MSF-OCBA is looking for a MEDICAL ACTIVITY MANAGER – PAEDIATRICIAN (based in Guinea Bissau)

Job Title: Medical Activity Manager  
Code: MM006

Identification

Job Title: Medical Activity Manager – Paediatrician

Report to: Project Coordinator

Report to (functional) : Medical Coordinator

Area: Medical

Code: MM006

Main Purpose

Ensure the proper functioning of the paediatric medical activities under his/her responsibility at the supported health facilities, defining and implementing MSF policies, protocols and procedures, and guaranteeing the **quality of paediatric healthcare** in order to improve health conditions of the target population and decrease U5 mortality rate.

Accountabilities

- As part of the medical team, takes part in the project medical activities such as epidemiological profile elaboration, differential diagnostic algorithm for fever, anthropological study and mortality survey. Also participates in the annual plan revision and planning and in the log frame and indicators definition.
- Define the necessary protocols and flowcharts prior to the beginning of the medical activities (initial phase).
- Coordinate, assess and supervise the proper functioning of the paediatric medical activities according to the defined MSF protocols and procedures and through the correct compilation and analysis of medical data regarding patients' health conditions.
- Check all administrative procedures related to patients’ follow-up (individual card filling, registers, paper exit, discharge, transfers...) are correctly carried out according to MSF procedures.
- Collaborate in the preparation of the medical orders needed to implement the medical activity(ies) under his/her responsibility, and identifies non-medical support needs (material, infrastructure, transport, etc.), reporting them to the line manager.
- Identify training needs, design and provide theoretical and practical training to MoH staff and evaluate their capacities and performance in order to improve their capabilities and for the incentives scheme management.
- Coordinate and monitor the daily working plan of the team under his/her responsibility (absent personnel, vacations, tracking leaves ...) Provides on the job training to MoH staff and replaces doctor if necessary and participates in shifts.

- Ensure, in coordination with the Nursing Activity Manager responsible for the pharmacy, an efficient pharmacy management and ensure an efficient medical equipment management and monitor the rational use of them.

- Participate in the programs / project follow-up, supervise and ensure that medical activities objectives under his/her responsibility are achieved and report to the technical referent any problem arising in the service.

- Participate in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.) and definition of annual planning, budget for the project.

- Follow-up on the health for national and international staff and management of medical evacuation in order to ensure MSF staff health, in coordination with the Project Coordinator.

Requirements

Education

- Essential Medical Doctor diploma with specialization in Paediatrics.
- Desirable specialization or training in tropical medicine.

Experience

- Essential minimum 2 years experience as a paediatric medical doctor with experience in severe ill child care, basic fluid management and acute/ER paediatric care. Highly desirable experience in management of ABC, critical neurological management, LP and wound management.
- Desirable working experience in MSF or other NGO’s in developing countries. Desirable: Experience in tropical medicine and post-registration experience in Public Health.

Languages

- English and Spanish essential, Portuguese desirable.

Knowledge

- Essential computer literacy (word, excel, internet)
- Essential good teaching skills.
- People Management.
- Commitment.

Competences

- Flexibility (crucial).
- Results.
- Teamwork.
Applicants please send CV and motivation covering letter under the reference “Paediatrician-Guinea” to:

Médicos Sin Fronteras / Dpto. RRHH
C/ Nou de la Rambla, 26
08001 Barcelona

recruitment-bcn@barcelona.msf.org

Closing date: 15th October 2014. Only shortlisted candidates will be contacted.