

### JOB VACANCY – INTERPRETER- FULL TIME - 100%

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

**Title:** INTERPRETER  
**Direct Reports:** PROJECT MEDICAL REFERENT (PMR)  
**Location:** LIWALE, LINDI

### MAIN PURPOSE

To support MSF medical team in verbal and written interpretation, in person or remotely, during daily medical activities (medical round, consultations, interviews, meetings, etc.) and written translations, from English to Kiswahili or vice versa, in order to ensure accurate, respectful, fluent and confidential communication between medical staff and local population.

### ACCOUNTABILITIES

- Inform medical staff about important cultural nuances to consider during a meeting, medical consultation, or interview with local people.
- Participate in staff trainings and meetings as an interpreter.
- Provide face to face interpreting, as well as during telephone and radio calls or other telecom devices, when necessary.
- Adapt communication to any circumstances, using appropriate language registry as well as diplomatic and courtesy manners.
- Translate MSF internal / external documents into local language(s).
- Keep record of all translated documents.
- Look after all equipment provided, i.e. dictionaries or other books that belong to MSF
- Ensure confidentiality and medical secrecy.

MSF has been working intermittently in Tanzania since 1993, supporting MOH in a variety of areas, notably the provision of primary and secondary health care and the response to epidemics such as cholera, malaria, and HIV/AIDS. MSF's latest intervention in the country started in May 2015 with an emergency response to a cholera outbreak affecting both the refugee and the host populations in Kigoma region. During the emergency phase MSF expanded medical and water/sanitation activities to all three refugee camps in the region.

Liwale project officially launched in December 2022, Liwale project is an integrated project supporting MoH in Community based, Primary and Secondary health care for mother and child under 5. MSF is currently supporting 7 health facilities including 4 secondary health care facilities (1 district hospital, 3 health centres) where CEmONC are offered and 3 primary health care where BEmONC are offered. This support includes facilitation for recruitment of 102 health care workers including 50 community health care workers, medical supply, empowerment of team (trainings, team management, quality of care improvement), referrals, Watsan activities and rehabilitations.

The successful candidate for this position will be able to ensure precise and unbiased translation/interpretation devoid of personal opinion. This position is strictly interpreting/translating.

#### **Minimum Educational Qualification:**

- Essential: Secondary education
- University degree or certification in a relevant field such as Linguistic, Foreign Languages or related discipline desirable
- Health knowledge advisable

#### **Experience:**

- Prior experience working as a medical interpreter is preferred.
- Familiarity with medical terminology and procedures is highly advantageous.
- Experience working in a healthcare setting, such as hospitals, clinics, or medical offices, is beneficial.

#### **Languages:**

- Bilingual in English and Kiswahili.

**Competencies:**

- Results, Teamwork, Flexibility, Commitment, Service, Stress Management

The successful candidate for this position will be able to ensure precise and unbiased translation/interpretation devoid of personal opinion. This position is strictly interpreting/translating.

**People living with disabilities or minorities to indicate in their CV or Motivation letter  
Female candidates are highly encouraged to apply.**



**APPLICATION DETAILS**

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Wednesday, October 9<sup>th</sup>, 2024 at 4:00 PM. All submissions after this date/time will be ignored.** Please quote the job title on the email subject **“Liwale INTERPRETER – YOUR NAME”**. Emails with a different subject line may not be sorted correctly and therefore not received. **Only candidates who have been short-listed will be contacted.**

**Important Note:** All applicants must provide valid Tax Identification Number (TIN) information in their application. TIN is essential for employment with MSF.

Please send your application to the email address [MSFCH-Tanzania-Recruitment@geneva.msf.org](mailto:MSFCH-Tanzania-Recruitment@geneva.msf.org)

**The applications can also be submitted at MSF offices situated at Mikocheni B, Daima street House no 16 Dar es Salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or at MSF office situated in Liwale, Lindi.**

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact [msfch-tanzania-hrmanager@geneva.msf.org](mailto:msfch-tanzania-hrmanager@geneva.msf.org)

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED**

**JOB VACANCY – MEDICAL ACTIVITY MANAGER**

**Title:** Medical Activity Manager

**Duration:** 12 months (Fixed Term Contract) - Full time position (100%)

**Direct Reports:** Project Medical Referent.

**Location:** Nduta Camp and Kibondo (Kigoma Region)

**FOR NATIONAL STAFF ONLY**

**INTRODUCTION:**

*Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.*

**Required Criteria:**

**Minimum Educational Qualification:**

- Medical Doctor or Paramedical Degree. Desirable specialization or training in Tropical Medicine or related studies.
- Must be registered and allowed to practise under Medical Council of Tanganyika.

