

Job Vacancy Announcement
(Internally and externally)

NURSING ACTIVITY MANAGER

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

Job Family	Medical & Paramedical
Place of Work	Deir ez Zor - Syria
Level	10
Type of Contract	Service Agreement Renewable

Objectives of the position:

Defining, coordinating and monitoring all care and nursing related activities in the project and ensuring the daily management of the human resources, according to **MSF** nursing protocols, standards and procedures, in order to warrant efficiency, quality and continuity of prescribed care.

Accountabilities

- Planning and organizing all nursing related activities (IPD, OPD, maternity, nutrition, etc.) and participating in the definition of annual planning and update of its associated budget in order to efficiently maintain the continuity of the standard quality healthcare. When needed, being responsible for scheduling duty rosters, shifts and on call of nur-sing staff.
- Coordinating and supervising the implementation of the legal therapeutic protocols, procedures and standards, depending on project objectives (PPTCT, PEP, VCT, IEC, SGBV, MH services, etc.) and providing technical sup-port when needed, to ensure the quality of the nursing care, confidentiality and information traceability, patient sur-veillance, and the application of the therapeutic and sterilization rules by the health care personnel.
- Supervising the nutritional activities in order to ensure that therapeutic food is provided regularly and that it complies with quality and quantity standards
- Ensuring all administrative procedures and documents (individual patient's card and registration book, discharge paper, transfer paper, etc.) and existing data management tools are used correctly
- According to MSF protocols and in collaboration with the Pharmacist and Medco, supervising the distribution (ac-cording to medical prescriptions) and pharmacy activity, preparing new orders when required, supervising expira-tion terms and consumption patterns, in order to ensure that pharmacy stock levels are permanently updated and above minimum safety point.
- In coordination with the project biomedical service supervising the appropriate use of medical devices and antici-pating and communicating future needs.
- In close coordination with the Logistics Manager, supervising laboratory outputs related to nursing activities (blood test) to ensure samples are collected correctly and results are provided on time.
- In close coordination with the HR department, planning and supervising the associated processes (recruit-ment, training, evaluation, development and communication) of the nursing staff of the project in order to im-prove staff capabilities and ensure both the sizing and the amount of knowledge required. Training nursing staff on PTE.
- Reporting to the line manager on any relevant information linked to nursing activities and participating in mon-thly reports

***We are an equal opportunity employer; we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

Specific objectives:

- Conduct comprehensive assessments of PHCCs in Deir Ezzor governorate using the agreed assessment tool.
- Support the identification of PHCCs (one or two) suitable for targeted intervention.
- Develop a plan for the implementation of activities based on assessment findings.
- Implement activities in collaboration with the DoH to strengthen service delivery.
- Review and/or design the structure of interactions between the different services of the PHCCs.
- Monitor and evaluate the quality of nursing services and clinical care provided.
- Conduct training needs assessments to identify learning needs and critical gaps, and provide trainings and on-job coaching.
- Provide technical input and support regarding attention and working processes, including documentation adherence, guideline and protocol selection and implementation.
- Ensure adherence to IPC protocols across the PHCCs.
- Participate in co-facilitated regular meetings to track progress, quality of care (QoC) and identify areas of improvement (case reviews, mortality and morbidity reviews, IPC committee meetings, etc.)
- Ensure smooth supply management, including adherence to ordering schedules.
- Work closely with logistics regarding storage, transport, safety/security, cold chain, and liaise on distribution of supplies to PHCCs.
- Support the multidisciplinary team where needed, including the health promotion team (HPS and CHW) – supporting with community engagement.
- In collaboration with the surveillance team and existing systems, contribute to monitoring outbreaks and humanitarian situations.
- Empower communities to identify potential outbreaks.
- Contribute to emergency preparedness.
- Participate in the collection and analysis of project epidemiological data, checking its validity and informing the line manager about any problem or complication of the patients illness, medical error, etc
- Participate in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.).
- Support supervisors through mentoring and coaching to support their professional development.
- Participate in exploratory missions and assessments where required.
- If required, map population movements to adapt health services according to needs.
- Liaise with other relevant actors (national and international).
- Enhance MSF's acceptance and use of PHCC services and create common ground understanding with key stakeholders.
- Any additional support for the medical team as requested by the MTL.

Representation

- Proper representation toward different community members, clans, local authorities, and other organisations (together with MTL, PC, and other team members).
- Quickly explain MSF's objectives, guiding principles, and policies, especially regarding neutrality, impartiality, independence, when necessary, in tense situations.
- Be transparent and consciously aware of providing feedback on the outcomes and findings of assessments to DoH/relevant actors, when medical data are compiled (together with MTL, PC, other team members).
- Follow changes in the political arena closely and provide feedback on possible changes and/or threats to the team.

Requirements

Education	<ul style="list-style-type: none">• Essential: Nursing diploma for general or specialized health services• Bachelor in science of Nursing Desirable).
------------------	--

***We are an equal opportunity employer; we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

Experience	<ul style="list-style-type: none">• Two years minimum in a similar role experience with MSF or other NGOs, desirable.
Language	<ul style="list-style-type: none">• Essential English, Arabic Desirable.
Knowledge	<ul style="list-style-type: none">• Essential: Good computer skills (word, excel).

Candidates from Deir ez Zor are preferred. Female candidates are highly encouraged to apply.

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/nCeKWnNhpd>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 07/04/2026

Deadline of Application: **20/04/2026 4:00pm**

Published on 07/04/2026

- Applicants must attach their application letters, CVs and copy of relevant professional certificates/Diplomas.
- CV and Application letter must be in English.
- If any of the required documents are missing, the application will not be considered.
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

***We are an equal opportunity employer; we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***