



JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	NURSING TEAM SUPERVISOR
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	03rd March 2025
Contract status	Service Agreement for 3 months, Possible Renewable
Type of contract	Full time
Start Date	March 2025

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

[Médecins Sans Frontières أطباء بل حدود](#)

[Médecins Sans Frontières T-shirt :قظ أطباء بل حدود - م](#)

Main Objective 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.

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 human 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 consumption, 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 maintenance 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.

MSF Section/Context Specific Accountabilities:

- Overall responsible in coordinating daily activities of the mobile clinic team assigned to different areas of Rural Damascus
- Responsible for supervising the mobile clinic team in terms of adhering to MSF guidelines and protocols, as they provide medical services to the beneficiaries
- Carry out the implementation of the horizontal integration of transversal activities – Environmental Health, MHPSS, Health promotion, IPC, SRH, EPI, Nutrition and data management in the mobile clinic activities
- Responsible for staff roster of the mobile clinic teams
- Coordinates with the project pharma responsible on medical stock management in the mobile clinics, ensuring good pharma practices are in place
- Coordinates with the Nursing Activity Manager and the Project medical Referent the overall implementation of mobile clinic activities of the team, giving feedback and ensuring timeline and updates are observed, accordingly
- Ensures implementation of medical data management and other quantitative indicators for the mobile clinic activities
- With the logistics team, coordinate the planning of movement, the venue and other logistical needs of the mobile clinic activities
- Conducts regular meetings with the mobile clinic teams to ensure feedback mechanisms are in place for the staff
- Follow up the SOIT program in collaboration with PMR, and SOIT team.

Requirements:

Education	Specialty (nurse) diploma essential
Experience	MSF experience as nurse is essential with 2 years of previous nursing experience; NGO experience is desirable
Languages	Arabic Language is essential. English is desirable.
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	<ul style="list-style-type: none">• People Management• Commitment• Flexibility• Results• Teamwork



Application process:

In order to apply for this position, please click on the link ([Nursing Team Supervisor](#)) and fill in the application form In **English Language**; or send via following email (MSFOCB-syria-Jobs@msf.org). Please keep in mind that **applicants must use a personal Gmail Account in order to be able to complete the application form.**

Before submitting the application, make sure to enter all the required data and upload your CV and other required documents in the dedicated spaces. **Submitting is allowed for one time only.**

DEADLINE FOR SUBMITTING THE APPLICATION: 03rd March 2025

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