|  |  |  |
| --- | --- | --- |
| **Title:** | MISSION SPECIALIZED ACTIVITY MANAGER | |
| **Generic Function:** |  | |
| **Code:** | MM06100 | |
| **Level:** | 11 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Medical Coordinator |
| **Reports to (Functional):** | Medical Coordinator |
| **Job Family:** | Medical and Paramedical |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Ensuring the proper functioning and coordination of a (para) medical activity in the Mission (Mental health, Patient Support, Health Promotion, etc.) and providing support to the Project Activity Managers, according to **MSF**’s protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities and to improve the health condition of the population |

|  |
| --- |
| **Accountabilities** |
|  |
| * Coordinating, monitoring and evaluating the proper functioning of a medical or paramedical activity at mission level according to **MSF** protocols, standards and procedures, ensuring the implementation of the activity (education and counseling sessions, defaulter tracing, strengthening of support groups, linking with social actors, community awareness activities, etc.) * Participating in the definition of strategies, protocols and activities of the mission and the projects for his/her activity by assessing mission needs according to the changing medical needs and context (including definition of log frame and budget) and developing tools (e.g. training materials, counseling and education protocols, flyers, flipcharts, games) * Monitoring and evaluating the activity at mission level by defining indicators, following up tools and designing contingency plans in collaboration with the Project Activity Managers (if required) * Functionally supervising the Project Activity Managers concerned and providing technical support through regular project visits. Ensuring consistency and promotes cross-learning among the projects * Participating in close collaboration with the HR Department and with Project Activity Managers, in the associated HR processes for staff involved in his/her activity (recruitment, training/induction, evaluation, detection of potential, development and internal communication) in order to ensure having the appropriate team in terms of size, capabilities and skills * Supporting the HoM and Medco in representing **MSF** before the Ministry of Health and other (inter)national partners for any issue concerning the area of responsibility such as national roll-out of area strategies and lobbying for adequate human resources * Compiling and analysing the data coming from the projects in order to contribute to the mission’s reporting. Documenting lessons learned on activities and operational research in this field |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Related University degree (e.g. psychology/ counseling/ social sciences/ communication/ health promotion/ educational sciences) |
| **Experience** | Essential, working experience of at least two years in related jobs and of at least one year with MSF as an activity manager |
| **Languages** | Essential mission language, local language desirable |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | * People Management and Development **L2** * Commitment to MSF principles **L2** * Behavioural Flexibility **L3** * Results and Quality Orientation **L3** * Teamwork and Cooperation **L3** |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**