



**MEDECINS SANS FRONTIERES is a non-governmental organization for humanitarian aid. Today we work in more than 60 countries where our volunteers bring their aid to populations in distress, to victims of aggression and war, regardless of religion, beliefs or politics. MSF Operational Centre of Brussels is looking for a:**

## **MEDICAL ACTIVITY MANAGER**

### ***Operational Context***

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy.

Currently MSF Italy Mission implements different projects:

- In Rome, a rehabilitation center for victims of torture (SoT);
- In Catania, MSF is opening a post-acute care center for migrants;
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- In Italy, psychological first aid (PFA) for traumatic boat landings;

### ***Rome Urban Settlement***

Rome is now hosting several thousand of migrants leaving in informal settings, in regular or irregular legal status. The Italian NHS is public and offer universal care to all the people present in the national territory, despite their legal status. However consistent data and the long MSF experience on this field showed that there are several barriers to a proper medical assistance, due to organizative issues and lack of informations to the beneficiaries. In particular, chronic illness and infectious disease are often neglected and these can lead to an increase morbidity in the migrant population.

MSF Missione Italia is establishing a project to assist the migrants leaving in the informal settlements in Rome. The main purpose for this intervention are medical screening and general treatment of the main diseases, psychological assessment for vulnerable people and eventual psychological brief support and counselling and link of the patients to the necessary NHS services. This should be reached through direct implementation on the informal sites using a mobile clinic and by collaboration with local ASL for the implementation of a STP clinic close to the informal settlements.

### ***Purpose of the post***

Defining, coordinating and monitoring the medical activities under his/her responsibility according to MSF protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health condition of the target population.

### ***Main objectives***

- Coordinating, assessing and supervising the proper functioning of the medical activities (HIV, TB STIs, SGBV, etc.), according to MSF protocols, standards and procedures and through the correct compilation and analysis of medical data regarding patients' health conditions.
- Participating in the definition of annual planning and budget for the project and in the follow up of the programs / project. Supervising and ensuring that medical activities objectives under his/her responsibility are achieved, reporting to the technical referent any problem arising in the service

- Checking all administrative procedures related to patients' follow-up (individual card filling, registers, paper exit, discharge, transfers ...) are carried out correctly and according to MSF procedures.
- Ensuring an efficient pharmacy management and monitoring the rational use of them. In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating future needs. Preparing the medical orders needed to implement the medical activities under his/her responsibility, and identifying and reporting to the line manager, non-medical support needs (material, infrastructure, transport, etc.)
- Coordinating and monitoring the daily working plan of the team under his/her responsibility (absent personnel, vacations, tracking leaves ...). Participating in shifts and replaces a doctor, if necessary
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff under his/her responsibility in order to improve staff capabilities and to ensure both the sizing and the amount of knowledge required
- Participating in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.)

### ***Context Specific Accountabilities***

- Contribute to the analysis of the political, humanitarian, economic and social context in project area in order ensure that MSF's charter, policies and image are respected with regards to national employees, populations, authorities and partners.
- Contributes to the planning, supervision, monitoring and follow-up, , of all aspects of the medical activities under his/her responsibility, according to the project plan, MSF operational policy and main strategic lines.
- Participate in the security management in the project.
- Upon request of the PC, represents MSF within the project limits (local authorities, media, governmental and non-governmental bodies, etc.) and negotiates collaboration agreements. Legal representation is not delegable unless legally backed up (powers of attorney, etc.)
- Ensure the, organization and implementation of medical activities, ensure quality triage activities in order to prioritize the provision of medical care to the most severe cases.
- Support the MD in the clinical examination + within his/her competences.
- He/she ensures the Pharmacy management , including monitoring of the drugs and medical items consumption, preparation of medical orders to ASL and order request for MSF local supply in order to avoid stock shortage
- He ensure the adequate supply of non-medical material (stationery, patients dossiers, consumables etc) necessary for the proper implementation of clinical activities
- Support the MD and the psychologist for the link and relations with the Local Hospitals and for the follow-up of the referred patients to the different second level health services.
- In collaboration with the MD and the psychologist , is responsible for the data collection, analysis and reporting to the FC in order to ensure a proper monitoring of the program.
- In collaboration with the MD and the psychologist he/she is the responsible for the drafting of the R.U.S component of the monthly report of activities (sitrep) and the quarterly report from Rome project
- S/He has a direct line of communication with the Field Coordinator of Rome Project and keeps an open communication with the VoT PMR in order to avoid overlapping of interventions, especially towards external stakeholder and local health authorities
- In coordination with the Field Coordinator and in close communication with the VoT PMR, S/He feeds the networking with Roma local health authorities

### ***Requirements:***

#### **Education**

Nursing degree with registration at nursing counsel

### **Experience**

- Essential 2 year working experience related to the diploma/degree
- Essential: Previous experience in MSF in the field
- previous experience working with informal settlements or undocumented migrants in Italy highly desirable

### **Competencies**

- Strategic Vision
- Leadership
- People Management and Development
- Service Orientation
- Teamwork and Cooperation
- Organization and capacity of prioritization

### **Knowledge**

Essential computer literacy (word, excel and internet)

### **Languages**

Italian and English essential

### ***Conditions***

- 8 months fixed-term contract
- Salary according to MSF-OCB Field salary scale.
- Closing date: **20<sup>th</sup> May**
- Expected starting date: **ASAP**
- Place of work: Rome Urban Settlement
- Project: Rome

### ***How to apply?***

Application (CV and cover letter in english) to be sent to

[msfocb-rome-office@brussels.msf.org](mailto:msfocb-rome-office@brussels.msf.org)

**Please note that only short-listed candidates will be contacted.**