

## INTERNATIONAL MEDICAL COORDINATOR

Location:	Any MSF office
Duration:	3 years mandate, renewable, full-time position
Starting:	April 2021
Reporting to:	International Medical Secretary

### 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 23 sections, 25 associations and other offices together, providing political oversight, coordination, information and support to the MSF Movement, and implements international projects and initiatives as requested. Within MSF International, the International Office (IO) is the Secretariat of MSF International Board and is under the direct management of the Secretary General.

### II. BACKGROUND

The International Medical Coordinator (IMC) position was created in 1996, upon request of the Medical Directors, to coordinate intersectional medical initiatives of the operational centres. Since then, the MSF Movement has tripled in size, and the role has evolved to respond to the consequent increase in the organisation's medical scope, capacity and ambitions. Specific intersectional positions, working groups, and committees have been created to enhance medical quality and technical expertise within MSF and to further collaboration at an international level with external medical partners, health actors and stakeholders. The IMC plays a key role in supporting and facilitating these activities working with the Medical Directors. The IMC also represents MSF externally on specific medical topics of relevance.

In 2009, MSF launched a full review of its international governance structure, both at associative and executive levels. During this process, the need for further medical leadership at international executive level was confirmed, and the position of International Medical Secretary (IMS) was created to enhance MSF's internal and external reflection and representation on medical operational issues and to ensure medical representation across the governance set up.

Since then, the IMC reports to the IMS and works directly with MSF's Medical Directors to coordinate medical initiatives and priorities in line with an agreed strategic medical framework, facilitating discussions and communication on medical issues between all parties.

### III. PLACE IN THE ORGANISATION

**The IMC reports to the IMS**, is a member of the International Office Management Team and collaborates closely with the IMS, Medical Directors and Working Group leads to help drive the medical voice within MSF. The IMC chairs the Medical Directors' platform (DirMed) and participates in the Medical Operational Platform (MedOp), the Operational Directors' platform (RIOD), and other executive or associative platforms or working groups as requested. Upon request, the IMC represents the IMS regarding the Access Campaign, DNDi, the Executive Committee, the MedOp or externally.

A new Deputy IMC position will be created early 2021 to support the IMC, provide advice and

supervision for quality assurance for medical products, medical technical guidelines and policies, and facilitate links between the MSF Ethics Review Board and the Medical Directors.

The IMC supervises the Deputy IMC, the medical coordination executive assistant, the leaders on medical networks and additional ad hoc positions.

#### **IV. OBJECTIVES OF THE POSITION**

- **Stimulate and facilitate reflection on medical strategic direction with Medical Directors.**
- **Support, coordinate and ensure the development and implementation of medical initiatives and organize intersectional collaboration on medical dossiers.**
- **Collaborate with the IMS to promote medical leadership and representation and relevant and accountable medical operations, and to ensure coherence, transparency and accountability in meeting agreed medical priorities and outcomes.**

#### **V. MAIN RESPONSIBILITIES**

##### **1. Chair and facilitation role**

The IMC chairs the DirMed platform, which is made up of the Medical Directors of each Operational Center and the Access Campaign Medical Coordinator/Executive Director. The Platform provides medical leadership to the Movement, strengthening the consistency and quality of medical operations and safeguarding respect for medical ethics across operational directorates.

As chair of the DirMed, the IMC oversees and ensures that DirMed collective responsibilities are duly addressed and follow a relevant strategic direction. As such, the IMC will:

- Facilitate discussions on medical ambitions, priorities and investments of each operational directorate;
- Guide the development and implementation of a movement-wide medical strategy as part of the IO Vision and operational ambitions;
- Ensure safeguarding of medical ethics;
- Lead reflections on how best to deliver on MSF's social mission and support operations from the medical and intersectional perspective;
- Co-define the agenda and workplan of the DirMed platform with the Medical Directors;
- Prepare DirMed meeting documentation and liaise with external guests where appropriate;
- Guide discussions towards concrete actions/decisions that support workplans and mediate disagreements;
- Coordinate activities between meetings, distributing tasks and engaging capacities as agreed by the DirMed;
- Liaise with other platforms and the ExCom;
- Consolidate meeting outcomes, actions and minutes and ensure appropriate distribution of all information to the medical network and coordinate feedback;
- Proactively bring issues to the attention of the IMS, especially where ExCom support is needed.