**Experience:**

- Essential 2 year working experience in medical activities related jobs.
- Previous experience in MSF in the field is an added value.

**Languages:**

- Essential mission language: English and Swahili (Kirundi and/or French will be a plus.)

**Objectives of the position:**

Defining, coordinating and monitoring the medical activities under his/her responsibility according to MSF protocols, standards and procedures in order to ensure the delivery of quality medical care for patients and their communities as well as to improve the health condition of the target population

**Main Responsibilities:**

- Coordinating, assessing and supervising the proper functioning of the medical activities (HIV, TB STIs, SGBV, etc.), according to **MSF** protocols, standards and procedures and through the correct compilation and analysis of medical data regarding patients' health conditions.
- Participating in the definition of annual planning and budget for the project and in the follow up of the programs / project. Supervising and ensuring that medical activities objectives under his/her responsibility are achieved, reporting to the technical referent any problem arising in the service.
- Checking all administrative procedures related to patients' follow-up (individual card filling, registers, paper exit, discharge, transfers ...) are carried out correctly and according to **MSF** procedures.
- Ensuring an efficient pharmacy management and monitoring the rational use of them. In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating

future needs. Preparing the medical orders needed to implement the medical activities under his/her responsibility, and identifying and reporting to the line manager, non-medical support needs (material, infrastructure, transport, etc.)

- Coordinating and monitoring the daily working plan of the team under his/her responsibility (absent personnel, vacations, tracking leaves ...). Participating in shifts and replaces a doctor, if necessary
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff under his/her responsibility in order to improve staff capabilities and to ensure both the sizing and the amount of knowledge required.
- Participating in the monthly reports according to guidelines (i.e. SitReps, medical statistical reports, etc.).

### **MSF Section/Context Specific Accountabilities:**

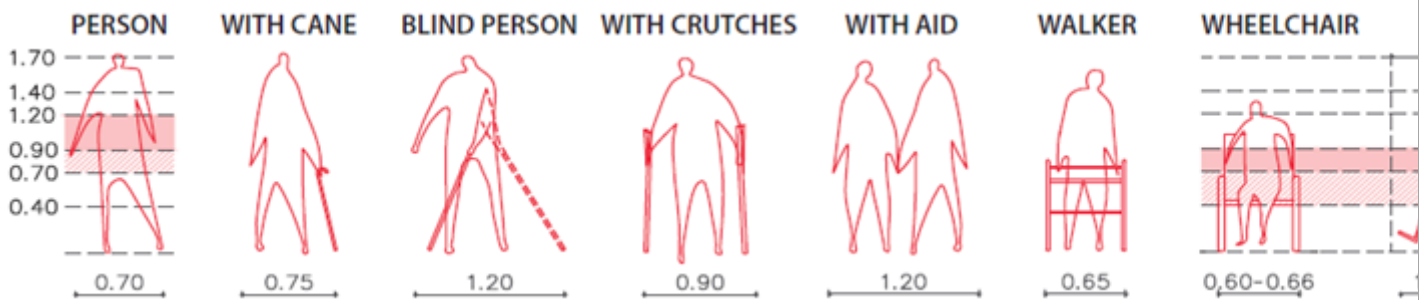
- **Participate in the Annual Planning of the Project:**
  - Engage in discussions and strategic planning with the Medical Team Leader (MTL) and relevant stakeholders to outline annual activities.
  - Present and justify project needs using data and evidence, including health statistics and resource availability.
  - Contribute to creating action plans and timelines, ensuring alignment with MSF protocols and standards.
- **Administrative Procedures:**
  - Oversee staff health activities, ensuring timely submission of sick reports and updating the SOP for staff health sickness.
  - Discuss long-term sick leaves with the MTL and administration, ensuring proper documentation and action.
  - Report absentees and incidents timely, and participate in disciplinary hearings when required by HR.
  - Manage and report staff-related incidents as per MSF guidelines.
- **Pharmacy Management:**
  - Conduct regular rational prescription analysis in collaboration with the pharmacy and nursing team to ensure appropriate medication use.
  - Communicate any practice or protocol changes to the pharmacy to ensure accurate stock monitoring.
  - Participate in pharmacy meetings to address and resolve pharmacy management challenges promptly.
- **Daily Working Plan of the Team:**
  - Prepare staff rosters timely, ensuring efficient staff allocation to different units for smooth medical operations.
  - Work with the team to monitor and follow up on key medical activities such as ITFC, neonatology, POCUS, and SGBV.
  - Follow up hospital activities daily, and assess important indicators such as mortality rate, length of stay.
- **Supervising HR Processes for Staff Development:**
  - Ensure staff objectives are updated and evaluations are conducted within agreed timeframes.
  - Facilitate staff career development through internal and external training opportunities to enhance skills and competencies.
- **Participate in Monthly Reports:**
  - Prepare comprehensive monthly medical situation analysis reports, highlighting key issues and progress.
  - Prepare any other requested medical analysis reports for the MTL.

