

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

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

### Medical Activity Manager

### مدير أنشطة طبية

Type of contract: **Full Time**

نوع العقد : عقد كامل

Duration: **6 months service agreement, renewable**

اتفاقية خدمة لمدة 6 أشهر، قابلة للتجديد

Place of Work: **Atmeh, Burn Hospital**

مكان لعمل : أطمه , مشفى الحروق

Need: **1**

الاحتياج : 1

Start Date: **ASAP**

وقت المباشرة : أسرع ما يمكن

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

### MAIN PURPOSE

Defining, coordinating and monitoring the medical activities under his/her responsibility according to **MSF** protocols, standards and procedures to ensure delivery of quality medical care for patients and their communities as well as to improve the health condition of the target population.

### ACCOUNTABILITIES

- Coordinating, assessing and supervising the proper functioning of the medical activities in burn unit 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 an efficient pharmacy and medical equipment management and monitoring the rational use of them. 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 ...). Participation 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 to improve staff capabilities and to ensure both the size and the amount of knowledge required
- Participating in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.).

## SPECIFIC ACCOUNTABILITIES

### General Responsibilities

- Based in Atmeh Burn Unit, ensure high-quality medical management of burn patients and act as the main medical focal point for BU, OPD, and lab.
- Ensure effective communication between medical teams and hospital management; facilitate multidisciplinary collaboration (medical, surgical, nursing, MH, physiotherapy) to ensure good management of burn cases.
- Monitor and document gaps, risks, and needs related to burn care services; contribute to planning, implementation, and evaluation of burn-related medical activities.
- Promote and ensure respect for MSF ethical principles and neutrality.

### Networking & External Relations

- Maintain regular contact with health facilities and act as medical interlocutor with local partners and Idleb DoH upon request.
- Support PMR in defining or adapting medical donations according to context and needs.

### Routine Medical Activities & Quality of Care

- Maintain strong clinical presence in the burn unit, supporting teams and optimizing clinical activities. Attend daily multi-disciplinary ward rounds. Conduct supervision in ER, OT, and OPD at regular intervals.
- Ensure clear, transparent two-way communication between care teams and management.
- Oversee isolation procedures, procedural pain management implementation
- Oversee appropriate bed utilization of the hospital by coordinating the medical team in the IPD with the med team in the ER as well as the Reconstructive Surgery Program.
- Ensure rational use of drugs and medical supplies in coordination with pharmacy manager (sleeping stock, overstock, pre-expired items) and adjust prescriptions accordingly.
- With the medical supervisors, ensure procedures and tools are in place for monitoring quality of care. Regularly participate in meetings and discussions with hospital/departmental teams (example: hygiene committee) to ensure these tools are being used, reviewed, and analyzed and to ensure improvement measures are put in place after analysis & discussion has been done.
- Monitor patient follow-up, medical documentation, confidentiality, and informed consent.
- Conduct morbidity and mortality reviews, chart audits, and quality-of-care monitoring, ensuring follow-up actions are implemented.
- Identify and report medical and non-medical needs based on data and consumption analysis.

### Emergency Preparedness

- Contribute to the development, revision, and staff training of the Mass Casualty Plan.
- Support emergency responses or exploratory assessments upon request of the PMR.

### Data, Reporting & Communication

- Contribute to regular reporting (SitReps, statistics, assessments) and data sharing related to project activities.
- Participate in team and management meetings.
- Act as focal point for MMRs (Mortality & Morbidity Review), complex case communication, and referral coordination, ensuring safe and effective referral pathways and follow-up.

### Team Management & Capacity Building

- Coordinate medical meetings and support continuous coaching and training of medical staff.
- Identify training priorities with PMR, disseminate MSF protocols, and support the use of adapted tools (assessment tool, protocols, guidelines, data collection...).
- Ensure regular performance evaluations of the medical team
- Contribute to referral decision-making with the care team within and outside of Syria.



#### Staff Health & Other Duties

- Support staff psychological well-being and ensure application of policies related to occupational health risks.
- Collaboration with Staff Health Doctor for staff (and their dependents) health and wellbeing, according to MSF policy.
- Carry out additional tasks as required in the interest of MSF and the Syrian Mission.

## REQUIREMENTS

**Education:** Essential: Medical doctor. With specialization in hospital-based internal medicine, intensive care medicine, anesthesiology, or emergency medicine. Desirable: Specialization in epidemiology.

**Experience:** Essential: 2 years' working experience related to the diploma / degree and previous experience in MSF in the field.

**Languages:** Essential: Arabic and English language (Written and verbal)

**Knowledge:** Essential computer literacy (word, excel and internet)

#### Competencies:

- Strategic Vision
- Leadership
- People Management and Development
- Service Orientation
- Teamwork and Cooperation

## 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/UCz3zZi3Z6qZhQRX9](https://forms.gle/UCz3zZi3Z6qZhQRX9)

**CLOSING DATE JAN 7<sup>TH</sup>, 2026 / 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.**