##### **2. Coordination on MSF medical priorities and intersectional collaboration**

The IMC coordinates intersectional medical priorities, together with the IMS and the DirMed, and other platforms where relevant. The IMC will notably:

- Further a collective understanding of global medical stakes, identifying contradictions or overlaps, areas of expertise to be developed or shared, and promote the sharing of lessons learned;
- Support the identification of specific matters that need to be addressed and plan mutual support or collective actions, as for example in the case of an outbreak response;
- Organise meetings/workshops on cross-cutting medical issues upon request of the DirMed or IMS;
- Set-up intersectional collaboration through medical working groups or other structures as appropriate;
- Ensure there is a robust, agreed process for WG annual planning and monitoring of implementation of these plans, ensuring intersectional alignment; and
- Liaise with medical experts and organise consultancies when deemed necessary by the DirMed.

### **3. Communication, representation and links**

The IMC will be the focal point for communication on certain medical dossiers if requested by the DirMed and/or IMS. As such, the IMC will:

- Ensure collaboration between WGs as necessary;
- Ensure the link between the DirMed, IMS, and MedOP;
- Ensure communication on specific medical technical issues with the Access Campaign;
- Ensure the link between the DirMed and the MSF Ethics Review Board, the Supply Centres/Procurement Units, DNDi and Epicentre (with delegation to the Deputy IMC);
- Participate in the International Board Medical Standing Committee (IB MSC) with the medical directors and in support of the IMS as needed;
- Participate in any other meeting or general assembly upon request;
- Participates in the International Office MT meetings.

### **4. Collaboration with the IMS**

The IMC and IMS will collaborate to:

- Support the development of MSF medical positioning and advocacy, strategies and priorities;
- Contribute to defining MSF's medical accountability framework, including the annual typology of operations and mutual accountability exercises;
- Coordinate on field visits by the IMS and/or IMC as needed or requested;
- Promote MSF positions externally according to internationally agreed priorities;
- Act as liaison between the DirMed and DNDi Scientific Advisory Committee where appropriate;
- Identify need, initiate and maintain appropriate and relevant representation towards external actors and partners (WHO, UN, etc...) in coordination with the DirMed;
- The IMC may be required to represent the IMS on any duty, task or representation;
- Collaborate as needed with any IO International Coordinators on cross-cutting issues;
- Provide specific support and technical input on medical subjects to the Secretary General or the President of MSF International as needed;
- The IMS may require the IMC to undertake other duties as needed.

### **5. Management**

The IMC will be responsible for recruitment, performance review, team management and supervision within his or her team.

As budget holder, the IMC will prepare, submit and follow-up on the international medical coordination yearly action plans and budgets.

## VI. PROFILE REQUIREMENTS

### Education and experience

- Medical doctor
- Knowledge of public health and management of medical humanitarian projects
- Solid experience in field medical–humanitarian projects and understanding of wider humanitarian context
- Significant MSF field experience, ideally with more than one Operational Centre
- MSF HQ experience an asset
- Team leadership experience
- Good oral and written communication skills in English; working language skills in French, Spanish, Arabic or others are an asset.

### Skills and competencies

- Identifies with MSF’s principle and core values
- Demonstrated commitment to the Charter of MSF
- Commitment to building the medical leadership of the MSF movement
- Cross-cultural awareness, open-mindedness and flexibility
- Ability to identify and develop improvements to quality of care and patient centred approaches to medical humanitarian action
- Flexibility and adaptability to evolving needs
- Quality of work and result oriented
- Strategic vision
- Ability to analyze, understand and respond to local and global health contexts
- Strong communication skills and ability to convey multiple perspectives
- Leadership and management
- People management and conflict resolution
- Diplomacy and self-control
- Strong negotiation and networking skills
- Team player and team leader

### Other

- Willingness and ability to travel extensively for meetings in Geneva and in Europe, and for visits to field projects (up to 60%)
- A longer version of the Terms of Reference will be provided to the candidates selected for the 1<sup>st</sup> round of interviews