



## **MEDECINS SANS FRONTIERES / DOCTORS WITHOUT BORDERS (MSF) UK**

### **JOB DESCRIPTION**

**Job Title:** Head of Manson Unit/ Deputy Medical Director OCA

**Department:** Manson Unit

**Hours:** 40 hours per week

**Reports to:** Executive Director

**Location:** London

**Duration:** Permanent contract

**Salary:** £63,993.96 per annum

### **MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS**

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF relies on donations from private individuals and organisations for the majority of its income. This private funding gives MSF the freedom to respond where needs are greatest and to speak out publicly, free from any political interference.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues, and recruiting field staff. MSF UK staff are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

### **The Public Health Department**

The Public Health Department (PHD) of Operational Centre Amsterdam (OCA) supports the overall purpose of MSF, providing medical and public health leadership for the organisation. The department is responsible for providing strategic direction and integrated advice on medical and public health issues to the field and headquarters. The PHD plays a key role in developing and maintaining the medical humanitarian identity and image of MSF-OCA, and

in continuing to develop and improve intervention strategies so as to be relevant and effective.

The PHD is made up of health programme managers and clinical and public health specialists, mostly based in the MSF offices in Amsterdam, Berlin and London. In addition to providing medical management of MSF's field operations, the PHD gives technical and strategic guidance across a range of fields including infectious diseases, non-communicable diseases, mental health, nutrition, paediatrics, and vaccination as well as epidemiology, health promotion, laboratory, pharmaceutical quality/medical supply, and water/sanitation.

### **The Manson Unit (MU)**

The MU is a multi-disciplinary medical team within MSF UK and is the London based part of the PHD. 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 30 comprised of medical doctors and specialists in infectious diseases, non-communicable diseases, health information systems, epidemiology, social science, geographical information systems, medical innovation and research communication. We also have a clinical trial team working towards improved treatments for patients with drug-resistant tuberculosis. We provide direct support to our field programmes through specialist advice on medical issues, implementing new ways of working, supporting research studies and outbreak response.

### **JOB PURPOSE**

MSF UK is looking for a resilient and inspiring individual to lead the MU as it works to further realise its potential and role as a fully integrated part of the wider OCA Public Health Department whilst also maintaining its commitments and support to the wider MSF movement.

The role of the Head of the Manson Unit/Deputy Medical Director OCA is essentially threefold:

1. To manage and support the team in its current core thematic areas:
  - Infectious and chronic diseases including TB/HIV/Viral Hepatitis, Malaria, Covid19 and NCDs
  - Epidemiology and Public Health Intelligence
  - Strategic leadership and management of Research and Innovation
  - Community health and application of social science approaches
  - Ehealth and Health Information Systems
  - The Global Health and Humanitarian Medicine (DTM&H) course

The unit functions as a hub for academic and professional medical networks to bring expertise/human resources and technical support into the MSF movement. This involves working with all MSF operational centres and other MSF entities including Epicentre, international MSF platforms/working groups, the Access Campaign, MSF India, MSF West Africa and Central Africa (MSF WACA) and the Swedish and Japanese Innovation Units.
2. As one of the senior leaders in the Public Health Department (along with the Medical Director and the Amsterdam based Deputy Medical Director), assume joint responsibility for the development and implementation of OCA's medical strategy, as well as the effectiveness of the medical support structures that help field teams to deliver on this

strategy. This will involve representation on key OCA and MSF international platforms, as delegated by the Medical Director, as well as responsibility for major medical projects.

3. As a member of the MSF UK & Ireland Management Team to play an important part in the functioning of an effective, vibrant and creative MSF section.

### **Position in the Organisation**

The Head of the Manson Unit/Deputy Medical Director OCA reports:

- Hierarchically to the Executive Director of MSF UK
- Functionally to the OCA Medical Director for all OCA related work and to the ED MSF UK for non-OCA related work.

The Head of the MU/Deputy Medical Director is a member of the MSF UK Management Team and the OCA Operations Platform (refer to the Terms of Reference for those platforms for responsibilities etc.). They are also a member of the senior leadership group in the OCA PHD, which comprises the OCA Medical Director, the two Deputy Medical Directors and the Senior PHD Coordinator / Deputy Head of the Manson Unit.

