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| **Title:** | NURSING TEAM SUPERVISOR | |
| **Generic Function:** |  | |
| **Code:** | MS01902 | |
| **Level:** | 8 | **(E)** |

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

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| **Main Purpose** |
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| Plan, organize, and evaluate the activities concerning nursing and the team associated, according to **MSF** values, policies and protocols and universal health standards, in order to warrant the quality and continuity of the health care and the development of the plan of action. |

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| **Accountabilities** |
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| * Carry out the functions and tasks associated to nursing i.e. perform as a nurse or anesthetist, whenever required or needed, in order to optimize the resources, contributing with his/her knowledge and experience. * Implement all the protocols and hygiene procedures, and supervise his/her team follow the same standards, in order to warrant the quality of the care and service in his/her speciality. * Organize and coordinate the activities of his/her team (week’s schedule, annual leave, absences, etc.), evaluate their performance and define and ensure the needs for training of staff, in order to ensure the coverage of the human resources needs and maintain high standards of quality. * Carry out and/or supervise the ( decentralized) pharmacy and medical equipment management (drugs orders, follow-up of the stock, storage conditions, inventories, follow-up of expired drugs and their destruction, drugs consumption, etc.)in his or her department, in order to satisfy the needs of material with efficiency and effectiveness. * Ensuring that all staff using medical devices are qualified and trained. Ensuring that cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service. * Carry-out and/or coordinate administrative (exit-paper, transfer-paper, etc.), information and data collection (patient files, forms, statistics, etc.) tasks, and elaborate regular reporting, in order to have updated and reliable information about the day-to-day activity in the project, output/ outcome and support decision-taking. * Give feedback/ reports to medical focal point. |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Speciality (nurse or anesthetist) diploma essential. |
| **Experience** | Essential 2 years of previous experience. Having worked in **MSF** or other NGO’s and in developing countries is desirable. |
| **Languages** | Mission and local language essential. |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | * Results * Teamwork * Flexibility * Commitment * Stress management |

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.**