

## Re-Advertised Vacancy (Internally & Externally)

### - MISSION SPECIALIZED ACTIVITY MANAGER – 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: **Mission Specialized Activity Manager** – Full Time.

Requirements for the position	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Medical Doctor diploma or equivalent in a related allied health</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Essential, working experience of <b>at least 2 years</b> in related job.</li> <li>• Desirable: Previous working experience of at least one year with MSF as an Activity Manager and with other humanitarian organizations.</li> <li>• Specialize training and experience in (Pediatrics, Obstetrics/Gynecology, tropical medicine and/or public health).</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Essential: Arabic and English languages <b>are essential</b>.</li> </ul>
<b>Others:</b>	<ul style="list-style-type: none"> <li>• Essential computer literacy MS (word, excel. PowerPoint and Data tools and applications).</li> </ul>
Main responsibilities	
<b>Place of work:</b>	<ul style="list-style-type: none"> <li>• <b>Damascus, Syria</b>, with field visits to other project location (Idlib, Homs and Daraa) as per the operations need.</li> </ul>
<b>Level:</b>	<ul style="list-style-type: none"> <li>• 11</li> </ul>
<b>Contract of Employment</b>	<ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>
<b>Main objectives</b>	<ul style="list-style-type: none"> <li>• Supporting the Medical Coordinator through delegated tasks and responsibilities including administrative tasks related to the coordination of work, ensuring good relationships with local and national authorities and ensuring adequate program management in the projects, according to MSF protocols, (para)medical standards, rules of hygiene and the standard precautions in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health conditions of the targeted population.</li> </ul>
<b>Main responsibilities and tasks</b>	<p><b>Planning and organisation</b></p> <ul style="list-style-type: none"> <li>• Map and assess Syrian health services in Damascus and other project location (Idlib, Homs and Daraa) as required.</li> <li>• Assist in developing network for hospital referrals: external consultations, hospitalization, exams (EMG...) and assist in the follow up of the referred cases by the teams in the field.</li> <li>• Assist in representation in interagency coordination meetings or meetings with officials from Government of Syria particularly MoH and share the minute of the meeting.</li> <li>• Follow up implementation of projects strategies upon the guidance of MedCO.</li> <li>• Accompany the MedCO during the field visit and assist/participate in program follow up discussion. He/she may be asked to conduct a field visit on behalf of the medical coordination.</li> <li>• Participate in any exploration mission and be ready to be part response team when needed.</li> <li>• Ensure follow up of MedCo responsibilities and task during his/Her absence.</li> <li>• Follow the medical context in Syria and in regards to government health policies report to the medical coordinator.</li> <li>• Assist MedCO and Project Medical Referrents in organizing events, trainings, workshops in coordination and proejects.</li> <li>• In collaboration with the medical coordination team (EPIDEMIOLOGIST, PMR's and Mission Pharmacist), he/she contributes to the mission efforts to the quality improvement effrot of the mission.</li> <li>-Revisig periodically the supervision toolbox and updating checklist when needed.</li> <li>-Monitor the supervision activities of both project.</li> <li>-Provide punctual support to both PMR/s and Deputy PMR's in data analysis.</li> </ul> <p><b>Human resources management</b></p> <ul style="list-style-type: none"> <li>• MedCo remained the staff health final responsible, Specialized MAM will be the first line for staff health management (IMS and LHS) whereby acting as focal person for the administration of staff health care policy under supervision of MedCo. Where needed collaborate with HR department or to third party Health Insurance Company to gather needed information in order to make the decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Under the guidance of the MedCo, receive the medical bills along with documents in coordination, review the bills and medical documents, prepare the case for discussions with MedCo for approval and validation then ensuring proper archiving.</li> <li>• Ensure strict confidentiality in terms of health issues of IMS and LHS as well as HR issues.</li> <li>• Assist the MedCo in define needs for medical training and ensure staff training under the guidance of the Medical Coordinator.</li> <li>• Based on the request from Medical Coordinator, he/she is supposed to cover the position gap in the project where needed like Medical Activity Manager or Project Medical referent.</li> </ul> <p>Review, and follow-up sick leaves documents and ensure proper records.</p> <p><b>Monitoring, analysis and reporting</b></p> <ul style="list-style-type: none"> <li>• Receive the data from the different fields, check accuracy and present first hand analysis to the medical coordinator</li> <li>• Responsible to ensure that there is a proper recording and reporting system in place in all the projects by closely following up and analysis of the weekly and monthly reports of the projects.</li> <li>• Assist MedCo in compilation of mission medical report as well as contributions to the sitrep.</li> <li>• Data focal point at the mission level, ensuring good follow up of the medical data and liaising with the HMIS referents about data issues in the mission in collaboration with mission EPI.</li> <li>• Responsible for follow up for the guest house health boxes and ensuring regular restocking.</li> <li>• Contribute to the mission efforts in ensuring rational antimicrobial use and AMR activities.</li> <li>• Report immediately to the Medical Coordinator any problem arising in the projects, especially the loss/ robbery/damage of medical equipment or medicines</li> </ul> <p><b>Representation / Communication</b></p> <ul style="list-style-type: none"> <li>• Act as a liaison between MSF and the health authorities in Syria.</li> <li>• Establish and maintain a network of contacts among local associations, authorities and other actors who are involved in providing assistance to the most vulnerable populations.</li> <li>• Participate in medical meetings with MSF colleagues and upon delegation by the MedCo with other actors (Other sections, INGO , etc...).</li> <li>• Assist in establishing and maintaining contacts with local authorities such as MoH and DoH in Damascus and Governorate level.</li> </ul> <p><b>Emergency</b></p> <ul style="list-style-type: none"> <li>• In case of emergency, be sure to be in contact with the MedCo for any support required</li> <li>• Assist MedCo for the development of EPRP (Emergency Preparedness and Response Plan).</li> </ul>
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## HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV, Education certificate, and valid work Permission License from MOH through this link:

<https://forms.gle/RJHtKzVErDdsuyscA>

**Only shortlisted candidates will be contacted through their email address.**

Please note that although the closing date is on Thursday 04<sup>th</sup> September 2025, however, due to the urgency of filling this position, **we encourage you to apply as soon as possible. Applications will be reviewed on a rolling basis, and the position may be withdrawn before the closing date if a sufficient number of applications are received, or a suitable candidate is identified.**

## 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.