



## APPLICATION INFORMATION PACK

<b>JOB TITLE:</b>	Chronic and Infectious Disease Advisor – Antimicrobial stewardship
<b>DEPARTMENT:</b>	Manson Unit
<b>HOURS:</b>	Full Time – 37.5 Hours per week
<b>LENGTH OF CONTRACT:</b>	FTC – 1 Year
<b>LOCATION:</b>	London
<b>REPORTS TO (JOB TITLE):</b>	Chronic Care and Infectious Disease Team Lead
<b>SALARY:</b>	Salary: £58,282.07 per annum Internal Salary Grade: 17.1
<b>BENEFITS:</b>	<p>28 day's annual holiday entitlement (pro rata for part time staff) plus Public/ Bank Holidays.</p> <p>MSF UK currently provides an employer pension contribution of 10% of salary after 3 months continuous employment.</p> <p>Access to independent, free and confidential 24/7 advice on a range of issues, including personal relationships, mental health, bereavement, finances, childcare or work-related issues.</p> <p>Cycle Scheme or Bike Loans available.</p> <p>Group Life insurance currently set at a minimum of 4x basic salary.</p>

### **OVERVIEW OF DEPARTMENT**

The Manson Unit (MU) is a multi-disciplinary medical team within MSF UK and is the London based part of the Public Health Department. We aim to improve the quality of MSF's medical programmes worldwide, so the best possible care is delivered to our patients.

The MU is a team of 50 comprised of medical doctors and specialists in infectious diseases, non-communicable diseases, health information systems, epidemiology, social science, geographical information systems, medical editing and research communication. We provide direct support to our programmes through specialist advice on medical issues, implementing new ways of working, supporting research studies and innovation.

### **JOB PURPOSE**

The Chronic and Infectious Disease Specialist advisor provides strategic and technical guidance to MSF OCA's medical operations, at programme and headquarters levels related to antimicrobial stewardship.

The Chronic and Infectious Disease Specialist advisor is responsible for the identification and delivery of MSF's long-term goals in the domain of antimicrobial resistance, especially antimicrobial stewardship

steering the survey and audit strategy and the provision of strategic, programmatic, and clinical support to specific missions assigned; this may also include substantial implementation support where applicable.

## **DIMENSIONS**

### **MU Budget / Resources**

- Support in preparing financial forecasts and track expenditures for the activities to obtain best value for money for MSF UK/NL and in accordance with MSF's financial policies and procedures.
- Ensure the provision of accurate and up-to-date management information, reporting as necessary to the MSF UK/NL Management Team and board committees.

### **People:**

Supports training and mentoring of the project team members to implement revised health programming and strategic direction while supporting project teams to ensure quality.

Provides training in specific universities, academies, and in projects.

### **Other:**

MSF's wider agenda through developing and influencing key relationships within the MSF movement and externally on antimicrobial resistance.

Resolve complex issues considering risks and benefits for patients and OCA anticipating long term consequences of change and future trends.

Support existing research projects and dissemination of research outcomes.

Contribute to the development of MSF antimicrobial resistance activities ensuring these are translated into operational project team plans and objectives, this includes the contribution and formulation of annual plans for antimicrobial resistance which sets and communicate objectives, monitoring the performance of others, and evaluate achievements against these plans.

## **ORGANISATIONAL STRUCTURE**

### **Advisory Role requires collaboration with:**

1. Other HQ advisors and HQ project support teams
  - Health Advisors
  - Other MU and PHD specialists
  - Research Committee and Ethical Review Board
  - Access Campaign / Access to Health Products initiative
  - Research & Innovation Team
  - AMS Pillar Group
  - Relevant MSF Intersectional Working Groups including Antimicrobial Stewardship Advisors Pillar Group
  - GHM & LEAP Teams
  - L&D department
  - HR Pool Manager
2. Direct relations with;
  - OCA Operations
  - Medical Coordinators
  - Medical Team Leaders
  - Medical Activity Managers
  - Clinicians (Doctors, nurses, paramedics, and auxiliary staff)

3. External relations:

- WHO HQ/Country/regional offices
- Ministries of Health
- Global and regional academic partners
- Civil society/ patient activist groups

**CONTEXT**

Chronic and Infectious Disease team provide technical, strategic, programmatic, and clinical support to OCA medical programmes and headquarters, and to contribute to the delivery of OCA’s long-term goals in the domain of chronic diseases i.e., HIV, TB, and viral hepatitis, NCDs, AMR including:

