

Job Announcement (Internally & Externally)

MEDICAL ACTIVITY MANAGER

at MSF SPAIN

Based in Daraa Governorate

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: **MEDICAL ACTIVITY MANAGER– Full Time in Daraa.**

Requirements for the position	
Education:	- Medical doctor degree - Desirable specialization or training in Tropical Medicine or related studies
Experience:	Essential 2 years working experience as a medical activity manger or previous experience in MSF in the field as a medical doctor.
Languages:	Essential fluent in English and Arabic spoken and written
Knowledge	Essential computer literacy (word, excel and internet)
Others:	
Main responsibilities	
Place of work:	Daraa Governorate
Level:	11
Contract of Employment	Service Agreement (Please see additional information below).
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 efficient pharmacy management and monitoring the rational use of them. In coordination with the project, biomedical services supervise 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.).
Main responsibilities and tasks	• Ensure that activities are running correctly (Maternity, Neonatology, operating Theatre, OPD paediatric and referrals, spaces providing “privacy”, universal precautions, management of biohazards, etc.). • Checks and ensures that all MSF protocols are followed properly. • Assesses and supports the supervisors and assists the weaknesses in their activities; and reinforce skills of supervisors, all nursing-related staff by identifying training needs and asking for/providing training. • Compiles medical data, checks their validity and Analysis of data from supported services in Nawa Hospital (Neonatology, OT, Emergency Room, Sterilization and Pharmacy). • Checks all administrative procedures and documents are used correctly (discharge, transfer....); medical confidentiality and ethics is respected, and patients are sufficiently informed about their illnesses and treatments. • Ensure that medical staff of Daraa’s project is properly managed, according to OCBA HR vision, policies and values and reports any problem or issue to the Project Medical Referent. • Participates in emergency response activities, assessments and/or exploratory missions in or out of the MSF project area of work on the request of PMR. • Contributes to the proper implementation of MSF medical activities, in line with the project’s annual plan, and the organisation’s medical policies and principles. • Supports Daraa’s Project Medical referent on addressing or following up medical issues. • Participates in the management of medical doctor in the supported service including recruitment, training, follow up of their work, planning, evaluations, etc. • Technical support of the project medical staff, having regular contacts with them and following up their work. • Contributes to follow-up of medical needs provided to MSF national staff, according to the MSF Health policies. • Participates, together the Project Medical Referent, in the definition of human and material medical resources needed to ensure the correct implementation of activities in the Project. • Contributes to assure the quality of the medical activities in a supported health facility according to MSF standards. • Reviews of medical protocols in collaboration with PMR and assure the observance of medical protocols by Directorate of Health medical doctors, MSF supervisor, and other staff of the project. • Support the Project medical referent (PMR) on Identification of training needs for medical staff, proposes training courses of medical team and participates in the medical trainings whenever necessary. And identifies the personnel showing potential within the staff under his/her supervision • As the Telemedicine focal point for the project, facilitates access for all doctors to submit cases and shares feedback from specialists to the rest of the team. • Promotes communication and active participation of all staff under his supervision in the development of MSF activities as well as MSF values and philosophy. And promotes confidentiality among medicals staff and warranties in medical cases and records • Support PMR on updating job profiles of medical doctors and participates in selection and follow up of medical related staff.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your ID, CV and valid work permit through this link:

<https://forms.gle/zqkhUY4uKyY36CPG8>

Or scan the QR code:



Only shortlisted candidates will be contacted through their email address or WhatsApp.

Closing date: 12 OCTOBER 2026

Important notes:

- Only short-listed candidates will be contacted, no applications will be accepted after the deadline.
- Incomplete applications (no cv, certificate) and sharing false information will lead to automatic disqualification.
- Female candidates are strongly encouraged to apply.
- MSF never asks for money from candidates at any stage of recruitment process. Besides, no monetary transactions, neither demands of favors in kind, nor other types of favoritism will be tolerated in the recruitment process, and they may be pursued through the judicial system.
- One month Service Agreement is Initially offered through a renewable 1-month service agreement due to administrative registration requirements. This is a temporary arrangement and should not be interpreted as the expected duration of the position.
- At MSF, our work is guided by a set of core values and principles. We invite you to learn more about them here: <https://www.msf.org/who-we-are#principles>