

Job Announcement (Internally and Externally)

MEDICAL COORDINATOR SUPPORT

Based in Damascus

MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.

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.

MSF SPAIN is advertising for the following position: **MEDCO SUPPORT – Full Time.**

Requirements for the position	
Education:	• Medical degree or equivalent in a related health domaine
Experience:	• Training or experience in tropical medicine and/or public health • Experience working in a developing country • Emergency experience • Minimum 5 years of experience
Languages:	• Excellent in English and Arabic. • Knowledge of the local language/s is desirable.
Others:	• Essential computer literacy (word, excel and internet).
Main responsibilities	
Place of work:	• Damascus
Level:	• 9
Contract of Employment	• Service Agreement for 1 month, renewable.
Main objectives	• To assist the Medical Coordinator in the implementation of all medical content, activities and resources; to take charge of certain tasks delegated by the coordinator and to provide assistance during specific activities, in order to facilitate the purely medical management of the project and the mission.
Main responsibilities and tasks	Accountabilities • Monitor, supervise, and evaluate the implementation of medical activities within the project, visit projects according to a pre-established schedule, and participate in defining human, material, and technical resource needs. Assist in the implementation of MSF protocols, (para)medical standards, hygiene rules, and universal precautions in the field. • Assist in gathering information on national health policy (meetings, reports, articles, etc.), and collect and participate in the analysis of epidemiological data (meetings, reports, articles, etc.) from the projects. • Ensure the medical follow-up of patients (treatment, improvement) in collaboration with the medical coordinator of the health facility and oversee all patient-related medical expenses, in collaboration with the supervisors. Organize administrative and medical information (reports, ongoing treatments), patient discharge, and return home. • Support and supervise project teams and participate in the management of the medical team in the capital (recruitment, training, monitoring their work, vacation planning, evaluations, etc.). Participate in briefings and debriefings of medical team members (paramedics) and promote communication and active participation in project development. • Implement the employee health policy and participate in the evaluation of hospital facilities that can serve as a benchmark for national and international staff. Participate in the medical monitoring of MSF staff and cover all medical expenses related to consultations and hospitalizations in collaboration with the line manager. • Participate in the management of the central pharmacy, advise and guide the logistics team in managing drug stocks. Organize the start-up, inventory, and management of the operational

medical library according to the classification plan.

- Participate in the collection and management of project data, as well as the preparation of monthly, quarterly, and annual reports, and organize the archiving of data and medical reports within the project framework.
- Perform other tasks as requested by Medco (exceptional reinforcement of a field team, participation in evaluations, etc.).

Context Specific Accountabilities

- Follows up of IMS Staff Health: to propose treatment to IMS after a medical check-up or refer the IMS to approved healthcare facilities based on their specialties and reports to the Medical Coordinator (Medco) at the end of each case. individual follows up of IMS, creates a patient file, and shares it with the Medical Coordinator.
- Follow up of LHS Staff Health: to propose the health facility based on the approved healthcare facilities nearby the staff or dependent location and approved medical or surgical procedures. to prepares the advance third-party treatment plan for each sick staff member for validation by the Medical Coordinator before remboursement. Create an Excel sheet that includes the management of all staff and their dependents for workday tracking. Annual cap: \$5,200 per employee (including dependents)
- Follow up of hospitalized staff or their dependents to ensure proper care and, if possible, discuss the progression of the illness with the doctors in charge.
- Participate to the evaluation and identification of health facilities to be validated (hospital, clinic, pharmacy, laboratory, etc.) which can serve as a reference for LHS or IMS.
- Provide technical support to the project's medical team regarding compliance with protocols and admission criteria, and plan staff training according to the needs;
- Analyze the draft of the regular project order, provide initial feedback before final Medco validation.
- Analyze medical loans from other OCs and DoH health facility before final Medco approval.
- Represent MSF Spain at the national level and governorate of Homs, Daraa and Raqqa. Participate to the health and nutrition cluster meetings in Damascus. if needed to the sub cluster in the governorate concerned.
- Prepare a minute of each meeting he/she attended and share it with the medical coordinator.
- Mission HMIS Focal Point:
 - Verify mission HMIS data, cross-check inconsistencies with each project's data supervisor, and correct HMIS data as needed.
 - Relay project concerns HMIS to Elixir and vice versa.
 - Submit hierarchical requests for new projects, new health facility, or new programs to Elixir.
 - support the project data supervisor, assess their training needs and propose an action plan for capacity building.
- Prepare medical reports (Punto info, Sitrep, Quarterly activity report...) in collaboration with the mission's epidemiologist and share information regarding epidemiological trends, morbidities, and measures taken. Ensure data quality and analyze epidemiological trends and morbidities, then transmit the findings to the medical coordinator.
- Fill the gap of PMR during their absence and at the request of Medco and produce an activity report for this period.
- Participate to the exploration visits for verification of alerts, produce exploratory reports and then propose to the Medco an emergency response or proposal of health facility support.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and Education certificate through this link:

<https://forms.gle/SuY9cvJFtpo5gubj8>



Only shortlisted candidates will be contacted through their email address.

Closing date: 22 September 2026

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.