- Implementation support for context-adapted medical and operational strategies for chronic diseases (related to HIV/TB/Hepatitis).
- Develop, update, and contribute to OCA medical operational policies, implementation / operational research, annual planning, and reporting for HIV/TB/Hepatitis.
- As appropriate for operational contexts and strategic objectives develop/design protocols (as principal investigators), support implementation and monitor progress of research activities; develops guidance to maintains records of research activities and prepare periodic and ad hoc reports for regulatory bodies and write manuscripts for publications.
- Contribute to the wider working of the MU and PHD including identifying synergies and supporting the work of other team members and taking initiatives to raise the profile and understanding of these topic areas.
- Work with OCA chronic care (HIV/TB/Hepatitis/NCDs/AMR) colleagues to represent OCA inter-sectionally and beyond MSF.
- Contributes to the planning and delivery of MSF’s long-term goals in the domain of chronic diseases i.e. HIV, TB, and viral hepatitis. At the core, includes provision of strategic, programmatic, and clinical support to specific missions assigned. This may include substantial implementation support where this is not otherwise available.
- Contributes to the wider Manson Unit and OCA PHD working through organisation of technical updates and discussions, support to the work of other team members and taking initiatives to raise the profile and understanding of the HIV/TB/Hepatitis topic area.
- On behalf of OCA, together with other team members, contribute to the updating of the MSF inter-sectional policies, strategic frameworks, guidelines, operational research coordination and advocate for chronic care related to HIV, TB, viral hepatitis, NCDs and AMR.

**ACCOUNTABILITIES**

- Provide expert advice and specialist support across MSF OCA, operations, and colleagues within the PHD on antimicrobial stewardship.
- Promote implementation of the operational policy (development, introduction, and continuous improvement) of the PHD in the field of expertise.
- Promote the vision of the PHD in the field of antimicrobial stewardship.
- Provide expert advice to support of intra-disciplinary and inter-disciplinary program

**KEY PERFORMANCE INDICATORS**

- All MSF OCA programmes supported with antimicrobial stewardship.
- Technical guidelines/protocols developed/reviewed.
- Trainings conducted.
- A minimum of three country support visits done
- Minimum four MSTs supported.
- PHD annual activity reporting.

activities regarding antimicrobial resistance activities in the assigned Medical Support Teams (MSTs).

- Provide expert advice and technical support to colleagues on inter-disciplinary issues regarding the field of expertise.
- Contribute to the development of guidelines, protocols, training tools, etc, to support antimicrobial stewardship and Infectious disease policy.
- Keep up to date with the latest developments in the field of expertise through operational and literature research and data analysis.
- Support the implementation and dissemination of innovation and operational research projects.
- Monitor and evaluate the quality of the interventions in the programme's antimicrobial stewardship within the assigned MST.
- Communicate priorities for antimicrobial stewardship.
- Execute field visits to coach and advise field staff antimicrobial stewardship management and programming.
- Provide training of staff on antimicrobial stewardship courses and ensures knowledge transfer on new policies, protocols, guidelines, etc.
- Contribution to the development of chronic and infectious diseases related to antimicrobial stewardship strategy led by the Chronic and Infectious disease Team Lead.
- Support development of antimicrobial stewardship related data tools and monitor implementation.
- Support MSF UK/IE Fundraising activities as required.
- Be available to assist in emergency responses related to the specific area of expertise associated with health and security risks.

- Technical Case discussions responded to (within a minimum of 24 hours)
- Minimum of three Annual Performance Review objectives achieved.
- Minimum four OST country annual (ACP) and midyear (SCP) activity progress reviewed.
- Minimum one research dissemination through conference or publication and MSF Scientific Days supported.
- Contribute to discussion for the Country Coordination Committee meetings for the Global Fund supported countries.
- AMR training conducted for GHM Course.
- AMR module facilitated at IMMC/MMC.
- AMR training facilitated at the MSF Intersectional trainings, where needed.
- Participate in majority antimicrobial stewardship Pillar Group meetings.
- Develop antimicrobial stewardship strategic plans when due and feed into the broader AMR strategy.
- Present antimicrobial stewardship related topics during Co-Days/Block Days/Monthly PHD events
- Share MSF OCA data with Infectious disease advisers of other sections to ensure coordination.

