivered by the network and planning Coordinator at the discharge of the patient), organize the schedule of appointments, perform the assessment and manage any requested process for follow-up feedback.

### Preparation of the medical files

- Ensure all medical files comply with MSF standards and include the referral and medical forms, clinical images and investigations and relevant diagnostics (X-ray, EMG, lab, video, etc.).
- Complete additional medical information requested by Validation Committee.
- Coordinate additional investigations required for case validation including the anesthesia complementary investigations.



- Active participation in the validation committee “virtually” with the surgical team and the other team members.
- Ensure a high level of quality regarding the preparation of the patient’s files.

#### **Prepare the admission of the patients**

- Share patients’ availability with the admission manager for monthly scheduling and forecast the list of patients to be admitted after a request from the Network Coordinator and the Admission Manager regarding numbers and specialty.
- Contact patients to transmit their scheduling information, assess if there is a specific social assessment to be added (patient’s situation that can impact his stay in the Hospital).
- Share all the visa information needed of the patients and the caretakers with the admission transit responsible to start the visa issuing process.
- Ensure that all patient files are completed and available to be shared with Admission Manager.

#### **Briefing of the patients**

- Brief the patients about the code of conduct.
- Brief the patients about their treatment plan in MSF Amman surgical program.
- Brief the patients about the living conditions in MSF Amman surgical program.
- Brief the patients about MSF in general and MSF activity in Jordan.

#### **Networking, mapping and program representation activities:**

- In collaboration of the Network coordinator and Syria mission, expand and maintain referral network across Syria (NGOs, hospitals, health actors, community groups).
- With support of the network coordinator, conduct systematic mapping of health facilities and surgical services, referral pathways and constraints, gaps in reconstructive and specialized surgical care.
- Maintain communication with humanitarian health actors.
- With the support of the MedCo, represent MSF surgical program in meetings and partner engagements when required.
- Monitor and report changes in medical needs, access barriers, and conflict-related injuries.
- Support Network and Planning Coordinator in field visits, mapping, and partner engagement.
- Updates the Network and planning Coordinator about any changes in the medical situation in Syria.

#### **Partnership Development**

- In collaboration with the Network coordinator and Syria mission, build and maintain strong collaboration with local and international NGOs, hospitals and health facilities, community networks and leaders and humanitarian actors.
- Identify strategic partnership opportunities to improve patient access for the vulnerable people across the country.
- Identify and address coordination and operational gaps affecting referrals and care.

#### **Capacity Building of Partners**

- With the support of the network coordinator, strengthen partner capacity to Identify eligible patients, to apply referral criteria correctly, prepare medical documentation, ensure the continuity of care.
- Deliver presentations, orientations, and technical briefings on MSF surgical program, referral procedures and mechanism, and patient preparation and follow-up.



- Provide ongoing technical support and feedback to partners once needed.

### Reporting

- Monthly activity report to be sent to network coordinator and medical coordinator in Syria.
- Any kind of report related to the specific medical case or related to Syria network in general (feedback from meetings, presentation to partners, etc.).

### Additional activities

- Work in harmony with the team of the MSF Syria team; respects protocols and hospital procedures
- Respect and follow the security guidelines of the Syria mission.
- Upon request

## REQUIREMENTS

**Education** Medical Doctor diploma

**Experience** 2 years of experience minimum as a Medical Doctor or in clinical work (can be within medical training).

Desirable residency in surgical or orthopedic department.

Experience working with medical structure and/or NGO.

Emergency experience.

**Languages** F/R – English ... A – French .....R - National language

A - Other dialects

F – Fluent | B – Basic | R – Required | A – An asset

**Knowledge** Essential computer literacy (word, excel, power point and internet)

### Competencies

- People Management and Development L2
- Communication skills, negotiation skills
- Multi-cultural flexibility or experience
- Diplomacy, good communication and interpersonal skills
- Confidentiality, strong sense of integrity
- Commitment to MSF principles L2
- Autonomous, independent, rigorous, organized
- Initiative
- Results and Quality Orientation L3
- Analytical, Synthetic, Planning capabilities, organizational skills, problem solving, multi-tasks management
- Teamwork and Cooperation L3
- Reporting and Writing capabilities

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

## HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/1GWSxvenezbffqZg7>

**CLOSING DATE 26 APRIL 2026, AT 5:00 P.M**



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.  
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**