



# Deputy Cell Manager in charge of medicine - Dubai M/F

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers that emergency aid to people affected by armed conflicts, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and disrespect of race, religion, gender or political affiliation. The French section is present in around thirty countries.

## Mission

The Dubai Cell (Cell 8) is one of the 4 decentralized cells of OCP Operation department.

The Dubai cell is focusing on Middle East context and is in direct charge of Syria, Jordan and Yemen missions with direct involvement in Türkiye and Djibouti. The Cell 8 manages a dynamic medical portfolio that consists of Surgery, Physiotherapy, Pediatrics, GynObs, Microbiology, Mental Health, and emergency outbreak responses.

In addition to this, the cell is monitoring the region for response to emergencies in coordination with the Emergency Cell based in Paris.

After the closure of Iraq mission at the end of 2023, the Cell 8 medico-operational set up was slightly reorganized and now consists of Cell manager, one deputy Cell manager in charge of medicine and 4 positions Log, HR, Supply and Finance responsible for mission management and support.

The latter position is a subject of this recruitment

The MSF Dubai office hosts the Operational cell as well as different regional support, including HR, Epidemiology, Communication, IT, etc.

## Purpose

Under the hierarchical responsibility of the Cell Manager (CM) and the functional responsibility of the Deputy Medical Director, you support the CM in the management and definition of the medical projects of the cell and missions. You are the guarantor of the consistency of the medical component and the quality of its implementation. You are in charge of representing and carrying the interests of MSF and as a member of the cell team you are involved in the cell's strategy definition and development. As a Deputy Cell manager you are involved in second line follow up of political and security context of the mission in order to contribute to the mission and Cell discussions and to be able to do short term replacement of Cell manager

## Activities

You contribute to the definition of the medical and operational strategies by:

- Participating in the elaboration of the medical and operational strategies in the respect of the orientation of the OCP strategic plan,
- Verifying the implementation of the strategies through regular follow up with mission teams and field visits
- Providing / supporting an analysis of the regional and/or national medical context and health systems and potential operational avenues,
- Networking with regional and international actors (internal and external) when needed.
- Maintain and/or animate exchange between different MSF operational sections with medical activity in countries of the Cell

**You make the link between the field, the cell, the medical and other relevant (Legal, e-health, hospital management, Epicenter, etc) departments by**

- Developing and following the medical research projects of the cell,
- Participating in the promotion and coordination of medical communication between projects/missions, cell and relevant interlocutors in medical and other (see above) departments
- Being responsible for the consistency of the medical component of projects taking into account field constraints and medical policies,
- Providing your medical expertise in the definition and adequacy of the means and their follow-up,
- Guaranteeing respecting and monitoring medical policies, processes, and protocols tools and
- Ensuring the implementation and dissemination of the team health policy;
- Establishing and coordinating information flow between projects, coordinators and medical department specialists to ensure optimal support to projects.

**You provide support for the cell's projects. In this context you are responsible for**

- Defining and following up project medico-operational priorities
- monitoring and analyzing medical activities by providing support to the Medical Coordinators, reviewing main project data, activity proposals, sitreps, EOM reports, debriefings etc.
- Propose, discuss and/or validate project reorientation in line with identified needs, available resources, MSF strategic priorities
- Validating the choice of indicators for the projects and by ensuring that medical data (HIS, other medical indicators) are brought up by the field, that their analysis are done by the project.
- Ensuring the consistency of the information flow in the mission in the context of high turnover
- Managing and coaching the medical coordinators. You participate in the orientation (roadmap) and the evaluation of their work in collaboration with the Head of Missions. You support them in achieving the objectives defined in their roadmap

**You are also responsible for sizing and monitoring the resources allocated to medical activities by:**

- Participating in the preparation of the budget and reviews of the cell's projects, in bringing its expertise in the dimensioning of needs in collaboration of all support departments (logistics, HR, supply, finance).
- Final validation of medical orders and pharmacy chronogram in collaboration with supply department
- Implementing and monitoring of pharma and biomedical management procedures.
- Participating in definition of medical HR needs, recruitment of medical senior staff for projects in support of Human resources officer of the cell.

**Participation in the activities of the medical department**

- Participation in
  - the implementation of medical priorities and challenges of the MSF OCP strategic plan
  - the definition of OCP medical policies
  - the definition and implementation of training in the field, headquarters or regional hubs.
- Identify medical personnel with high potential.
- Dissemination of institutional files
- Participation in specific thematic workshops, facilitation of training or transversal task forces/working groups/projects

**Transfer of skills:**

- Submit feedback on the cell's projects/build on existing knowledge.
- Participate in the creation and implementation of field training, either in France or at international training courses.
- Undertake the briefings and debriefings of the medical team.
- Attend the briefings and debriefings of other officers.

**As Deputy Cell Manager:**

- Back of cell manager when absent, management of overall cell activities (support to team, cell meetings, etc.)
- Have an ability to support the cell missions in management of difficult situations (security, HR, ...) either directly or by being able to timely find an adequate support
- Represent the cell and cell projects in MSF OCP internal discussions (information meeting, operational meetings, operational and other directors, MSF board, etc.)
- Represent the Cell and cell projects in external discussions (interdesks meetings, meetings with external actors)

Finally, you manage the Cell and the projects and oversee internal and external communications in the absence of the Cell Manager.

**Professional skills**

- Medical profile: Medical Doctor
- Broad knowledge and experience in international Public Health, MPH preferred
- Good knowledge of the Middle East region is an asset
- Proven ability of leadership and vision in program management.
- Proven strategic and analytical skills in medical programming.

MSF field experience, including:

- Minimum of 2 years in position at coordination / HQ level.
- Exposure to highly political environments and humanitarian crises.
- Fluency in English spoken and written. French and Arabic are assets

**Required qualities**

- Good management skills
- Ability to synthesize complex and sensitive material and communicate it effectively to others.
- Flexibility to travel extensively and/or to serve in the field for several weeks at a time.

## **Specifics of the position**

### **Contractual terms :**

Employment period: 3 years commitment (renewable)

### **Salary conditions :**

Level 10 MSF-UAE Function Grid

Monthly Salary: AED 34,712 (Basic: 24,795 + Housing: 7,438 + Transport: 2,479)

Annual Flight Ticket

Comprehensive Medical Insurance

Educational Subsidy for recognized dependents (children who are resident in the UAE)

### **Relocation Details:**

Temporary Housing: 1 Month Hotel Accommodation (in hotels with MSF corporate deal): 1 bedroom (alone); 2 bedrooms accommodation (when accompanied by family)

Travel Expenses: Flight Ticket (to and from)

Lump Sum Relocation Allowance

### **Location:**

Dubai, UAE

Frequent travels between fields and headquarters

**Type of Contract** : Fixed-term contract

**Contract length** : 36 months

**Salary (€)** : AED 34,712 (Basic: 24,795 + Housing: 7,438 + Transport: 2,479)

**Deadline for submitting applications** : 18/10/2024

---

**Médecins Sans Frontières - France**