

JOB DESCRIPTION

Holder of the function: Name, first name:	Date:	Signature:
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Coordinator : Nom, prénom :	Date:	Signature:
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I. IDENTIFICATION

Title of the function :

Pediatric Advisor

Department : **Medical Department**

Sector : **Pediatrics**

Unit:

Based in : **Brussels - Belgium**

Reports to: **Medical Director**

Title(s) of function(s) reporting to holder of the function:

Salary category: **9**

Starting date: **15th of May 2018**

CONTEXT

The Medical Department

“We strive to provide the best support and to explore new ways to help our frontline workers, around the world, offer high-quality healthcare to their patients and to beneficiaries from today and tomorrow. We monitor the emergence of healthcare needs and we analyse the impact and relevancy of new preventive, diagnostic and curative means to inform and influence our operations.”

The medical department is based in Brussels with decentralized units or positions in Cape Town, the Southern African Medical Unit (SAMU), in Luxembourg, the Luxembourg Operational Research unit (LuxOR), in Beirut, in Rome and in Rio. The department is composed of members working in the operations department in a dual-matrix system (deputy cell coordinators & medical officers) and experts working in the medical department itself. The experts cover the following domains: anaesthesia & intensive care, antibiotic resistance, capacity building & mentoring for healthcare professionals, change management, chronic non-communicable diseases, data protection & data sharing, emergency medicine & toxicology, emergency preparedness, environmental health, epidemiology, general surgery & orthopaedics, health promotion & anthropology, hepatitis C, HIV, infection prevention & control, infectious diseases, knowledge management, laboratory, malaria & vector-borne diseases, medical data & health informatics, medical devices, mental health, microbiology, nursing care, nutrition, operational research and documentation, paediatrics & adolescents health, pharmacy, primary healthcare, public

health, sexual & reproductive health, tuberculosis, vaccination, victims of torture and viral haemorrhagic fever & emerging infectious diseases.

The department is organized in resources (individuals with qualifications, expertise and talents) deployed in thematic circles and managed through a coordination circle lead by the medical director and the deputy medical director. The strategic circle lead by the strategic advisor is closely linked to the coordination circle

Paediatric support to field projects, mission coordination teams and headquarter is provided through:

- Two full time Paediatric Referents covering co-ordination, centralization of information, vision, and technical support.
- Referents in charge of *vertical dossiers* on HIV, TB, nutrition, vaccination, pharmacy, labs, etc.
- Experienced paediatricians providing a direct field support as Mobile Implementation Officers (MIO).
- The International Paediatric Working Group and External networks of experts.

The paediatric referent will work in the medical department. S/he contributes to the definition of medical policies and strategies with regards to his/her medical speciality and assists in its implementation. Further, s/he contributes through his/her expertise to the improvement of care of patients in MSF projects, taking into account the evolution of the global environment.

S/he will work with another full-time paediatric referent with whom s/he will closely collaborate and communicate to assure coherence in the approach and vision for the paediatric population and to be able to act as back-up in the absence of the other. Both positions will carry individual responsibility over the different Paediatric related dossiers. The paediatric referent will work alongside a team of child health experts, women's health experts and other medical colleagues specialized in relevant fields (Nutrition, vaccination, Infection control, nursing care, etc.) and be integrated to relevant thematic circles. S/he will have an overview of the majority of programs providing child care but will have a closer oversight over a selected number of paediatric programs. The paediatric referent reports to the director of medical department in charge.

JOB PROFILE

Main responsibilities

- Provide support to the field
- Define medical policies, strategies and technical norms related to paediatrics
- Work on specific paediatric technical dossiers, including research
- Update or validate the content of paediatric trainings and paediatric modules in other trainings
- Analyse activities in his/her field of expertise
- Assure representation within and outside of MSF
- Collaborate with the management of paediatric HR
- Taking a role in thematic circles as requested.