- Collaborate with health partners for outbreak disease surveillance and ensure smooth activities between primary and secondary healthcare services.

**Main Competencies and and Knowledge:**

- Essential computer literacy (word, excel and internet)
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- Competencies Strategic Vision.
- Leadership.
- People Management and Development .
- Service Orientation.
- Teamwork and Cooperation.

**Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.**



**APPLICATION DETAILS**

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Friday October 4<sup>th</sup> 2024 at 4:00 pm**, Please quote the job title on the email subject **“MEDICAL ACTIVITY MANAGER”**

**Important Note:** All applicants must provide valid Tax Identification Number (TIN) information in their application. TIN is essential for employment with MSF.

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**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED**



**JOB VACANCY – LABORATORY SUPERVISOR**

**Title: Laboratory Supervisor**

**Duration:** 12 months (Fixed Term Contract) - Full time position (100%)

**Direct Reports: Project Medical Referent.**

**Location:** Nduta Camp and Kibondo (Kigoma Region)

**FOR NATIONAL STAFF ONLY**

**INTRODUCTION:**

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**Required Criteria:**

**Minimum Educational Qualification:**

- Essential Bachelor of Medical Laboratory Sciences.
- Must be registered and allowed to practise under Health Laboratory Practitioners Council of Tanzania.

**Experience:**

- Essential 2 years experience in a laboratory, preferably as a Lab Technician.
- Desirable in MSF or another NGO, desirable in a clinical laboratory

**Languages:**

- Essential mission language: English and Swahili (Kirundi and/or French will be a plus.)

**Objectives of the position:**

Planning, organizing and carrying out laboratory activities and supervising the laboratory staff according to **MSF** protocols, security measures and hygiene standards, in order to support the **MSF** medical team in the diagnosis of patients' diseases.

**Main Responsibilities:**

- Participating in the project planning and follow-up and reviewing the laboratory budget when necessary in order to support **MSF's** medical activities.
- Ensuring the compliance of **MSF** hygiene and safety protocols, both individually and collectively as well as informing staff of existing biological risks.
- Performing laboratory tests and carrying out sample collection (serology, hematology, biochemistry, bacteriology, parasitology ...) in accordance with prescriptions as well as ensuring that quality control tests are carried out regularly. Informing the doctor of the results of the tests and keeping a record of the analysis with data from patients.

- Ensuring proper management (cleaning, maintenance, arranging) of all laboratory equipment and the adequate supply of needed equipment and material in order to prevent stock-outs. This includes being responsible for all required automatic instrument calibration, ensuring that no material is taken out of laboratories without prior authorization and carrying out a proper storage system and conditions, inventory, etc. In cooperation with logistics department, ensuring that cold chain is properly maintained in Laboratory areas for both, samples and reagents.
- In the absence of a Laboratory Manager, ensuring proper registration and needs of all lab related activities and implementing a correct use of the associated management tool (EpyTryp. Etc.) in order to have a proper recording of laboratory activities. Preparing and sending slides/samples for external quality control .
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, coaching, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Producing regular reports on the testing and on any issues / problems related to laboratory personnel and / or the material used.

