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| **Title:** | DEPUTY PROJECT MEDICAL REFERENT | |
| **Generic Function:** |  | |
| **Code:** | MM11400 | |
| **Level:** | 11 | **(E)** |

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

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| **Main Purpose** |
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| Supporting the Project Medical Referent through delegated tasks and responsibilities including defining, planning, and monitoring of medical activities and in the coordination of resources required to en-sure quality of care provided by MSF. |

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| **Accountabilities** |
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| * Support the PMR in the overall functioning of the medical programs in the project through delegated tasks and fully assuming the PMR   responsibilities and accountabilities in case of absence. * Monitor and evaluate medical programs and regularly suggest improvements if needed. * Visit the project sites regularly in consultation with PMR to support health teams and to ensure compliance with MSF protocols and guidelines. * Participate in exploratory missions and situation assessments to identify healthcare needs when required. * Assist the PMR in the annual planning process, budget review, project proposal and reports to donors. * Responsible for ensuring that the HR requirements (recruitment, training, evaluation, leave management, etc.) are met for the medical team in the project. * Representation of MSF with MoH and other health partners as delegated by the PMR/MTL. * Assist in the collection, analysis and reporting of health data in the projects. * Assist PMR in pharmacy management and in the international medical order management. * Substitute doctors, nurses and paramedical staff if necessary. * Assist the PMR in the correct implementation of staff health policies at project level. * Perform any other relevant tasks assigned by his/her supervisors as necessary. |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | * Medical doctor or nursing or paramedical degree. Desirable specialization or training in Tropical Medicine or related studies. |
| **Experience** | * Minimum 2 years of work experience related to the degree/diploma. * Diverse and strong health knowledge including at least 1 year working in humanitarian settings with MSF (or another humanitarian organization) in the field. |
| **Languages** | * Essential mission language, an additional language or 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.

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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.**