



Médicos del Mundo

Position needed:

HEALTH COORDINATOR

CATCHMENT AREA

Sierra Leone

JOB SUMMARY

Is responsible for all the medical aspects of MDM operational response in Sierra Leone

Guarantees the appropriate implementation and management of medical aspects of MDM projects in the mission/country ensuring the achievement of the objectives set.

RESPONSIBILITIES

- Guarantees that ongoing projects are implemented in line with organisation's medical policies and principles.
- Is responsible for all medical issues of the whole mission.
- Represents MDM in meetings with authorities and other NGOs for medical related issues.
- Is responsible and supervise all medical team in capital (recruitment, training, follow up, evaluations)
- Is the technical reference person for all project medical staff
- Monitors the psychological status of all mission staff and suggest solutions to help improve mental health related issues of staff.
- Project management
- Participates in the definition and update of annual project planning and budgets.
- Is responsible for preparation of all medical orders in collaboration with logistics department ensuring that they are done according to guidelines and on time, and ensuring that all procurement policies adhered to.
- Is responsible for the proper management of the pharmacy management both in projects and in capital.
- Is Responsible for submission of all local medical purchase requests to HQ.
- Provides support to field medical staff in project management processes related to medical issues.
- Supervises and assesses progress regarding projects and the medical work at capital level while visiting regularly the field proposing to Country director reorientation strategies, if necessary.
- Participates, together with MCT, in the definition of human and material medical resources needs to ensure the correct implementation of activities.
- Keeps medical documents in database updated.
- Responsible for mission Health Care Policy for N/S, Int'l Staff, and Medical Repatriation policy for mission.
- Ensures that security related to medical issues (Bio-security, universal precautions, and health and safety in the workplace) is guaranteed to the highest level possible by implementing all MSF policies (i.e. use of condoms, needle accidents, etc.)
- Ensures the proper management of the staff under his/ her supervision
- Defines and update job profiles and descriptions of all medical related staff and submits them on time.
- Participates in selection and follow up of all medical related staff.
- Contributes to the proper induction of all new staff, ensuring that medical briefings are done.
- Identifies people showing potential within the staff he/she manages directly



EXPERIENCE

At least two years' experience in sanitary coordination of international or emergency cooperation projects are required.
Previous experience in similar emergency work, especially in Africa shall be valued.

SKILLS

Great organizational skills. Adaptability to rural areas. Stress management.
Leadership and staff management skills.
Teamwork.
Accuracy and work autonomy.
Sharing Médicos del Mundo's values, mission and lines of work.

SALARY

Medicos del Mundo's Salary charts

**Applicants should send their CV to:
Please include the REFERENCE:**

WEB (PRERERRED)
Send CV through the website:
www.medicosdelmundo.org

Address
Médicos del Mundo
ATT: Desarrollo de Personas
c/ Conde de Vilchez, 15
28028 Madrid (Spain)

REFERENCE
HEALTH COORDINATOR

Every application unanswered within 15 days after deadline must be considered as desestimated.

Please note:

Those with a valid profile will not be rejected for being disabled or part of a social excluded or marginal collective.