

RECRUITMENT NOTICE

Médecins Sans Frontières is recruiting for its project in
Calabar:

NURSING TEAM SUPERVISOR (1)

CONTEXT

Médecins Sans Frontières is a private, non-profit international humanitarian organization dedicated to providing medical assistance to populations in crisis, without discrimination and regardless of race, religion, gender, creed or political affiliation.

Work Location: Calabar, Cross River State, Nigeria

Contract: Fixed term contract and Working hours according to Nigerian law

JOB DESCRIPTION

Accountabilities / Responsibilities (non-exhaustive list)

- Plan, organize, and evaluate the activities concerning nursing and the team associated, according to MSF values, policies and protocols and universal health standards, to warrant the quality and continuity of the health care and the development of the plan of action.
- 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, 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, 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, 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, to have updated and reliable information about the day-to-day activity in the project, output/ outcome, and support decision-taking.
- Check and control the rational distribution of medicines and equipment under his/her responsibility and take care the quality, disinfection, and sterilization of the medical material.
- Participate in the collection and analysis of epidemiological data, checking its validity and informing the line manager or project coordinator about any problem or complication that may arise.
- Ensure ongoing training of the medical/paramedical multidisciplinary team to optimize the quality of care.

- Supervise the medical activities in general (triage, observation, pharmacy, data, Referral etc.)
- Follow up on HR issues (both MSF+MSF incentive staffs at the facility level and communicate the same to project medical referent. Manage the discipline among the team. Report to the line manager or project coordinator in case of issue.
- Ensure Covid protocols are followed in the health facilities.
- Ensure all standard infection measures are followed according to MSF/MOH protocols.
- Keep close relationship with the facility in-charges be in touch on daily basis regarding everyday activities in the facilities, inform the MTL if any challenges that require further attention.
- Surveillance of potential outbreak diseases and reporting to the MTL immediately a suspected case is identified.
- Works in liaison with facility in charges with regards to disciplinary matters of the incentive staff while relating to his immediate supervisors
- Participate to the writing of the monthly report.

REQUIRED SKILLS AND CONDITIONS

- **Education:** Specialty (nurse or anesthetist or Community health practitioner diploma, Epidemiology) diploma essential.
- **Experience:** Essential 2 years of previous experience. Having worked in MSF or other NGO's and in developing countries is desirable.
- **Languages:** English required additional local languages desirable.
- **Computer Literacy:** Excel and Word required. Proven ability to learn finance & HR systems.
- **Competencies and Qualities:** Commitment, Flexibility, Stress Management, Results, Teamwork, Service

REMUNERATION

According to the MSF salary scale and 13th month allowance equivalent to 1 month of gross salary.

HOW TO APPLY

Step 1: Submit the following documents: Updated CV, Copies of all certificates and diplomas mentioned in the CV, Cover Letter, diploma, Valid Practicing Licence, Work Certificates and Updated contact details and ID: _msf.waca.recruitment.abuja@gmail.com with the Subject: **NURSING TEAM SUPERVISOR – CALABAR**

Step 2: click on the link below and fill the form: <https://forms.gle/vQ3QHdVS16S4pPov7>

Deadline for the submission of applications: **12 March 2022**

Please note, NON-COMPLIANT or LATE applications will NOT BE CONSIDERED
NB: only successful applicants will be called for written test and interview.

Notice:

No monetary transactions, neither demands of favours in kind, nor other types of favouritism will be tolerated in the recruitment process.

MSF is an equal opportunity employer, both men and women are encouraged to apply. MSF reserves the right to refuse hiring of a candidate having benefitted from such acts. All illicit demands of these types may be pursued through the judicial system.