

MSF-FRANCE

INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support its Coordination Medical department and operations in Syria, MSF France is seeking a:

Midwife Supervisor	
Type of contract:	Service Agreement
Duration:	Long term position (1 year) , through 3 months Service Agreement (renewable)
Place of Work:	Based in Idlib governorate (part time in Atmeh Burn Unit, part time in Abu Dohour PHCC)
Need:	Full Time position
Start Date:	ASAP
ENGLISH IS MANDATORY FOR THIS POSITION	

MAIN PURPOSE

Supervising the clinical activities and guaranteeing the quality of midwifery care in the department, according to **MSF** protocols, values and universal hygiene standards in order to provide a high quality Mother and Child Health (MCH) care to the population.

ACCOUNTABILITIES

- Supervising, supporting and evaluating the team under his/her responsibility particularly midwives, midwife assistants and other related staff in her team such as cleaners. Planning and organizing their work (areas, days, absence, visits, holidays, etc) and coaching them in their work with special focus in following all appropriate protocols and procedures
- Ensuring teamwork and a professional relationship between maternity and other departments.
- Supervising the clinical activities in all the maternity departments and activities such as ante-natal consultations, delivery and after delivery follow up, post-natal consultations, family planning consultations, new-born vaccinations and liaising with the Medical Doctor about the patients who need special care times, visiting hours, etc.
- Ensuring that the staff on duty knows, implements and follows at all times the universal hygiene standards/ precautions, bio-hazard prevention and infection control in the medical premises ensuring high standards of hygiene in the working environment

- Ensuring that all staff using medical devices are qualified and trained, cleaning and minor maintenance tasks are performed according to the protocols, reporting any malfunction to the project biomedical service.
- Being responsible for the department-related pharmacy activities (stock and consumption monitoring) as well as maintenance of the medical equipment
- Being responsible for ensuring that all the administrative procedures, patients' data and documents are filled in correctly and registered for compiling monthly reports reflecting the activity in the department.
- In certain contexts, being responsible for ensuring that the maternity staff is able to identify, receive and provide care to the victims of the SGBV in collaboration with the Obs Gyne MD and following the protocols

SPECIFIC ACCOUNTABILITIES

- Supervise the correct application of implemented MSF guidelines, protocols and SOP (Hygiene and infection prevention and control, nursing care, essential care in obstetric and neonatal care, transfusion, etc.) related to activity.
- Ensure that all care provided to the patient is completely documented and charted as necessary and transmitted between colleagues and the time of duty transitions between midwives.
- Ensure that all MSF resources provided for the care of the patients (pharmacy supplies, equipment and other materials) are rationally used for intended purposes and well accounted for when necessary.
- Ensure that AT ALL TIMES, patient confidentiality is upheld with maximum care during and after MSF care is rendered.
- Be available to undergo capacity building processes (Receive training) provided by Midwife Activity Manager including all other resources recommended by MSF and cascade to staff within her activity where required.
- Exercise high level of proactiveness, competence and autonomy in carrying out daily tasks while promptly escalating challenging matters as soon as possible to activity manager.
- Supervise and shadow new staff and aid their rapid assimilation and integration onto the project's objectives and priorities as the case may be; and provide activity manager with regular feedback regarding the progress achieved as well as challenges.
- Plan monthly roster schedules, leave planning, ensuring that shifts are well staffed, and absences anticipated and covered to ensure continuity of care and patients safety.
- Participate in weekly team meetings and contribute to monthly report and other activity evaluation reports as needed.
- Facilitate and supervise correct data are collected from all various registers and data sets in the SRH units under her responsibility and promptly report to line manager (MWAM)
- Ensure that the midwife training needs are well assessed, communicated to activity manager.
- Alongside the midwife activity manager:
 - Conduct refresher trainings as needed (Exploring Values and Attitudes, Helping Babies Breathe, etc.).
 - Implement strong patient Centered Approach to care management of patients under MSF care.
 - Participate in sensitization activities, Focused Group Discussion and other engaging activities for communities.
- Alongside the Infection Protection Control focal point request for trainings, conduct trainings and implement new recommendations and as well as evaluations when necessary.
- Ensure that instruments are regularly sent for sterilization and retrieved.

- Ensure that Pharma orders are placed as often as required.
- Provide good stock management by applying First in, First out rule and maintain regular communication with manager on ruptures, expired items in order to request for pharma team support.
- Carry out inventory of pharmacy supplies as often as recommended by pharma team inline with the mission's pharma management plans and priorities.
- Liaise with BioMed supervisor to ensure that team is adequately trained on end-user care of equipment.
- Provide support to partnership project whenever needed.
- Provide support in terms of SRH +SGBV care to Atemh . and be specific interlocutor for questions, issues and requests related to women's health activities.
- Ensure necessary pharmacy supplies (as per protocols), equipment and medical files
- Participate in medical team meetings and prepare weekly/monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.). Participate with the MW Supervisor in these meetings to permit continuity of work.
- Follow up on SGBV refreshment training and Eva workshop
- Follow the implementation and work with the women's health advisor and SV advisor. Monitoring and evaluation of these activities.

REQUIREMENTS

Education	Midwife with a recognized qualification validated by the Ministry of Health
Experience	Two years' experience as a midwife. Management experience. Experience in SGBV case management is an asset.
Languages	Good level of English (B1 minimum) , Arabic
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	Results and Quality Orientation Teamwork and Cooperation Behavioural Flexibility Commitment to MSF Principles Stress Management

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/tK82DntHB3KcWrBN6>

Applications submitted in Arabic will not be selected.

CLOSING DATE DECEMBER 8TH 2025 - 5:00 P.M



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**



CANDIDATES WITH FIRST- OR SECOND-DEGREE FAMILY TIES WITH CURRENT EMPLOYEES MUST NOT APPLY.