

## MSF-FRANCE

### SERVICE AGREEMENT ANNOUNCEMENT

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](http://www.msf.org)

**To support the medical operations in Syria, MSF France is seeking a:**

## NURSING TEAM SUPERVISOR

Type of contract: **Service Agreement**  
Duration: **3 months, renewable**  
Place of Work: **Aleppo**  
Need: **Up to 45 hours / week**  
Start Date: **ASAP**

### MAIN PURPOSE

Plan, organize, and evaluate the activities concerning nursing and the team associated, according to **MSF** values, policies and protocols and universal health standards, in order to warrant the quality and continuity of the health care and the development of the plan of action.

### MAIN ACCOUNTABILITIES

- Carry out the functions and tasks associated to nursing whenever required or needed, in order to optimize the resources, contributing with his/her knowledge and experience.
- Implement all the protocols and hygiene procedures, and supervise his/her team follow the same standards, in order to warrant the quality of the care and service in his/her speciality.
- Organize and coordinate the activities with collaboration with DOH facility manger of his/her team (week's schedule, annual leave, absences, etc.), evaluate their performance and define and ensure the needs for training of staff, in order to ensure the coverage of the human resources needs and maintain high standards of quality.
- Ensuring that all staff using medical devices are qualified and trained. Ensuring that cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Carry-out and/or coordinate administrative (exit-paper, transfer-paper, etc.), information and data collection (patient files, forms, statistics, etc.) tasks, and elaborate regular reporting, in order to have updated and reliable information about the day-to-day activity in the project, output/ outcome and support decision-taking.  
Give feedback/ reports to medical focal point.

### MSF Section/Context Specific Accountabilities

- **General Activities information:**

The nursing supervisor is responsible for the supervision of the overall quality of nursing activities and programs implemented in collaboration with the DOH teams at the two MSF-supported Primary Health Care Centers (PHCCs) in Al-Safira and Al-Haidariya and any upcoming activities.

**Specific accountabilites to this postion include:**

- Participate in daily PHCC activities Ensure implementation of program objectives related to quality nursing care, particularly within OPD, dressing room, NCD, HP, Lab, nutrition, general IPC, dispensary and other supported departments by Provide technical support to the staff.
- Collaborate with PHCC teams to review and implement SoP's in nursing care related activities.
- Promote and ensure a patient-centered care approach across all nursing activities
- In collaboration with PHCC manager define and implement Nurses Development Programme within PHCCs in Al Safira & Al Haiderya
- Implementation and follow up of all the nursing-related activities including emergency nursing cares, primary health care and supporting the NCD nurse in a manner that is safe to staff and patients.

- Ensure effective collaboration and communication between nursing staff and all clinical and support departments, including OPD, ER, dispensary/pharmacy, laboratory, SRH services, sterilization unit and IPC among others.
- Conduct training need assesement & implement capacity building plan of DOH nurses on nursing quality and aspects through on-the-job coaching, formal trainings, workshops and ensuring simplified formats for commonly used forms/protocols/charts are readily available in the respective departments with support of the PMR and the other medical team.
- Provide ongoing guidance and support to the nursing staff with the consistent implementation of the project's health strategy i.e. admission, discharge and referral criteria
- In collaboration with the Medical Doctors ensure that patient referrals are appropriate, well-documented, and follow referral criterial identify
- In collaboration with the PMR participate in the identification and implementation of specific tools in Arabic: protocols, guidelines, check lists, assessment lists, data collection tools, etc.
- In collaboration with health promotion team coordinate HP messaging for patients and their caretakers and define the content of these messaging.
- articipate in community health activities and outreach support when required.
- Ensure proper use, availability, and rational consumption of medical and nursing supplies
- In collaboration with the project senior medical doctor participate in regular monitoring of quality through prescription analysis and address gaps.
- Ensure appropriate documentation and data collection compliance by the nursing team
- Participate and take lead in close collaboration with PMR to conduct quality of care indicator.
- Ensure staff safety by ensuring adherence to IPC precaution
- Lead, supervise, and ensure the implementation of IPC activities standard,.
- Collaborate with the logistics/HR team to identify operational and supply needs.
- Support knowledge management with completing Monthly Medical Reports and other reports as needed,

#### Others:

Ensure good collaboration with DOH facility managers with support of the PMR by ensuring close collaboration, information sharing including regular meetings to share information, achievements and challenges

- Assist in emergency interventions as they arise, endemic disease outbreak responses.

## REQUIREMENTS

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|--------------------|---|
| <b>Education</b>   | Speciality Nurse diploma essential.   |
| <b>Experience</b>  | Essential 2 years of previous experience. Having worked in MSF or other NGO's   |
| <b>Languages</b>   | Mission and local language essential  |
| <b>Knowledge</b>   | Essential computer literacy (word, excel and internet)  |
| <b>Competenies</b> | <ul style="list-style-type: none"> <li>• Results</li> <li>• Teamwork</li> <li>• Flexibility</li> <li>• Commitment</li> <li>• Stress Management</li> </ul> |

## HOW TO APPLY

Apply by filling in the required information and attaching an updated CV at the link below:

<https://forms.gle/9PG8n5a5Z8D7mfNs7>

**CLOSING DATE 10 FEBRUARY 2026, AT 05:00 PM**



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