### **MSF Section/Context Specific Accountabilities**

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- Participating in the project planning and follow-up and reviewing the laboratory budget, when necessary, in order to support **MSF's** medical activities.
- Ensuring the compliance of **MSF** hygiene and safety protocols, both individually and collectively as well as informing staff of existing biological risks.
- Performing laboratory tests and carrying out sample collection (serology, haematology, biochemistry, bacteriology, parasitology ...) in accordance with prescriptions as well as ensuring that quality control tests are carried out regularly. Informing the doctor of the results of the tests and keeping a record of the analysis with data from patients.
- Ensuring proper management (cleaning, maintenance, arranging) of all laboratory equipment and the adequate supply of needed equipment and material in order to prevent stock-outs. This includes being responsible for all required automatic instrument calibration, ensuring that no material is taken out of laboratories without prior authorization and carrying out a proper storage system and conditions, inventory, etc. In cooperation with logistics department, ensuring that cold chain is properly maintained in Laboratory areas for both, samples and reagents.
- Ensuring proper registration and needs of all lab related activities and implementing a correct use of the associated management tool (EpyTryp. Etc.) in order to have a proper recording of laboratory activities. Preparing and sending slides/samples for external quality control.

### **Infection Prevention and Control (IPC)**

- Uniforms are worn by all laboratory staffs during working hours.
- All staffs use clogs in the laboratory and not home shoes.
- No staff is having AEB (accident exposure to blood)
- Lab equipment is decontaminated and cleaned according to guidelines and kept in good conditions.

### **Team management /Reporting :**

- Contribute to evaluation of the lab team (with the Deputy PMR / PMR).

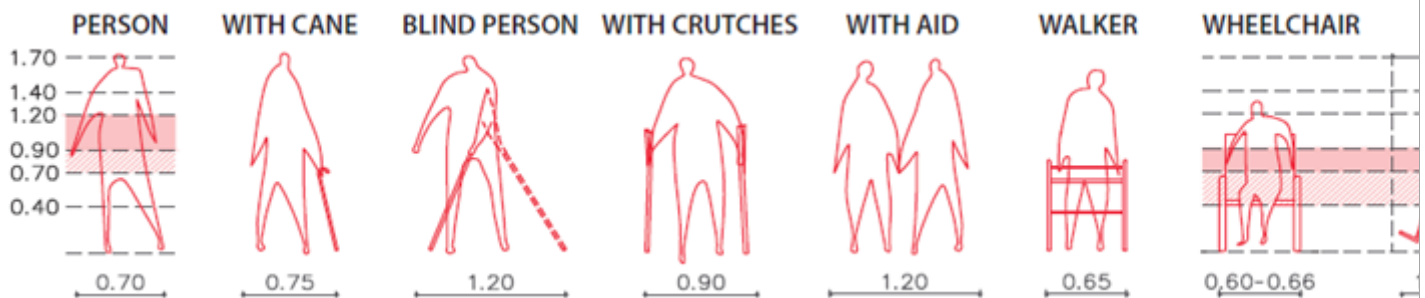


- Contribute to the development plan for the lab technician team.
- Ensure the laboratory is staffed 24hours according to the workload.
- Training: Contribute to the needs assessment, design, and implementation of training for the lab technician, in collaboration with the Deputy PMR / PMR.
- Organize regular and systematic supervision of the laboratory activities and provide on the job-coaching.
- Half of the annual leave to be earned the whole year is taken by mid of the year 2024 by all staffs.
- Ensure the planning and practical organisation of the activities for the lab technicians.
- Ensure all laboratory team have objectives, appraisals done regularly (at least once a year) and shared with MTL.
- Weekly task distribution is done in the laboratory and shared with MTL
- Ensure the organisation of regular lab team meetings.
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, coaching, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required.
- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Producing regular reports on the testing and on any issues / problems related to laboratory personnel and / or the material used.
- Improve communication and reporting (MTL is informed on the laboratory challenges immediately (within 12 working hours of occurrence)).
- Medical team is informed on availability or rapture of lab reagents for specific tests.
- Laboratory team have a system of handover (handover book) between one shift and another; with clear reports on what has happened during the shift and things to be followed by the new staff in a shift.
- Communicate to MTL is done in advance before involving to non-laboratory activities (e.g., staff representative/association activities)
- Lab supervisor always attends the hospital medical meeting; morning and Thursday meeting, biweekly meeting with MTL.
- Reports on clear communication done to staff in case they commit mistake is done to the MTL
- Blood drive collection is planned weeks before and logistic, MTL office, HP team and MAM/NAM is informed 2 weeks before.
- Challenges for barcodes are reported to the MTL office 2 weeks before the blood collection.
- Cold chain is monitored according to protocols.
- All sample send for examination outside should have the validation of the MTL office, exempt: CBC, Tb test.
- All challenges link to lab test are reported to the MTL office.
- Patient results are transmitted appropriately and confidentially.
- All lab reagents are available or immediate reported to MTL in case of pre-rapture.

