

**Job Vacancy Announcement**  
(Internally and externally)

**Nursing Team Superviosr (Female)- MSF.**

**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.

<b>Job Family</b>	Medical
<b>Place of Work</b>	Al-Bukamal- Syria
<b>Level</b>	8
<b>Contract of employment</b>	Service Agreement for 6 months, Renewable

**Objectives of the position:**

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 (The position will oversee the nurses working the newly rehabilitated polyclinic/CEmONC, including those in the operating theatre (OT), neonatal care, etc)

**Accountabilities**

- Carry out the functions and tasks associated to nursing i.e. perform as a nurse or anesthetist, 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 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 hu-man resources needs and maintain high standards of quality.
- Carry out and/or supervise the (decentralized) pharmacy and medical equipment management (drugs orders, follow-up of the stock, storage conditions, inventories, follow-up of expired drugs and their destruction, drugs con-sumption, etc.)in his or her department, in order to satisfy the needs of material with efficiency and effectiveness.
- Ensuring that all staff using medical devices are qualified and trained. Ensuring that cleaning and minor mainte-nance 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.

***We are an equal opportunity employer, we do not charge a fee for any applications received.  
Only short-listed candidates will be contacted.***

### **Specific Accountabilities**

- Ensure agreed nursing protocols and procedures are followed.
- Supervise nurses in OT focusing on patient safety, maintaining sterility, managing equipment, and supporting the surgical team including surgeon, anesthetist and nurse.
- Ensure that all nursing staff adhere to neonatal care protocols, including, but not limited to, Kangaroo Mother Care (KMC), oxygen therapy, and early detection of neonatal complications; and support the team including the pediatrician, medical doctor, and nurse.
- Ensure adequate documentation, including medication charts and observation charts.
- Ensure all medical devices are properly used, cleaned, and maintained, reporting any malfunction to the biomedical team.
- Provide support to the DoH with administrative tasks, including rostering, as appropriate.
- Initiate, plan, and conduct trainings for staff based on knowledge/skills gaps and needs.
- Reports immediately any medical incidents/medical errors to line manager for further steps.
- Collaborates effectively with the multidisciplinary team.
- Ensure that agreed IPC protocols and SOPs are respected and followed in the wards under his/her supervision; and collaborate with the IPC Supervisor to ensure smooth running of activities and monthly indicators are correctly and accurately reported and submitted to the medical data processing officer.
- Collaborate with Watsan team on proper waste management.
- Ensure that QOC and nursing care indicators implemented and reported.
- Attend and contribute the M & M review discussions and meetings.
- Supervise and manage the weekly or monthly consumption of the relevant departments.
- Makes the weekly order for the hospital or other facility and make sure that consumption is accurate.
- Ensure all medical data including daily and weekly data are collected timely and submitted to the medical data processing officer.
- Collaborate with Midwife Supervisor and MWAM in data collection, IPC, QOC and weekly order/consumption.
- Contribute the writing of the MMR.
- Maintain good professional relationships and two-way dialogue with the DoH and other MSF colleagues to ensure a professional environment when delivering health care services.
- Motivate the team and boost their knowledge in order to provide healthcare in a safe and quality manner following MSF/MOH guidelines, protocols and procedures.
- Be flexible for carrying out any other activities requested by his/her line manager.
- Assigned tasks/responsibilities may change or be added based on the changing project needs and strategy.

### **Requirements**

<b>Education</b>	<ul style="list-style-type: none"><li>• Essential: Diploma in Nursing (Speciality nurse or anesthetist)</li><li>• Desirable: Bachelor of Science in Nursing.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Essential: Working experience of at least two years in nursing activities related jobs.</li><li>• Desirable: Having worked in <b>MSF</b> or other NGO's and in developing countries is desirable.</li><li>• Previous experience in an OT setting and providing care for neonates.</li></ul>
<b>Language</b>	<ul style="list-style-type: none"><li>• Essential: Mission language (English and Arabic)</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Essential: Computer literacy (word, excel and internet)</li></ul>

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**“Due to the nature of the work, the position of Nursing Team Supervisor is open only to female. Females from or living in Al-Bukamal preferred”**

**How to apply:**

***“Important to scan the QR code or click the link below and fill the form for your application to be considered.”***



**<https://forms.office.com/e/5eQUXFxfzW>**

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

Opening Date: 24/01/2026

Deadline of Application: **07/02/2026 4:30 pm**

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