

INTERNATIONAL Deputy MEDICAL COORDINATOR

Location: any MSF offices
Duration: 3 years mandate, renewable, full-time position
Starting: September 2021
Reporting to: International Medical Coordinator

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 implement 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 (SG).

II. BACKGROUND

The International Medical Coordinator (IMC) works directly with the Operational Centres (OC) medical directors to coordinate medical initiatives and priorities in line with an agreed strategic medical framework by facilitating discussions and communication with all parties involved on medical issues, under the supervision of the International Medical Secretary (IMS) and in some cases the Secretary General, as a member of the International Office team. On top of these coordination activities, the IMC has developed a role of external representation on specific medical topics related to area of expertise and need.

The IMC position has evolved to ensure more manageability of the multiplicity of tasks falling under the post. The creation of the **International Deputy Medical Coordinator (DepIMC)** position is meant to ensure that there is a more dedicated role in supporting the quality aspects of the position especially with regards to quality assurance of medical products, guidelines and protocol development, the Coordination and Source of Product Information (SPINCO), MSF Ethic Review Board (ERB), as well as be backup to the IMC in her/his absence.

III. PLACE IN THE ORGANISATION

The DepIMC reports to the IMC.

The DepIMC directly manages the 3 international coordinators for quality assurance for medical products (medicines, medical devices, and specialised food), and the administrative assistant. As the quality of medical product is under the responsibility of each OC medical director, the DepIMC will have direct link with the medical directors for any issues linked with the quality of medical products.

The DepIMC is the primary link between the Medical Directors platform (DirMed) and ERB together with the ERB officer and the ERB chair.

The DepIMC manages the International Guidelines Publication (IGP) together with the IGP team manager.

The DepIMC serves as a medical director in Medical Working Groups as agreed upon by the IMC together with the DirMed.

The DepIMC will represent the medical directors in SPINCO steering committee and maintain links with the Supply Centres/Procurement Units and associated boards, DNDi and Epicentre on matters related to her/his portfolio, in support of the IMC.

The DepIMC works in close collaboration with the IMS, IMC, Medical Directors and Working Group (WG) leaders, to help drive the medical voice and relevance in the movement operationally.

The IMC chairs the DirMed, participates to the Medical Operational Platform (MedOP), participate to the Operations Director platform (RIOD) and other executive platforms or working groups, and is a member of International Office Management team (IO MT). These roles will fall to the DepIMC in case of need.

IV. OBJECTIVES OF THE POSITION

The overall function of the DepIMC is to:

- Lead MSF intersection efforts to support improved quality of MSF interventions by organizing the following: quality assurance for medical products, guidelines production and diffusion, and ERB
- Work in close collaboration with the IMC

V. MAIN RESPONSIBILITIES

1. Leading MSF intersection efforts to support improved quality of MSF interventions by organizing the following: quality assurance for medical products, guidelines production and diffusion, and ERB

1.a – Quality assurance for medical products

- Manage the 3 international coordinators for Quality Assurance (QA) for medical products (medicines, medical devices, and specialised food), and the administrative assistant
- Lead the QA teams to reach MSF objectives in terms of ensuring access to quality assured medical products in MSF interventions
- Ensure the relevance and regular updates of the definitions of standards and procedures according to the risk associated with the use of the medical products and ensure validation by the DirMed platform
- Support the QA teams in internal discussions (with ESCs and supply teams, with operations) to ensure that quality assured products are selected, supplied and use in MSF projects
- Support the QA teams in external discussions to improve the quality of medical products available on the international market – including on advocacy activities if needed, promoting MSF positions
- Based on MSF operational choices, new or revised policies and protocols, prepare the medical directors discussions and decisions for inclusions of standard products in the MSF catalogues in collaboration with working groups, QA teams and SPINCO teams.
- Support the QA team to obtain decisions of DirMed in a timely manner in case of quality problems

- Bring the necessary topics to the DirMed platform and meetings
- Coordinate MSF input into the WHO essential medicines list with the help of the designated pharmacist, and into the WHO essential diagnostic list with the help of the lab working group leader
- Act as budget owner for the 3 QA teams
- Approve the recruitment of staff and consultancies, training requests, and other expenses
- Participate to the SPINCO steering committee representing the DirMed.

1.b International Guidelines Publication (IGP)

- Manage the IGP team leader
- Support the IGP team to improve intersection guidelines publications (both for the internal and the external guidelines)
- Support the IGP team leader and the IGP team in internal and external discussions
- Brings the necessary topics to the DirMed platform and meetings
- Ensure the validation of processes and priorities by the DirMed
- Ensure the validation of each intersection guidelines by the DirMed
- Act as budget owner for the IGP
- Approve the recruitment of staff and consultancies, training requests, and other expenses

1.c Ethics Review Board (ERB)

- Manage the ERB officer
- Ensure the links between the ERB chair and the DirMed
- Bring the necessary topics to the DirMed platform and meetings
- Approve the recruitment of staff and consultancies, training requests, and other expenses

2. Work in close collaboration with the IMC

- Act as a sparring partner for the IMC and the IMS
- Fill in for coordinating and chairing of the DirMed platform in the absence of the IMC
- Assist the IMC in ensuring good collaboration between the WGs as necessary and between the WGs and the IGP and QA teams
- Act as a medical director in designated working groups in agreement with DirMed
- Participate to the review of documents (policies, protocols, etc.) produced by the WG as the other (deputy) medical directors
- Support the IMC in promoting MSF positions to external actors according to international agreed upon priorities, policies and guidelines
- Represent MSF in external meetings according to responsibility and expertise or upon request
- Participate in any other international or intersectional meetings of the MSF movement as relevant according to responsibility and expertise or upon request
- Act as the back-up for the IMC according to needs and requests

VI. PROFILE REQUIREMENTS

Education and experience

- Medical Doctor degree with an additional master's degree
- Significant MSF field experience, ideally with more than one Operational Centre + HQ experience an asset
- Solid experience in field medical–humanitarian projects and understanding of wider humanitarian context
- Knowledge of public health
- Computer knowledge and skills (word, excel)
- 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
- A demonstrated commitment to the Charter of MSF
- A 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
- Strong leadership and management skills
- People management and conflict resolution
- Diplomacy and self-control
- Strong negotiation and networking skills

Other

- Willingness and ability to travel extensively for meetings and for visits to field projects
- Commitment of minimum 3 years is required. Maximum 6 years mandate.