



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

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

MEDICAL COORDINATOR SUPPORT

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus**
Need: **Up to 45 hours / week**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

Assist the Medical Coordinator with delegated administrative tasks, help network and maintain good relations with local and national authorities, support appropriate programme management in projects in accordance with MSF protocols, (para)medical standards, hygiene rules and standard precautions to ensure the provision of quality medical care to patients and their communities and to improve the health of the target population.

ACCOUNTABILITIES

SYRIA HEALTH CONTEXT FOLLOW UP

Under the Medco supervision:

- Assess and track local health context evolutions, epidemiological changes, through compilation and analysis of relevant health related data regarding disease outbreaks, analyses of communicable diseases and Emergency Responses.
- In close collaboration with the Medical Coordinator, perform assessment when needed
- Participate in the reflection and discussion about the evolution of the programs of MSF France

NETWORKING

- Support the Medical Coordinator in gathering and investigating health authority procedures in MoH/DoH and other relevant departments when needed
- Perform health actors and service mapping when needed
- Participate in Health Cluster meetings and share meeting minutes



STAFF HEALTH MANAGEMENT

- Follow locally hired staff health topics referred from the project according to MSF policy
- Ensure that all relevant staff health related documents are confidentially managed
- Support staff health doctors in the projects on telemedicine related topics
- Assist expatriates in managing hospital visit appointments when required

GAP FILLING

- Be prepared to fill gap positions in the field: Medical Activity Manager, Project Medical Referent, Nursing Activity Manager, etc.
- Provide a comprehensive medical report for his activity according to the need of the project
- Support the Medical Coordinator on any other delegated tasks based on the activity evolution such as medical order, item review, etc.

REQUIREMENTS

Education	Medical Doctor diploma or equivalent in a related allied health
Experience	Training or experience in tropical medicine and/or public health Emergency experience Minimum 2 years of experience
Languages	Excellent command of English and Arabic is mandatory
Knowledge	Essential computer literacy (Word, Excel, Power Point and Internet)
Competencies	People management and development; commitment to MSF principles; behavioral flexibility; results and quality orientation; teamwork and cooperation

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/uYZCvwoZmQuqbhnU6>

CLOSING DATE 26 FEBRUARY 2025 (END OF DAY)



MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.