### **Main Responsibilities - As Deputy Medical Director OCA**

As part of the senior medical leadership team:-

- Defines OCA medical strategy, policy and objectives to inform the development of each new OCA Strategic Plan and the wider departmental annual plans and priorities.
- Participates in process to enhance the medical support structure.
- Steers the implementation of the medical strategy and the annual plans through involvement in control cycle meetings, key platforms (e.g. the OCA Operations Platform), interdepartmental relationships (e.g. with the Emergency Support Department) and networking with other entities around the MSF movement.
- Reviews resourcing needs, identifies and proposes resources required to deliver on Strategic and Annual Plans for MSF OCA.
- Provides leadership and oversight for the functioning of the OCA PHD.
- Embed best practice of geographical dispersed team working.
- Ensures a positive working culture and effective communication across the wider department.
- Ensures sharing of knowledge, learning and innovation with/across other platforms and departments.
- Ensures appropriate information sharing, interaction and collaboration with other platforms and departments on relevant topics.
- Leads and delivers on specific topics and transversal dossiers of work within the OCA Strategic Plan.
- Leads and delivers on specific OCA projects for which they act as sponsor.
- Leads on the development and elaboration of OCA's operational research agenda.
- Provides strategic steer and support for specific OCA medical thematic areas.
- On behalf of the Medical Director, represents OCA in specific MSF inter-sectional forums, working groups and platforms.
- Provide OCA medical leadership for specific inter-sectional dossiers of work.
- Provide MSF senior medical representation for external engagements with global health institutions and networks.

## **Main Responsibilities - As Head of the Manson Unit**

Is responsible for:-

### **Unit Strategy & Management**

- Articulates and develops the vision and purpose of the Manson Unit, in the light of evolving humanitarian needs and the changing architecture of the MSF movement, and leads the implementation of that vision.
- Leads the MU strategic and annual planning, in conjunction with the wider OCA PHD, and other relevant planning and/or reporting documents.
- Leads the MU to deliver on those plans.
- Plans, monitors and controls the MU budget.
- Coordinates and manages resources needed to meet the MU objectives.
- Reports regularly on activities and outputs of the MU.
- Works with other UK departments, other MSF entities and externals to enable effective working.
- Stimulates debates, reflection and medical innovation both internally and externally, particularly with regard to the role of the unit in decolonising global health and global health research.
- Leads the annual MSF Scientific Days hosted by MSF-UK.

### **People Management**

- Leads, manages and coordinates the wider MU team, including consultants working on ad hoc projects and volunteers with specific tasks, ensuring the optimal structure for the unit.
- Ensures adherence to established HR policies and management practices.
- Directly line manages specific staff including performance reviews, ongoing supervision and support.

### **Representation & Liaison**

- Represents MSF UK on the OCA Operations Platform.
- Maintains an active network with operations, medical departments and field teams across the MSF movement to inform MSF UK's operational policy.
- Maintains active contact with Epicentre, the Access Campaign, the Ethics Review Board and other MSF satellites.
- Develops and strengthens relationships with a diverse range of UK based institutions (academic, government etc) to advocate for funding, research and sharing of medical expertise in order to raise the standards of our medical operations, ensuring these relationships are in line with our strategic objectives.
- When needed, represents MSF towards the media, donors and other NGOs, particularly on important medical issues.

### **General Management**

- Contributes to the overall strategy of MSF UK both as Head of MU and as a member of the UK & Ireland Management Team.
- Represents the PHD/MU to the UK Board of Trustees.
- Ensures close working relations between the MU, the Programmes Unit and Communications Department, particularly on OCA related issues and advocacy.
- Liaises with other MSF UK departments in order to further the goals of MSF UK in communications, fundraising, human resources.

## **PERSON SPECIFICATION**

### **Essential:**

- Demonstrable medical leadership and strategic overview essential.
- MSF experience that includes medical programme management, either at field (Medco / HoM) or headquarters (Health advisor or Operations Manager). Candidates with an equivalent background in other humanitarian organisations will be considered.
- Undergraduate degree in Medicine with extensive experience in clinical practice.
- Good understanding and knowledge of medical issues and challenges in humanitarian settings, and MSF field settings in particular.
- Substantial experience working in humanitarian and /or resource-limited settings.
- Excellent strategic planning skills, and programme implementation skills.
- Proven experience and ability in individual and team management.
- Demonstrated experience in medical research, programme evaluation or medical innovation.
- Proven networking and representation skills.
- Excellent communication skills in English; minimum of good working knowledge of French.
- Willing to travel within Europe and to MSF missions worldwide.
- Ability to focus and take up a challenge.

### **Desirable:**

- Masters' Degree in Public Health/Epidemiology.
- Experience in research strategy development and management.
- Experience working with research ethical review Boards.
- Fluency in French.
- Ability to work in Spanish.
- Experience in coaching or mentorship.

**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.**

## **HOW TO APPLY**

Apply on our website by submitting a copy of your CV together with a letter of motivation by the closing date.

### **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
- answers to any questions specified in the job description pack, if applicable

**Recruitment timetable:**

- **Closing date for applications: 17<sup>th</sup> March 2021, 11.59pm (GMT)**
- **First stage interviews: end of March**
- **Second stage interviews: to be confirmed**