INTERNATIONAL MEDICAL SECRETARY

Location: Geneva
Duration: 3 years mandate, renewable, full-time position
Starting: October 2020
Reporting to: Secretary General
Deadline for application: 23 August 2020

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF’s 21 sections, 25 associations and other offices together. MSF International provides political oversight, coordination, information and support to the MSF Movement and implements international projects and initiatives as requested. Within MSF International, the International Office (IO) is the Secretariat of MSF International Board and is under the direct management of the Secretary General.

II. PLACE IN THE ORGANISATION

The International Medical Secretary reports to the Secretary General (SG) of MSF International and is the line manager of the International Medical Coordinator (IMC), the International Medical Secretariat Officer and the Medical-Operational Platform (MedOp) Taskforce Leads.

The IMS is a key member of the MSF International, working with the SG and International President (IP) to facilitate MSF positioning on medical-operational issues. As a team, the IP, SG and IMS bring together the associative, executive, medical and operational perspectives.

The IMS chairs the MedOp\(^1\) and currently also chairs the Access Campaign Steering Committee (AC SC)\(^2\). The IMS is also currently a voting member of the Executive Committee (ExCom)\(^3\), and ex-officio member of the International Board Medical Standing Committee (IB MSC).

The IMS may participate in the RIOD and DirMed platforms upon request, and also participates in key medical meetings, including with the MSF Ethics Review Board (ERB).

III. SPECIFIC OBJECTIVES OF THE POSITION

In addition to the overarching and ongoing responsibilities of the position there a several specific objectives related to the current context, which need to be addressed within a year:

1) Develop, and drive strong internal and external medical positioning of MSF considering both dynamic operational realities and the fast-changing global health landscape;

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1 The Terms of Reference of the MedOp platform will be reviewed
2 AC SC governance will be reviewed
3 A consultation will take place on the IMS vote in the ExCom
2) Lead a review of the MedOp Platform terms of reference and develop amended terms of reference as needed;
3) Participate in the process, the strategy and governance review of Access to Medicines approaches within the movement;
4) Manage and develop the mutual accountability dossier within the movement;
5) Review the position of International Medical Coordinator and the structure it manages and lead the recruitment of a new position-holder.

IV. MAIN RESPONSIBILITIES

1. Medical leadership and strategic vision

The IMS ensures that MSF medical position, policies, strategy, priorities and medical innovation ambitions are defined, promoted, developed and followed-up, maintaining a comprehensive overview of the different medical entities within MSF and identifying synergies and opportunities for resource sharing.

The IMS also ensures a shared analysis on key medical-operational subjects with crucial relevance for MSF and leads discussions on key medical-operational challenges and innovative operational approaches, as well as identifying collective investment, specialisation and innovation priorities and monitoring collective progress accordingly.

2. Medical positioning and external representation

In collaboration with Directors of Operations, the SG, the International Operations and Humanitarian Representation Coordinator (IOHRC), the IP and the Access Campaign Executive Director (AC ED), the IMS will work to identify key medical and medical-operational issues of concern to MSF for which concerted networking or representation efforts are necessary, and will develop a strategy for engagement with global health actors on priority issues for MSF.

The IMS also, along with the IP and AC ED, ensures representation, public positioning and advocacy on medical issues within the Global Health sector and will be the primary medical focal point for MSF, representing MSF to high level representatives of the UN system, philanthropic foundations, and other NGOs, leveraging MSF’s priorities and positioning in the external environment. Key stakeholders include: WHO, GARDP, FIND, WHO R&D Blueprint GCM, Gavi Alliance, Global Fund, BMGF, WT, GOARN, GCTF, ICG GOC and others.

3. Communication and interaction between medical and operational departments and key platforms

The IMS plays facilitates the link and communication on medical operational issues between the International Board (IB), ExCom, MedOp, RIOD, DirMed, and the AC SC, ensuring that operational information regarding medical priorities is shared and interaction is coordinated.

4. Medical-Operational Leadership and Mutual Accountability

The IMS leads the Mutual Accountability dossier, stimulating in-depth critical reflection on the previous year’s operations considering operational relevance, challenges and the choices reflected in MSF’s operational portfolio and medical strategy, and promotes accountability between Operational Centers.

V. PROFILE REQUIREMENTS
Education and experience
- Medical doctor
- Knowledge of public health and management of medical humanitarian projects
- A demonstrated commitment to the Charter of MSF
- A commitment to building the medical leadership of the MSF movement
- Extensive experience in field medical–humanitarian projects and understanding of wider humanitarian context
- Significant MSF field experience, preferably with more than one Operational Centre
- Excellent verbal and written communication skills in English, and preferably also in French and/or Spanish

Skills and competencies
- Identifies with MSF’s principle and core values
- Cross-cultural awareness, open-mindedness and flexibility
- Ability to identify and develop improvement related to quality of care and patient centered approaches to medical humanitarian action.
- Quality of care and results orientation
- Strategic vision
- Ability to analyse, understand and respond to local and global political contexts
- Strong communication skills and ability to convey multiple perspectives
- Leadership and management
- Diplomacy and self-control
- Strong negotiation skills
- Strong networking skills
- Team player

Other
- Willingness and ability to travel extensively for meetings and for visits to field projects (up to 85%)
- Commitment of minimum 3 years is required. Maximum 6 years mandate.

Apply here

-Only short-listed candidates will be contacted-
This is a reduced length version of the IMS Terms of Reference, a full-length version will be shared with short-listed candidates

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.