Location: Any MSF office  
Contract: Open-ended, full-time  
Starting date: ASAP  
Deadline of applications: 10th December 2020  

I. MSF INTERNATIONAL  

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.  

MSF International is the legal entity that binds MSF’s 21 sections, 25 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as implements international projects and initiatives as requested.  

II. POSITION BACKGROUND  

An increased emphasis on research in MSF led to the creation of an ethics review board (ERB) in 2001. From the outset independence of the ERB from the organisation was perceived as essential. To avoid conflict of interest and ensure independence, ERB members cannot have a working relationship with MSF during their tenure. Over the past twenty years, the ERB’s dialogue with MSF has enhanced sensitivities towards research ethics and help to developing ethically sound proposals. The consistent use of an ethics framework has helped in standardizing the review process and guiding field research teams in addressing ethical issues. The ERB strives to take a constructive approach to both research proposals and the field of research ethics itself. The ERB has encouraged innovation in both the review of proposals and the interaction between the ERB and the organization. Currently the ERB is composed of 14 regular members, a chair and a vice-chair, as well as two special advisors; all external to MSF. Per year, the ERB reviews up to more than 100 protocols, including expedited reviews in case of emergency, according to set procedures.  

III. PLACE IN THE ORGANISATION  

- The ERB officer is part of the IO medical team, coordinated by the international medical coordinator.  
- Reporting lines: to the chair of the ERB  

IV. OBJECTIVES OF THE POSITION  
The ERB officer will:  
- Coordinate the ethics review process, in close collaboration with/reporting to the ERB chair and vice chair  
- Maintain the ERB database and administer the MSF & ERB document repository systems
- Provide input on content matters and administrative support to the ERB chair/vice-chair
- Support the ERB Chair and vice-chair in the communication with MSF researchers and with external counterparts

V. MAIN RESPONSIBILITIES

For the ERB, the ERB officer will:

- Coordinate the review process in close collaboration with the ERB chair and vice chair
  - Organize the reviews of research protocols submitted
  - Propose allocation of protocols to reviewers
  - Prescreen all protocols submitted for reviews and prepare them for complete reviews or delegated review
  - Prepare the draft consolidation of the reviews made by the ERB members
  - Follow the different steps till finalization
  - Ensure that reviews of new research proposals, and continuing review of all previously approved research proposals, are carried out adequately and timely through follow-up with the chair, vice chair and ERB members

- Maintain the ERB database and administer the MSF & ERB document repository systems
  - Maintain a database on all MSF research projects involving human participants submitted to the ERB;
  - Follow up after ethical approval (request for amendments, extension of approval, interim reports, final report, publications and other relevant information);
  - The ERB database shall document the current status of all research proposals submitted to the ERB (e.g., whether exempt from review, approved, awaiting changes before action, or not approved)
  - Maintain the ERB documentations repositories: an updated list of ERB members with additional documents, ERB meeting reports, complete research protocols files, archives of the ERB, etc.

- Provide input on content matters and administrative support to the ERB chair/vice-chair
  - Identify ethical issues that repeatedly appear in protocol review. Propose ways to address these issues.
  - Support the chair and vice-chair in organizing ERB meetings, including drafting of the meeting report
  - Support the chair and vice-chair in preparing and updating ERB SOPs, guidance documents and policies
  - Support the chair and vice-chair in preparing and delivering training and briefing modules for researchers
  - Support the ERB Chair and vice-chair in the communication with MSF researchers
  - Support the ERB Chair and vice-chair with external counterparts
  - Prepare the annual activity report
  - Keep track of timelines, work load of each ERB member and active participation in the review process – propose a priority setting mechanisms in cases of specific needs (e.g. too many protocols in the same time)
• Ensure any administrative assistance that may be needed by the Chair, vice-chair and Members in carrying out their ERB functions – including the administrative support to ERB meetings

• Make readily available information to MSF staff about the ERB, including its standards, rules, procedures, activities and meeting reports

2. **PROFILE REQUIREMENTS**

- A master degree in disciplines related to medical research
- Experience in research with human participants
- Working knowledge of various research methods is an asset
- Working experience in the humanitarian sector is an asset
- Strong analytical skills
- Strong writing and communication skills
- Team player, able to work collaboratively with different stakeholders
- Excellent English speaking and writing skills
- Knowledge of French, Spanish or Arabic are assets
- Ability to successfully manage multiple concurrent tasks and to cope with emergency timelines if needed
- Flexibility and availability for short travels