#### **Main Competencies& Knowledge:**

- Essential computer literacy (word, excel and internet)
- Basic computer skills
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

**Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.**



### APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Friday October 4<sup>th</sup> 2024 at 4:00 pm**, Please quote the job title on the email subject **“LABORATORY SUPERVISOR”**

**Important Note:** All applicants must provide valid Tax Identification Number (TIN) information in their application. TIN is essential for employment with MSF.

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**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED**

**JOB VACANCY – NURSING ACTIVITY MANAGER**

**Title:** Nursing Activity Manager

**Duration:** 12 months (Fixed Term Contract) - Full time position (100%)

**Direct Reports:** Project Medical Referent.

**Location:** Nduta Camp and Kibondo (Kigoma Region)

**FOR NATIONAL STAFF ONLY**

**INTRODUCTION:**

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**Required Criteria:**

**Minimum Educational Qualification:**

- Essential: Nursing diploma for general or specialized health services (Bachelor in science of Nursing Desirable); Specialization or training in tropical medicine would be an asset
- Must be registered and allowed to practise Under Tanzania Nurses and Midwives Council (TNMC)

**Experience:**

**Essential:** Working experience of at least two years in nursing activities related jobs.

**Desirable:** Working experience in MSF or other NGO's in developing countries.

**Languages:**

- Essential mission language: English and Swahili (Kirundi and/or French will be a plus.)

**Objectives of the position:**

Defining, coordinating and monitoring all care and nursing related activities in the project and ensuring the daily management of the human resources, according to MSF nursing protocols, standards and procedures, in order to warrant efficiency, quality and continuity of prescribed care

**Main Responsibilities:**

- Planning and organizing all nursing related activities (IPD, OPD, maternity, nutrition, etc.) and participating in the definition of annual planning and update of its associated budget in order to efficiently maintain the continuity of the standard quality healthcare. When needed, being responsible for scheduling duty rosters, shifts and on call of nursing staff
- Coordinating and supervising the implementation of the legal therapeutic protocols, procedures and standards, depending on project objectives (PPTCT, PEP, VCT, IEC, SGBV, MH services, etc.) and providing technical support when needed, to ensure the quality of the nursing care, confidentiality and information traceability, patient surveillance, and the application of the therapeutic and sterilization rules by the health care personnel.
- Supervising the nutritional activities in order to ensure that therapeutic food is provided regularly and that it complies with quality and quantity standards

- Ensuring all administrative procedures and documents (individual patient's card and registration book, discharge paper, transfer paper, etc.) and existing data management tools are used correctly
- According to **MSF** protocols and in collaboration with the Pharmacist and Medco, supervising the distribution (according to medical prescriptions) and pharmacy activity, preparing new orders when required, supervising expiration terms and consumption patterns, in order to ensure that pharmacy stock levels are permanently updated and above minimum safety point.
- In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs.
- In close coordination with the Logistics Manager, supervising laboratory outputs related to nursing activities (blood test) to ensure samples are collected correctly and results are provided on time.
- In close coordination with the HR department, planning and supervising the associated processes (recruitment, training, evaluation, development and communication) of the nursing staff of the project in order to improve staff capabilities and ensure both the sizing and the amount of knowledge required. Training nursing staff on PTE.
- Reporting to the line manager on any relevant information linked to nursing activities and participating in monthly reports

Note: **PPTCT** = Prevention Parent To Child Transmission; **PEP**= Post Exposure Prophylaxis; **VCT** = Voluntary Counselling and Testing; **IEC** = Information, Education and Communication; **SGBV** = Sexually Gender Based Violence; **MH** = Mental Health; **PTE** = Patient Therapeutic Education

### **MSF Section/Context Specific Accountabilities:**

#### **Plan and Organize Nursing Activities**

- Coordinate and oversee all nursing-related activities across various departments, including Inpatient Department (IPD), Emergency Room (ER), and Dressing Room.
- Supervising the nutritional activities in order to ensure that therapeutic food is provided regularly and that it complies with quality and quantity standards.
- In close coordination with the Lab Supervisor, MAM, supervising laboratory outputs related to nursing activities (blood test) to ensure samples are collected correctly and results are provided on time.
- Participate in the development of the annual plan to ensure the continuity of high-quality healthcare services.

