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| **Title:** | X-RAY SUPERVISOR | |
| **Generic Function:** |  | |
| **Code:** | MS02006 | |
| **Level:** | 7 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Project Medical Referent / Medical Activity Manager / Nursing Activity Manager |
| **Reports to (Functional):** | Project Medical Referent / Medical Activity Manager / Nursing Activity Manager |
| **Job Family:** | Medical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Define, implement, monitor and manage all aspects of X-ray department activities ensuring the proper implementation of protocols, quality of the work and management and mentoring of staff in the department. |

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| **Accountabilities** |
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| * Ensures all MSF standard policies and procedures are cleaning and user maintenance tasks are performed accord-ing to the protocols. * Ensure all staff operating X-ray equipment are appropriately qualified and trained. * Manage and monitor staff professional training and development including orientation, continuing education and competency verification. * In collaboration with HR, interview, hire, evaluate the performance of and, when necessary, discipline of employees as required. * Ensures that standards of practice, technical quality, technique charts or protocols, patient and PACS documentation are correct * Establishes designs and oversee quality measurement activities, departmental policies, technician procedures and operational records for both patient related and technical quality control relating to the X-ray department. * Compiles, prepares and reports data, including from the above quality assurance programs * Coordinates with other medical staff, administrative or logistical staff to coordinate to facilitate communication flow and procedures between technical, clerical, support staff, students and other departments in the health structure. * Liaises with other staff members, and/or external service company to ensure; appropriate stock management in-cluding spare parts and consumables, routine or corrective maintenance requirements are completed. |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Essential: Radiographer / X-ray technician diploma / degree |
| **Experience** | * At least 3 years experience as a X-ray technician / Radiographer.   Desirable:  Previous working experience with MSF or other NGO and experience in developing countries.  Experience in supervison or management of an X-ray department  Assessment/evaluation and coaching skills |
| **Languages** | English and Mission Language, essential |
| **Knowledge** | * Strong technical knowledge in Radiography   Essential computer literacy (word, excel and internet) and ideally PACS * Good inter-personal and communication skills |
| **Competencies** | * Results and Quality Orientation **L2** * Teamwork and Cooperation **L2** * Behavioural Flexibility **L2** * Commitment to MSF Principles **L2** * Stress Management **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.

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| **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.**