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| **Title:** | EPIDEMIOLOGIST | |
| **Generic Function:** |  | |
| **Code:** | MS01802 | |
| **Level:** | 8 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Medical Coordinator (if Mission scope)/ Project Coordinator |
| **Reports to (Functional):** | Medical Coordinator / Activity Manager / Medical Project Referent |
| **Job Family:** | Medical and Paramedical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Assessing, implementing and maintaining the epidemiological surveillance systems/monitoring (if needed) according to **MSF** protocols, standards and procedures in order to contribute to appropriate evidence-based decision making using well managed health data in outbreak and emergency **MSF** programmes |

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| **Accountabilities** |
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| * Carrying out key epidemiological activities in outbreak investigation (description including time, place, people with emphasis on mapping when it is needed) and advising on the operational response * Implementing and maintaining a surveillance system to monitor epidemiological trends of relevant outbreak-prone diseases. Guiding activities of medical staff for surveillance and/or active case finding, including ensuring understanding of the need for consistent case definitions and data recording (briefing of all new staff) * Monitoring and Implementing initial Assessment (for emergency situation), rapid health assessments and (baseline or follow-up) surveys. Where standard protocols are not available or appropriate, developing a protocol seeking extensive feedback and pilot testing of tools to ensure the objectives will be met robustly with support of HQ epidemiologist * Preparing and adapting routine documentation (survey forms, training materials, letters of request/notification, locally appropriate consent forms etc.) with support of HQ epidemiologist. Preparing an appropriate sampling frame and sample selection guidelines with support of HQ epidemiologist * Planning and supervising the associated HR processes of the staff under his/her responsibility (recruitment, training/induction, evaluation, potential detection, development and communication) and ensuring that staff exhibits required skills after training and pilot test * Managing data systems and ensuring accurate, high quality databases; analyzing results and preparing regular written reports on progress and findings for medical coordinator/HQ and when appropriate to external collaborators/networks (MoH, other NGOs, etc.) * Providing training sessions to medical teams on relevant aspects of epidemiology to enhance team response capacity |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Medical doctor (preferable), nurse or biomedical background with a degree in epidemiology (not in public health |
| **Experience** | * At least few years of tropical medicine experience (having assumed coordination position is a plus) * Experience in field epidemiology |
| **Languages** | Mission language essential |
| **Knowledge** | Use of epidemiology related analytical software (excel, Epi-info, STATA or SPSS) |
| **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.**