

MSF Switzerland (MSF-CH)

JOB VACANCY – Medical Coordinator Support

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Medical Coordinator Support
- **Location:** Damascus, Syria

Scope of responsibilities:

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.

Main tasks:

Medical activities and patient care:

- Monitor, supervise, and evaluate medical activities in all projects through visits and follow-up.
- Ensure implementation of MSF protocols, medical standards, hygiene rules, and universal precautions.
- Follow up on patient care (treatments, progress, discharge, return home) with health facility teams.
- Oversee medical expenses for patients in collaboration with supervisors.

Health policy and data:

- Collect and analyze information on national health policy and epidemiological data.
- Organize and manage medical data, reports, and archives (monthly, quarterly, annual).
- Act as focal point for data collection, cleaning, and visualization across all projects.
- Compile weekly reports summarizing key medical updates in the country.

Team management and support:

- Support, supervise, and manage medical teams (recruitment, training, monitoring, planning, evaluations).
- Participate in briefings and debriefings of medical staff and promote communication within teams.
- Provide support to projects as needed and temporarily replace medical managers in the field when required.

Staff health:

- Apply MSF employee health policy.
- Monitor MSF staff health, including consultations, hospitalizations, and related medical expenses.
- Assess and evaluate hospitals that can serve as referral facilities for staff.
- Act as focal point for all staff health-related matters, including follow-up of sick staff.
- Brief new staff on health policies, national health system, MSF activities, and available services.

Pharmacy and medical resources:

- Participate in managing the central pharmacy and advise logistics on drug stock management.
- Organize the start-up, inventory, and maintenance of the operational medical library.

Representation and assessments:

- Attend meetings with external stakeholders.
- Conduct rapid health assessments and participate in exploratory missions when needed.
- Assist in exceptional tasks (supporting field teams, evaluations, etc.).

Recruitment criteria:

Education:

- Medical Doctor diploma or equivalent in a related allied health

Experience:

- Experience in humanitarian work is desirable
- Experience in activity management position

Languages:

- Fluency in English and Arabic

Competencies:

- Computer literacy (Word, Excel, Internet)
- People Management and Development
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

The deadline is no later than 09/10/2025.

<https://forms.gle/85mbNEugEya83xJD6>

Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.