



VACANCY
Operational Unit, OCA – Berlin
Medical Operations Manager 100% (f/m/d)

I. General introduction

Médecins Sans Frontières (MSF) is a private and independent international medical aid organisation. It was founded in 1971 by a group of French doctors and journalists. Whether it is war-wounded people in Yemen, displaced populations in South Sudan or patients with tuberculosis in Central Asia: MSF provides medical aid in more than 70 countries worldwide. The projects are targeted especially at people in need who do not have access to sufficient medical treatment or who are barred from aid. ÄRZTE OHNE GRENZEN e.V. in Germany is one of the 24 membership organisations of MSF. The main focuses of our work lie in the management of field projects, recruitment of field personnel, raising awareness about humanitarian issues, and fundraising. In 2017, ÄRZTE OHNE GRENZEN e.V. collected roughly 153 million Euros in private donations and other income and is currently employing more than 200 staff in Germany.

In the MSF Operations Centre Amsterdam (MSF-OCA), MSF-Germany, MSF-Holland and MSF-UK share ownership and responsibility for Operations in the field missions. This is expressed in programme portfolios managed by Operations Managers (OM), in close collaboration with the Health Advisor(s). Currently, three portfolios of field missions and the Emergency Desk are managed from Amsterdam, and two portfolios from Berlin. Each portfolio of missions is supported by a team of advisors (the Operational Support Team, OST), led by the (M)OM. The HQ teams managing a portfolio of field missions are referred to as "Desks"

The Desk headed by the MOM is different from the structure of the other Desks in OCA, combining the operational and medical leadership into one function. We seek to create a mindset and environment conducive to the identification, development, implementation and successful completion of innovative medical projects. This medical innovation could range from piloting new health interventions, new models of care or supporting medical dossiers where we have an organisational change agenda. The overall volume of programs as well as the associated support teams are adapted to allow for space and dedicated attention on innovative and medically complex operations.

The Berlin portfolios are composed of the field projects in Chad, CAR, Ethiopia and Yemen managed by one OM and with the Medical Operations Manager responsible for the projects in the Russian Federation, Uzbekistan, Tajikistan, Belarus and Sierra Leone.

For the Operations department we are looking for a Medical Operations Manager, starting from Mid August 2019:

I. Terms of Reference:

Job title:	Medical Operations Manager (m/f/d)
Job location:	MSF-Germany, Berlin
Job dimension:	100% (40 hours per week)
Starting Date:	preferably Mid August 2019
Duration:	max 6 years
Deadline:	applications can be handed in until June 2 nd 2019

Place within the organisation

The Medical Operations Manager (MOM):

- Reports to the MSF-OCA Director of Operations
- Line-manages Heads of Mission, and the Operational Advisor
- Functionally manages the Medical Coordinators in his/ her function as Health Advisor within the portfolio and is a member of and has in this regard functional responsibility to the Public Health Department in Amsterdam
- Directs operations of his/her portfolio through supervision and management of its Heads of Mission and Operational Advisor, and direction/steering of the members of the Operational Support Team
- Is member of the Operations Platform, and the Health Advisor / Medical Managers Platform

Overall objective of the position

- Overall management and realisation of the portfolio of (field) operations in the various countries of the portfolio. Within his/her portfolio s/he has the end-responsibility for quality and implementation of field operations, policy and strategy, security, communications, logistics, human resources, finance as well as of initiative, response, observation, closure, monitoring and evaluation of field operations.
- As the focus of this portfolio is on medical innovation, he/she will ensure the strategy, programme design and required HQ support will have optimal chance of successfully completing intended objectives and ambitions.

