

Job Vacancy Announcement
(Internally & externally)

Nursing Activity Manager– MSF Netherlands

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.

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| Job Family | Medical and Paramedical |
| Place of Work | South Syria |
| Level | Level 10 (Gross salary 2,098_USD before income taxation and social security deductions) |
| Contract of Employment | Service Agreement for 6 months, Renewable |
| Objectives of the position: Define, organize, implement and follow-up all care and nursing related activities in the project, ensuring the daily management of the human resources as well as the implementation of the MSF nursing protocols, in order to warrant efficiency, quality and continuity of prescribed care. | |
| <ul style="list-style-type: none"> Plan and organize all nursing related activities (IPD, OPD, maternity, nutrition, etc.), its organization design and sizing and participates in the definition and update of its associated budget in order to efficiently maintain the continuity of the healthcare at the standard quality levels. Coordinate and supervise the implementation of the legal therapeutic protocols, procedures and standards, providing technical support when needed, to ensure the quality of the nursing care, confidentiality and information traceability, patient surveillance, as well as ensuring that therapeutic and sterilization rules are used by the health care personnel. Ensures all administrative procedures and documents (individual patient's card and registration book, discharge paper, transfer paper, etc.) are used correctly, as well as the existing data management tools (i.e. Fuchia, EpiInfo, etc.). In cooperation with the pharmacist and medical coordinator, supervise the management and running of the medical equipment and pharmacy activity, preparing new orders when required, supervising expiration terms and consumption patterns, in order to ensure its rational use as well as that pharmacy stock levels are permanently updated and above minimum safety point. In close coordination with the HR department, plan and supervise the associated processes (recruitment, training, evaluation, development and communication) of the nursing staff of the project in order to ensure both the sizing and the amount of knowledge required, improve people capabilities May be responsible for scheduling duty rosters, shifts and on call of nursing staff. In accordance with medical prescriptions and according to protocols in force, supervise the distribution of drugs and equipment as well as train nursing staff to ensure a rationale use of both. | |

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Only short-listed candidates will be contacted.***

- Be responsible for the surveillance of patients in wards and train nursing staff on Patient Therapeutic Education (PTE), i.e. keeping contact with all patients, informing them regularly about their health state and responding to their questions.
- In close coordination with the logistics manager, supervise laboratory outputs related to nursing activities (blood test) to ensure samples are collected correctly and results are provided on time.
- Supervise nutritional activities to ensure that therapeutic food is provided regularly and complies with quality and quantity standards
- Supervise implementation of protocols depending on project objectives (Prevention Parent To Child Transmission (PPTCT), Post Exposure Prophylaxis (PEP)) and social services (Voluntary Counseling and Testing (VCT), Information, Education and Communication (IEC), Sexually Gender Based Violence (SGBV), mental health services, etc.
- Report to the line manager on any relevant information linked to nursing activities and participates in monthly reports and definition of annual planning, budget for the project

MSF Section/Context Specific Accountabilities

Southern Governorate Project is implementing PHCC support to target population through collaboration/co management together with MoH staff members. Position holder needs to understand that new things proposed needs to be discussed also with MoH counterparts before being implemented to support the ongoing implementation of collaborative strategy.

Specific accountabilities to this position include:

- Willing and able to act as security focal point while inside facility or during regular project movements.
- Implementation and follow up of all the nursing-related activities including emergency nursing cares, primary health care and management of acute and chronic malnutrition, chronic diseases in a manner that is safe to staff and patients.
- Capacity building of DOH nurses on nursing quality and aspects through on-the-job coaching, formal trainings, bedside teaching, workshops and ensuring simplified formats for commonly used forms/protocols/charts are readily available in the respective departments.
- Implement system for screening/triaging for all patients presenting at the primary health care centre.
- Implement treatment and follow up for patients in stabilization and observation rooms.
- Identify people needing referral to secondary healthcare, prioritize these needs and ensure basic nursing requirements are in place before any referral;
- 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
- Participate in the implementation of mass casualty plan for PHCC by organizing the nursing activities;
- Participate in the mortality review process, identify gaps, and propose improvements;
- In collaboration with the project MAM, participate in the identification and implementation of specific tools in Arabic: protocols, guidelines, check lists, assessment lists, data collection tools, etc.
- In collaboration with the project health promotion supervisor, coordinate HP messaging for patients and their caretakers and define the content of these messaging.
- For the nursing team, identify training priorities, prepare training materials, monitor tools and training sessions and organize frequent on-job coaching of nurses;
- Lead the training sessions for nurses, cleaners, and other team members based on gaps observed.
- In collaboration with the project MAM, participate in regular monitoring of quality through prescription analysis and address gaps;

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- Identify and report any medical error by using new MIR template and give training on importance of reporting MIR.
- Support the continued development and implementation of localized standard operational procedures to improve on nursing quality, patient care and clinical governance.
- Ensure appropriate documentation and data collection compliance by the nursing team and lead on nursing and IPC audit activities.
- Participate and take lead in close collaboration with MTL to conduct quality of care indicator such as HHOT, MSFAT, SIPCA.
- Act as IPC focal point for facility. Ensure the safety of staff by ensuring adherence to IPC precaution protocols and proper use of PPE in high-risk areas;
- Oversee and manage all IPC related activities and promote best practice standards of hygiene, daily housekeeping, waste management, PPE use, hand washing etc
- Participate in monthly medical supply analysis;
- Available to support on WatSan related tasks as needed e.g. collecting water specimens for testing, checking functionality of latrines.
- Other possible interventions include – NFI distribution and/or facility-wide scabies treatment.
- Contribute to team discussions on risk/impact and ethical dilemmas of MSF intervention.
- Maintain awareness of and advocate for authority compliance with pre-conditions of MSF activities e.g. privacy of consultations, no retribution towards those seeking health care, MSF access to all detainees and able to choose who to treat.
- Depending on project need, MTL may request the NAM to provide support to other departments.

Strategic management

- Integrate person-centered care within the facility.
- Support knowledge management with completing Monthly Medical Reports and other reports as needed,
- Participate in Annual Planning and Mid-year Review as applicable
- The suitable candidate for this position will be able to recognize limitations to care options, manage stress well and have excellent, culturally appropriate communication skills.
- Assist in emergency interventions as they arise, including cholera and other endemic disease outbreak responses.

Requirements

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| Education | <ul style="list-style-type: none"> • Bachelor degree in science of Nursing is an essential |
| Experience | <ul style="list-style-type: none"> • Nursing and systems-level experience (either supervisory or managerial) is essential. • Experience as nurse/Nurse supervisor in MSF hospital is very much desirable • Experience in both medical and surgical nursing a plus • Expérience in managing large team is highly désirable |
| Language | <ul style="list-style-type: none"> • English and Arabic is an essential |
| Knowledge | <ul style="list-style-type: none"> • Computer literate • Experaince in using excel, workd, and writing, sending reports. • Excellent writing and communications skills at influencing level |

How to apply:

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

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NURSING ACTIVITY MANAGER



<https://forms.office.com/e/GMGUJfivNL>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 14/12/2025

Deadline of Application: **20/12/2025 COB 5:00 PM**

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