MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS UK

JOB DESCRIPTION

Job Title: eHealth Advisor
Department: Manson Unit / MSF OCA Public Health Department
Hours: Full time (40 hours per week)
Reports to: eHealth Team Lead
Location: London
Duration: Permanent
Salary Grade: 4.1
Salary: £43,374.61 per annum   (£39,874.61 non-London Allowance)

Médecins Sans Frontières
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 work by building relationships with our supporters, increasing awareness of MSF, raising funds, providing specialist medical expertise, campaigning for change on medical humanitarian issues and recruiting project staff.

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 editing 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

Team: The eHealth Advisor position will be part of the eHealth team within the Manson Unit - a multidisciplinary team of eHealth and health data experts. The key purpose of this team is to ensure eHealth solutions are integrated and managed correctly and in a sustainable way across OCA. The team is responsible for:

- overall ownership and management of digital health tools including the Health Information (DHIS2) and Electronic Medical Records (EMR) systems, as the core health data systems of OCA
- ownership of the data model (content structure of the core health data systems); custodian of all the data collected therein (e.g. individual patient data, facility based aggregate data, community data etc.) oversight of all eHealth related requests for OCA
- ensuring that the health data protection policy principles and General Data Protection Regulation (GDPR) compliance are applied within the portfolio of eHealth solutions including the processes around them
- representing OCA in eHealth related intersectional work, including exploring mutualisation opportunities of work and resources.

Key Objectives: The eHealth Advisor is responsible for providing guidance, direction and support to end-users on the use of eHealth solutions in the field. These can include mobile data collection tools as well as other evolving solutions to meet the needs of the field related to data collection and management.

MAIN DUTIES AND RESPONSIBILITIES

Deliver outcomes: including Decisions
- Receive, prioritise and respond to requests for use of new solutions/tools from OCA field and PHD guided by the OCA Strategic Plan (SP) and organisational priorities.
- Guarantee eHealth support for field and OCA PHD staff as required.

- Develop/adapt/review, maintain and share guidelines and other resources to support the use of eHealth solutions in OCA – including proper data protection steps and standard data management procedures.
- Collaborate with the eHealth team lead to develop and implement a global eHealth and Health Information System strategy, including prioritised objectives and activities for the current SP cycle.

Analysis and Initiative
- Regularly review processes for receiving, prioritising and responding to eHealth requests and make improvements as appropriate.
- Regularly review processes and solutions for electronic data collection, ensuring they remain in line with field needs and compliant with GDPR.
- Collaborate to determine, maintain and update OCA's portfolio of eHealth tools, with eHealth team and the wider MSF eHealth network.
- Ensure support and maintenance is provided for eHealth innovations once rolled out and entering 'business as usual' phase.
- Re-direct eHealth requests to the best appropriate counterpart if not part of OCA direct portfolio (telemedicine, elearning…)
- Explore, innovate and test projects in domains such as Plug'n Play data solutions for the field, environmental and weather associations with diseases, etc.

Planning and Organising
- Convene the OCA eHealth Technical Group in order to review and analyse eHealth solution requests taking into consideration specific context and existing standards (e.g. data protection) for field use.
- Develop proposal and analysis of technical solutions to be presented for approval at the eHealth Steering Committee.

Resources
- Work with eHealth team lead to forecast and monitor eHealth annual spend.
- Managing expenditure in accordance with MSF's financial policies and procedures.

Develop Others
- Ensure training resources and support for eHealth solutions are provided in line with needs of users.
- Document eHealth activities and lessons learned, and share these across PHD, OCA, MSF and external audiences.

Build Relationships
- Act as a non-voting member in the OCA eHealth Steering Committee which provides governance for eHealth initiatives in the PHD.
- Be an active member of the eHealth Team, being a strong link to the Epidemiology and Public Health Team and working collaboratively to achieve its shared objectives.
- Raise awareness of eHealth vision, strategy and tools to relevant OCA departments (e.g. PHD, Operations, IT).

- Liaise with other departments (e.g. IT) and MSF sections to gain insight and overview of existing tools currently being used.
- Build relationships with other agencies, organisations, academics institutes, the open-source community, etc. on specific projects to build our internal capacity to respond to MSF OCAs eHealth needs.
- Collaborate with other actors and across the MSF movement (GIS, business intelligence, IT, other external actors) to fully integrate data from different sources and types into centralized data systems.

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a 'Can do' attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.

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PERSON SPECIFICATION

Knowledge, skills and expertise

Essential:
- Bachelor's degree in a relevant discipline (e.g. information management, computer science, epidemiology, geography, GIS) or equivalent experience.
- Demonstrable experience of work with eHealth and GIS in in humanitarian settings.
- Experience of using a range of eHealth solutions (software, tools and related hardware), including in the area of mobile data collection.
- Experience in bringing datasets together from different sources (both spatial and tabular).
- Experience in project management in humanitarian / NGO sector.
- Experience working with MSF, or equivalent NGOs, in complex humanitarian emergencies and/or during outbreak response.
- Willingness to travel extensively, including to areas of unstable security.
- Ability to work independently; capacity to take initiative and seize opportunities
- Excellent data management skills.
- Good communication skills, both verbal and written.
- Excellent interpersonal skills and ability to work cooperatively in a dynamic and complex organisation.
- Flexible, can-do attitude and good team player.
- Strong organisational skills with experience of managing multiple tasks.
- Commitment to the aims and values of Médecins Sans Frontières.
- Fluent English language ability.

Desirable:
- Experience of working in public health and/or epidemiology.
- Business analysis experience.
- Data analysis and statistical skills (kernel estimation, regression analysis).
- Knowledge of R and/or Python, or any other relevant coding language
- Experience of field surveillance and monitoring.
- Design and development of health information databases.
- French language ability.

MSF UK/IE 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

Please 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

Recruitment timetable:

- **Closing date for applications: 16 January 2022, 11.59pm GMT**
- Interviews: To be confirmed
- Preferred start date: ASAP