## **CHALLENGE & CREATIVITY / DECISION-MAKING**

### **MSF Internal environment**

- Develop and take responsibility for the OCA antimicrobial stewardship strategy and implementation framework.
- Travel for programme visits and provide technical advice/support to complex medical services.
- Prioritisation and adjustments in workload/planning for antimicrobial stewardship in response to OCA's evolving and emergency needs/environment.
- Development, advocacy, and support for introduction of new tools and the implementation of new strategies in antimicrobial stewardship.
- Build, understand and maintain working relationships within MU, PHD, and OCA operations (HQ and in-country teams).

### **MSF External Environment:**

- Build and maintain networks and relationships with relevant external institutions, academia, international experts, national health authorities and other actors to form collaborations and exchange knowledge.
- Advise on improvement in MSF collaboration with relevant national programmes and other stakeholders.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

- Medical doctor with specialisation in Infectious Diseases and Internal Medicine.
- Registered by a relevant professional body.
- Extensive experience in planning and implementation of antimicrobial resistance management in humanitarian settings.
- Strong clinical experience in managing patients with infectious diseases in resource limited settings.
- Knowledge of epidemiology and/or public health in humanitarian settings.
- Research skills and/experience in conducting/coordinating research.
- Experience in medical advocacy and health policy.
- Experience with research in resource poor settings.
- Relevant experience with MSF or an equivalent humanitarian organisation.
- Proven analytical skills, policy development experience, and strategic thinking.
- Proven interest and experience in technical expertise development and operational research.
- Networking and representation skills.
- Good oral and written communication skills.
- Computer literate with demonstrable ability and experience in MS Applications.
- Solid interpersonal skills with willingness and ability to communicate effectively with senior operational management, national authorities, and other international organisations.
- Clear attention to detail and accuracy skills.
- Proven experience of working independently under minimal supervision.
- Demonstrable experience of working and constructively participating as part of a multi-cultural team.
- Fluent in written and spoken English; minimum C1 level.
- Experience in the practical use of personal IT equipment and Microsoft Office 365 suite. The ability to effectively collaborate and communicate within a hybrid working environment utilising Teams, SharePoint, One Drive and Yammer.

## **Desirable**

- Competent language ability in French and/or Arabic.

## **COMPETENCIES**

- Solid interpersonal skills with willingness and ability to communicate effectively with senior operational management, national authorities and other international organizations.
- Commitment to the aims and values of MSF.
- Willingness to spend up to significant time in our projects in humanitarian settings, including insecure areas, outbreaks and emergencies.
- Keeping abreast of technical advances in epidemiological, programmatic, and clinical aspects of AMR response and palliative care in resource-limited and humanitarian settings.

## **HOW TO APPLY**

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation (please upload as one document)** by the closing date.

*Incomplete applications will not be considered.*

### **Application checklist**

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

### **Recruitment timetable:**

- **Closing date for applications: 19 May 2024 23.59 (BST)**
- **First round interviews: TBC**

## **ADDITIONAL INFORMATION**

### **Accessibility**

We are committed to removing barriers for people with specific accessibility needs. If you need an adjustment to the recruitment process to be considered for the role, please let us know by contacting [recruitment.UK@london.msf.org](mailto:recruitment.UK@london.msf.org)

Examples of adjustments we can make:

- offering you an alternative if you are unable to use our online application system
- providing necessary information, such as the job description or assessment materials, in an alternate format
- allowing you to have someone with you during an interview for example, a Sign Language interpreter.

### **Diversity, Equity and Inclusion**

We are a welcoming, diverse, and inclusive organisation. MSF UK thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an

environment where colleagues feel respected and valued for their unique potential. We are committed to our values on equity, diversity, and inclusion. Please read our [Equality & Diversity policy](#) for more information.

**MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.**

### **Safeguarding**

MSF UK/IE is dedicated to safeguarding everyone who comes into contact with the organisation, for whatever reason and however brief. All posts are subject to safer recruitment process which include robust reference requests, scrutiny of employment history and where applicable criminal record and barring checks.

Our safeguarding commitment is underpinned by policies and procedures which encourage and promote safe working practice across the organisation. On joining MSF UK/IE you will be required to attend safeguarding training to ensure responsibility for and maintaining safe working practice and to safeguard our teams, beneficiaries, and communities.

### **Right to work in the UK**

**Candidates must have the right to work in the UK. Employment sponsorship may be provided for the successful candidate.** Please [click here](#) to check whether you have the right to work in the UK. If you would like to discuss your right to work status further, please contact [Recruitment.UK@london.msf.org](mailto:Recruitment.UK@london.msf.org).

For questions, issues or further information, please contact [Recruitment.UK@london.msf.org](mailto:Recruitment.UK@london.msf.org).

We look forward to receiving your application!