Description of tasks and responsibilities

1. Provide support to the field
 - Give technical support to field programs through:
 - Respond to technical queries, discuss paediatric cases, provide feedback on context adaptation of protocols
 - Field visits

- Collaborate with the medical responsible in the concerned operational cell and relevant medical department referents.
 - Give strategic support to field programs on child health issues through:
 - Collaborate with the medical responsible in the concerned operational cell to provide strategic direction to the field.
 - Participate in patio, comité de projets, annual review of operations meetings
 - Contribute to the definition of indicators necessary for monitoring medical activities in the field
 - Assure the technical briefing & debriefing of paediatricians, general practitioners, nurses, medical and field coordinators returning from or leaving for MSF paediatric field missions, and follow-up on specific issues/concerns with the coordinators and medical responsible of the respective cell.
 - Assure the implementation of paediatric issues at field level through mobile implementing officers
2. Define medical policies, strategies and technical norms related to paediatrics
- Identify major gaps in paediatric care in the field and recommend strategies to address these
 - Give guidance for planning, implementation, monitoring and evaluation of health services in the field, including goals or targets for children's health and services
 - Recommend horizontal integrated child management strategies in IPD, OPD, and the community at large
 - Recommend strategies for the reduction of paediatric mortality and morbidity in different contexts, during different kind of operations, and for different age brackets.
 - Ensure coherence with policies and strategies developed and validated by medical referents in vertical topics or transversal domains (vaccination, nutrition, infectious diseases, surgery....)
3. Work on specific child technical dossiers
- Remain current regarding medical literature and innovative context-adapted tools and equipment
 - Develop, update or validate specific paediatric technical documents, protocols, guidelines
 - Develop a relevant network of external stakeholders on his/her dossier
 - Attend relevant congresses and conferences
 - Identify major operational knowledge gaps, propose and submit ideas/concepts for operational research, collaborate with conception/preparation/implementation/analysis/dissemination of paediatric related research and follow up on ongoing research.
 - Support, monitor/follow up and evaluate the use of telemedicine
4. Update or validate content of paediatric trainings and paediatric modules in other trainings
- Determine the content or validate paediatric trainings and paediatric modules in other trainings for MSF-OCB expatriates and National staff and international trainings if required.
 - Back up for organization and facilitation of the paediatric trainings and paediatric modules in other trainings and intersectional trainings (when hosted by OCB).
5. Analyse activities in his/her field of expertise
- Analyse the data in his/her field of expertise and regularly share this analysis with the relevant stakeholders
 - Follow-up and monitor activities related to his/her dossier
 - Evaluate paediatric projects and paediatric activities through field visits, debriefings, report-reading, etc.
 - Capitalize the MSF experience in his/her field of expertise and disseminate lessons learned
 - Produce an annual report of Paediatric activities
6. Assure representation within and outside MSF
- Participate to medical meetings and B&O exercises.
 - Take part in discussion platforms in MSF-OCB and give feedback on paediatric issues (referents, AAU, Access campaign, AMR, operational platforms, etc.)
 - Participate in the international paediatric working group as a core member, and be focal point for another working group as required.

- Discuss and share experience in field of paediatric health within the movement and in external forums
- Participate to the international MSF paediatric scientific day and other MSF scientific days if relevant;
- Participate to the coordination week
- Identify possibilities of partnerships for paediatric technical and operational support
- Participate to workshops, international expert groups organized by WHO, academic institutions or other validated initiatives

7. Collaborate with the management of paediatric HR

- Support the HR on the organization of field paediatric positions
- Organize in collaboration with the Cell the annual action plan for the MIO (Mobile implementation officer)

8. Participate to thematic circles as requested

- Participate to thematic circles where child's health is (part of) the topic as pediatric expert.
- Participate to thematic circles in a different role, according to identified skills and as proposed.
- Lead thematic circle(s) when appropriate

PERSONAL PROFILE

- MD, specialization in paediatrics, clinical experience in low-resource settings
- MSF field experience at least 2 years.
- Languages: good oral and written skills in English **and** French is a must
- Management and coordination experience is an asset.
- Teaching and training experience is an asset.
- Master in Public Health / International Health / Tropical Medicine is an asset
- Good communication capabilities, ability to work as a team
- Flexibility to carry out regular field visits and participate in international meetings

CONDITIONS

- Full time and undefined-term contract
- Salary according to MSF-OCB HQ salary scale
- Position based in Brussels
- Starting date: 15th of May 2018

CV and cover letter to be sent by 3rd of May 2018 via e-mail to: Caroline Maes:
caroline.maes@brussels.msf.org