#### **Monitor Quality of Care**

- Supervise and assess the quality of clinical care provided in the hospital, including the use of Pediatric Early Warning Score (PEWS) and Adult Early Warning Score (AEWS).
- Conduct regular patient file reviews, oversee patient safety incidents (PSIs), and facilitate morbidity and mortality reviews.
- Ensuring all administrative procedures and documents (individual patient's card and registration book, discharge paper, transfer paper, etc.) and existing data management tools are used correctly.

#### **Pharmacy Management**

- Collaborate with nursing team supervisors to manage pharmacy operations within the wards.
- According to **MSF** protocols and in collaboration with the Pharmacist and Medical team, MTL, supervising the distribution (according to medical prescriptions) and preparing new orders when required, supervising expiration terms and consumption patterns, in order to ensure that pharmacy stock levels are permanently updated and above minimum safety point.
- Participate in the International Ordering (IO) process for drugs and biomedical equipment by reviewing Average Monthly Consumption (AMC), Focused Monthly Consumption (FMC), and analysing patient trends for each season.

- In coordination with the project biomedical service supervising the appropriate use of medical devices and anticipating and communicating future needs

### **Infection Prevention and Control (IPC) Oversight**

- Work closely with the IPC supervisor to manage and support IPC activities in the hospital, including identifying IPC needs, conducting assessments using standardized tools, and supporting the sterilization department and laundry services.
- Ensuring the constant availability of IPC supplies from pharmacy and warehouse

### **Human Resources Coordination**

- In partnership with the MTL office and HR department, plan and supervise processes related to the recruitment, training, evaluation, leave planning and development of nursing staff.
- Ensure that nursing staff capabilities are enhanced and that staffing levels and knowledge are appropriate for the needs of Nduta project.
- Reporting to the line manager on any relevant information linked to nursing activities and participating in monthly reports.

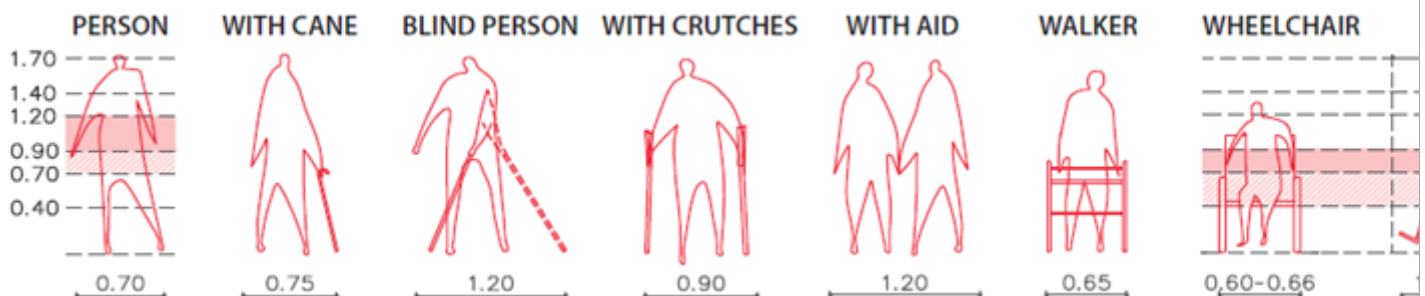
### **Ensure Compliance with Log Frame Indicators**

- Monitor and ensure adherence to key performance indicators (KPIs) related to nursing activities, including IPC indicators, quality of care measures, bed occupancy rates (BOR), and patient length of stay.

### **Main Competencies and Knowledge:**

- Essential computer literacy (word, excel and internet)
- People Management and Development
- Commitment to MSF Principles
- Behavioural Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation

**Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.**



### **APPLICATION DETAILS**

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Friday October 04<sup>th</sup> 2024 at 4:00 pm**. Please quote the job title on the email subject **“NURSING TEAM ACTIVITY MANAGER”**

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