II. Tasks:

- Providing strategic steer and support to country managers and medical coordinators to ensure humanitarian and health priorities and ambitions are translated to effective operational strategies
- In absence of a health advisor, he/she will work in collaboration with the relevant medical specialist advisors to ensure the most appropriate medical strategy and implementation support set up is in place to achieve the medical innovations planned in this portfolio
- Ensuring that MSF-OCA field practice meets internationally agreed medical ethics standards and laws (quality of medicines, treatment protocols, transport of biological and pharmaceutical materials), given contextual constraints.
- To actively contribute to policy and strategy related to both the MSF OCA Operations as well as the support processes of the organisation
- To contribute proactively to debate, critical reflection/learning within the Operations- and Health Advisor Platform and the wider OCA organisation.
- To actively contribute to policy and strategy related to both the MSF OCA Operations as well as the support processes of the organisation
- To steer the Operations Support Team (OST) based in Berlin
- Visiting each country/project to review programme direction, quality, and develop strategies, on a regular basis

- Stimulating awareness of emerging health problems in populations in countries and in ensuring an appropriate response;

German Section Responsibilities

The Medical Operations Manager is expected to engage with the German office team in order to foster the co-ownership of Operations. Upon request from the GD she/he may also be requested to carry out representation tasks or other activities related to the German home society. The MoM will have a role within the management of the German MSF, mainly in case of absence of the permanent Operations team representative in the MSF-Germany MT

III. Profile:

- At this time we are seeking a candidate with a strong sense of the MSF mission and at least 3 years of field experience in emergency (medical) aid in complex humanitarian contexts with MSF (or a comparable organisation) and at least 2 years in a relevant management position.
- Relevant medical academic qualifications (e.g. Master of Public Health);
- S/he is able to demonstrate strong proven skills in management and leadership and should be capable of directing people of various disciplines and cultural backgrounds over time and distance.
- S/he is capable of conceptual and analytical thinking and has proven skills to translate concepts into practice.
- S/he is required to have gained experience with a range of issues and responsibilities within the respective organisation, such as security management, policy formulation, financial and human resource management. S/he is result oriented and can act as a coach and inspire staff.
- S/he takes initiatives and decisions and comes up with a vision based on his/her own judgment.
- Good communication skills, including media and presentation skills, are essential, as well as an excellent command of English, French or Russian would be an asset
- The candidate must be willing to work long and irregular hours and travel as needs be and on short notice.
- A medical background is required, preferably a Medical Doctor and relevant academic qualifications (e.g. Master of Public Health);
- Knowledge and experience in a specialist area, preferably epidemiology, health research or a clinical specialty (e.g. tropical medicine, infectious diseases, paediatrics);

VI. We offer:

- The position is based in Berlin, with frequent travels to the missions in the portfolio (up to 5 or 6 field visits per year) as well as frequent travel to Amsterdam for planning and accountability purposes.
- Payment in accordance with internal salary structure; in this position according to group 8, starting gross salary from min. 4.237 to max. 5.361 Euro, depending on individual relevant working experience
- Benefits: 30 days of annual leave per year, 13th salary, subsidized public transport ticket, regular increases in salary according to salary structure, company pension as well as free drinks and fruit
- Meaningful and diversified work within a respectful and positive organization culture
- Possibility of taking an active part in shaping the organization through cross-departmental working groups, regular staff surveys etc.
- Personal development through in-house trainings and the support of individual training programs
- Support on work-life-balance through working remotely, health promotion and an external psychological employee assistance offer
- In case of relocation to Berlin we financially support the moving costs.

- An office that is located centrally in Berlin with excellent connections to public transport.

As an internationally operating organization, we welcome diversity, open-mindedness and mutual respect. In accordance with our values, we only analyze the professional qualifications in the applications, regardless of ethnical and social origin, religion or belief, gender, sexual orientation or age of the applicant.

We're looking forward to receiving your application until **02.06.2019**. Please submit your complete written application (incl. a letter of motivation **in English**, CV without photo, certificates) by E-Mail (**exclusively to bewerbung.ber@berlin.msf.org**) and integrate **all documents into one file** (pdf, max. 5 MB).

Further information (about this position) can be obtained from: **Marcel Langenbach**, Director of Operations: Marcel.Langenbach@oca.msf.org
For more information about the labour terms and conditions please contact **Jutta Eich**, HR Berlin, +49-30-700130215.

Please note that as a donor organisation we don't cover the travel expenses for a first round interview in Berlin. Thank you for your understanding.

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