



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS (MSF) UK

INTERN ROLE DESCRIPTION

Job Title: MSF Research and Communications Intern

Department: Manson Unit

Hours: 24 hours per week, with increased working hours during the build up to the MSF Scientific Days 2022

Reports to: Research System Coordinator

Location: London

Duration: 12 months fixed term contract

Salary Grade: London Living Wage

Salary: £13,540.80 per annum/ £10.85 per hour

MEDECINS SANS FRONTIERES UK

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 international medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

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 personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

MANSON UNIT (MU)

The Manson Unit is a multi-disciplinary medical team within MSF UK and is part of MSF Operational Centre Amsterdam's Public Health Department (PHD). We aim to improve the quality of MSF's medical programmes worldwide, so the best possible care is delivered to our patients. The Unit focusses on complex medical issues, using health intelligence, research and medical innovation. Our goal is to catalyse change through demonstrating effective new approaches and models of care and linking in with international advocacy and global health actors.

The Manson Unit 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.

MSF SCIENTIFIC DAYS

Each year MSF UK's Manson Unit organises a conference to present research from our field programmes. The aims of the MSF Scientific Days are to:

- scrutinise our work
- reflect on our research and innovation
- review the effectiveness of our activities
- improve our medical programming

The 2022 MSF Scientific Days will be in May with sessions focussing on medical research, and innovative solutions to field problems. There will be linked events in Asia and Latin America, and material will be selected via a centralised editorial process. Our audience consists of MSF researchers and staff, academia, journal editors, NGOs, and people based in the countries where we work.

RESEARCH SYSTEM

The MSF Research System aims to ensure research delivers the maximum benefit for patients and programmes. It focuses on:

- Ensuring research is purposeful and linked to intended impact
- A framework to support research agenda setting
- Ensuring clarity around processes, roles, and responsibilities in research
- Creating transparency around decision making
- Providing support and mentoring/training to researchers
- Helping improve quality through use of appropriate research methods and tools
- Ensuring national and field staff and MoH are appropriately involved
- Creating a mechanism for questions and issues around research to be raised
- Ensuring compliance with applicable statutory framework and ethical guidelines

ROLE PURPOSE

The role involves providing research communications and administrative support to the Manson Unit, with an emphasis on the MSF Scientific Days and the OCA research system.

MAIN DUTIES AND RESPONSIBILITIES:

Research communications:

- Maintain the departmental Twitter account @MSFSci, including live tweeting at the MSF Scientific Days
- Contributing to the [MSF Global Health Review](#) – a weekly newsletter round-up of relevant and MSF-authored articles from high impact medical journals
- Support the development of innovative research communications strategies that carefully consider those in the countries where MSF works
- Work with the MSF-UK Communications department to develop research-focused comms and social media content
- Research relevant online outlets and contacts/institutions to engage with for dissemination of MSF research
- Reach out to MSF field teams and colleagues to engage them in research
- Support the evaluation of current research database and assist with subsequent updates

- Promote MSF research to relevant international institutions, including Scientific Days livestream promotion
- Post-evaluation of the MSF Scientific Days, based on analysis of feedback from the audience, presenters, and organisers, to produce future learnings for subsequent events
- Support research dissemination including checking and finalising manuscript references and submitting papers to journals on behalf of the authors
- Support the research and innovation team with other communications needs as required

Medical Research System support:

- Administrative support of the Research Committee meetings including producing agenda, updating and circulating supporting documentation, and taking minutes
- Monitoring research email inbox and responding to or redirecting queries
- Maintain MSF's [Research Management and Impact Tool \(ReMIT\)](#) by ensuring all study records are up-to-date, and support the launch of an updated version of the platform being rolled out in 2021
- Conduct briefings with new employees to explain Medical Research System processes and the role of ReMIT
- Ensure up-to-date documentation is available on the organisation's SharePoint webpages
- Support development and implementation of new research and ethics processes, as required
- Submit MSF research studies to the MSF Ethics Review Board (ERB) on behalf of the researchers; monitor study progress and communicate with researchers and the MSF ERB as required

General administration:

- Provide support for the MSF Scientific Days, as required
- Provide support to other Manson Unit teams, as required

WHAT YOU WILL LEARN:

This role is an opportunity to:

- explore the day-to-day research communications within an international NGO
- learn MSF's approach to field research and innovation
- develop an understanding of processes linked to research studies (from concept to dissemination) and explore the ethical considerations linked to research being conducted in humanitarian and emergency settings
- observe Research Committee expert discussions around the merits and downfalls of proposed research studies
- gain insight into MSF and current topics in the health and humanitarian world
- put into practice communications and social media strategies that support the dissemination of medical research and innovation
- develop an understanding of research communications partnerships
- develop project planning and implementation relating to international conferences.

PERSON SPECIFICATION:

- Good understanding of global health and biomedical research
- A genuine interest in, and commitment to, the humanitarian principles of MSF
- Strong writing skills, particularly the ability to translate scientific content for lay audiences
- Demonstrable experience using social media, particularly Twitter
- Very strong communication and organisational skills
- Excellent attention to detail
- Ability to work independently and to interpret briefs and instructions; keen to undertake small timebound projects
- Ability to work effectively in a team environment, confident interacting with other departments and senior management.
- Good communication skills
- Flexible attitude
- Fluency in written and spoken English (other languages are an advantage)
- Knowledge of the research study lifecycle and ethical requirements (desirable)
- Familiarity with Microsoft Office 365 (desirable)
- Some experience of organising events (desirable)

Candidates must hold an appropriate passport or permit to work in the UK.

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.

Recruitment timetable:

- **Closing date for applications: Tuesday 24 August 2021, 11.59pm BST**
- Interviews: soon after the closing date.
- Potential start date: ASAP