
MM01111

ANTHROPOLOGY ACTIVITY MANAGER

Level 10

Reports to (Hierarchical)

Project Coordinator

Job Family

Medical

Main Purpose

- The main purpose of the Anthropology Activity Manager (AAM) is to define, coordinate and monitor all the anthropology/ social science activities in the project/mission, ensuring quality, ethical, participative and reflexive anthropological approaches to analyze and advise on social dynamics related to health and health seeking, both to influence more effective MSF programming and critique intervention from the population perspective.
 - The AAM will contribute to strategies that better align MSF programs with the social realities and medico-humanitarian needs of the local population
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Accountabilities

- Define and update the anthropology approach and related activities, in close collaboration with other multidisciplinary team members, linked to annual project planning as well as its associated budget and in line with existing concept note/protocol/terms of reference (if applicable) (including objectives, methods, analysis, sharing and co-production of findings etc.)
- Oversee a socio-anthropological analysis and understanding of community dynamics (including key people) and perceptions of health and illness in order to critique and influence operational decision making and to improve medical activities throughout the project cycle (assessment, design, implementation, monitoring and adjustment).
- Train anthropology /social science team to use methodologies to test assumptions on beliefs, perceptions, explanatory models and health seeking behaviour pathways and how they relate to MSF operational objectives.
- Supervise staff on the implementation of anthropological/social science research activity, in line with best practice standards and research protocols.
- Coordinate the participation of community groups and authorities
- Oversee implementation and dissemination of results with the project team and publicly using accessible and appropriate tools
- Liaise with other relevant actors (national and International NGO's, authorities) also involved in related activities, analysing interventions and building cooperative relationships and advocacy, in order to enhance the influence of anthropological/social science knowledge and related actions.
- Ensure secure and confidential data management and filing procedures in line with MSF policy, and ensure anthropological/social science software tools are properly used in order to ensure full data traceability and availability.
- Plan and supervise HR associated processes (recruitment, training, evaluation, development and internal communication) of the anthropology/social science team, in close coordination with the HR department, the administration manager and project coordinator and according to MSF vision, values and procedures.

- Ensure regular coordination with the MSF multidisciplinary team, to guarantee that analysis is a routine part of medical activities that contributes to project medical objectives.
 - Participate in the monthly reports according to guidelines (SitReps, statistical reports, etc.).
 - Develop and follow budget for activities related to anthropology/social science activities.
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Education

Research degree in Medical Anthropology, Social Anthropology or a related social science discipline, or equivalent training and professional experience.

Experience

- Essential training in ethnography, applied social science and field research methods, with skills to carry out investigation of medico-social practices and needs of populations in situations of crisis.
 - Essential working experience of at least two years in an applied anthropology/social science related role
 - Essential working experience with MSF or other similar NGOs
 - Proven track-record of applying medico-social analysis to improve programming and practice, including drafting of reports and communicating research findings
 - Experience and operational understanding of MSF or other emergency medical humanitarian organization
 - Experience supervising social science staff and coordinating with multi-disciplinary teams
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