### Médecins Sans Frontières Australia

### Job Description

| Position                  | Medical Adviser – Obstetrics & Gynaecology  
|                          | Medical Unit Sydney, Operational Centre Paris |
| Location:                | Sydney with international travel |
| Reporting to:            | Head of Sydney Medical Unit |
| Status:                  | Full time Permanent |
| Start date:              | June 2020 |
| Grade                    | C4 |
| Salary                   | $107,198 |

Operational Centre Paris (OCP) seeks to appoint a Medical Adviser (Obstetrics and Gynaecology) for the Sydney Medical Unit:

**Background**

MSF Operational Centre Paris (OCP) consists of four partner sections (Paris, New York, Tokyo and Sydney) as well as an office in Dubai. MSF OCP carries out operations according to a common strategic plan and annual medico-operational plans. In 2005 the Sydney Medical Unit was created, and as an integral part of the medical department of OCP, is responsible for medical support of operations in the field of Women’s and Child Health.

The overall purpose of the MSF OCP medical department is to achieve MSF’s social mission by its leadership, expertise and advocacy through:
- The co-creation of medico-operational strategies and priorities
- Pertinent, context-adapted medical support
- Leading/oversight of/support for continuing improvement of quality of care and respect for medical ethics
- Conducting operational research and new medical approaches
- Internal and external advocacy based on field needs, our experience and the results of our research
- The development of links between MSF and the medical world

**Overall Responsibility of this Post**

1. Medical support to operational project of OCP
• The overall responsibility will be to contribute, through their expertise, to developing medico-operational strategies in the field and to the improvement of care of patients in MSF projects, namely in the field of obstetrics and gynaecology.
• They will work alongside a team of other women’s health and paediatric referents in Medical Unit and colleagues in OCP medical department.
• They will have an overview of the programs providing sexual and reproductive health care and provide specialist obstetrical and gynecological support for relevant issues, such as obstetric surgery and cervical cancer management, in close collaboration with the midwifery advisor.
• As a member of the medical department of OCP, they will participate in activities and discussions and exchange regularly with colleagues within this department.
• Accountability for all areas of individual responsibility is to the Head of the Medical Unit.

2. Specific description of duties
They will provide medical support to the operations (operational department and field) along the directives of the MSF OCP strategic plan and annual medico-operative plan. This will include collaborating with operations in the implementation and adaptation of operations, exploring new avenues for appropriate sexual and reproductive health care in the projects, background research, designing and revision of guidelines, and clinical advice to the field, as well as networking with institutions and researchers on relevant topics. This is done in direct collaboration with the “medecin de cellule” (medical responsible in operations cell), the medical coordinator and other relevant colleagues.

2.1. Field/operational support
• Participation in discussions on construction, implementation, review and modification of specific projects together with the operational cells.
• Briefing and debriefing of medical field workers (international staff, especially Obstetricians but also medical coordinators and medical team leaders).
• Regular follow up of and feedback on medical data and reports as well as answering specific questions regarding medical care.
• Conducting field visits with the aim of supporting the teams and identifying difficulties encountered by the field (application of protocols, tools or other resources), conducting trainings if appropriate and providing a concise report upon return.
• On demand: conduct exploratory missions to help develop adapted women’s health strategies/activities.
• On demand: help review medical orders (in collaboration with medcell who is responsible for final validation).
• Give feedback on medical reports (including morbidity and mortality reports) and provide further analysis on medical data; if needed, alert med cell or cell responsible of issues that need further action.
• Inform and update colleagues in the medical department on the evolution and current issues in women’s health on a regular basis.
• Review protocols, guidelines and policy papers, and write or update those where needed.

2.2. Specific responsibilities regarding the dossier of women’s health
• Is the referent regarding women’s health in collaboration with midwife (in the medical unit)
Works together with desks and field teams to implement medical policies regarding women’s health, according to priorities set in the MSF OCP Strategic plan and annual medical-operational plans – including ToP (Termination of Pregnancy) policy

Ensures good medical practice in Obstetrics and Gynaecology in MSF OCP projects

Remains current regarding medical literature and discussion on questions relevant to their dossier

Networks with medical colleagues outside MSF (where relevant)

Strives to find adapted, if appropriate innovative, responses to the main medical challenges in programs related to women’s health

Together with paediatric referent participates in designing strategies offering comprehensive care for the newborn

Actively participates in the planning and implementation of trainings

Represent MSF OCP in the MSF intersectional sexual and reproductive health working group (ISRHWG).

If required, and upon agreement with their manager, attends and presents at relevant international forums

Where relevant liaises with the MSF Access Campaign

Communicates and exchanges with colleagues working on specific dossiers

Suggests questions and ideas for operational research and follows operational research projects in collaboration with Epicentre

Assists in supporting Human Resources on recruitment issues regarding women’s health (support of obstetrician pools e.g. through validation of CVs)

3. Possibility of continuing hands-on medical work in obstetrics and gynaecology

In order to remain current and active in the field of obstetrics and gynaecology, the candidate is encouraged to maintain their clinical skills. To enable this, clinical work in their profession outside of the responsibilities listed above will be possible. The amount of time spent for this work (four to a maximum of six weeks at a time) as well as the timing will be agreed with the head of unit well in advance (at least 6 months). This clinical work can be carried out in an MSF project or can be organized outside MSF. The latter possibility is subject to medical registration and visa status in Australia.

4. MSF Australia related responsibilities

- Provides input to the MSF Australia office on relevant medical issues
- Maintains close relations with Communications/ Fundraising Department and assists with medical communications when necessary with in collaboration with Med/Comms officer in MSF-Australia communications department
- Participates in activities aimed at increasing understanding of MSF activities within the office
- S/he participates in MSF Australia internal events such as Welcome Days
- Represents MSF at relevant meetings in Australia (trainings, meetings, conferences)

Selection criteria

Essential criteria
• Degree qualified in suitable area
• Experience as a Medical Doctor
• Specialist qualification in Obstetrics and Gynaecology
• Significant clinical obstetrics and gynaecology experience, with preferably some in low-resource settings
• Field experience with MSF
• Co-ordination experience (eg. field medical project and program manager)
• Strong written and oral skills in English
• Good level of written and oral French
• Good organizational and realistic planning skills; ability to multi-task and to take initiative and work autonomously
• Strong communication skills
• Strong interpersonal skills and willingness to work as a team
• Flexibility and pragmatic, solution-oriented thinking
• Willingness and ability to travel regularly to the field and to other MSF offices (min 3 field visits/year plus approximately 2 visits to Europe; in total about 4 months absence from office/year)
• Capacity and willingness to work outside regular office hours (evenings)
• Desire to work and live in Australia

Desirable criteria
• Coordination experience (field co, project manager...)
• Master in Public Health or International Health

Applications
Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

Applications close: 15 March 2020

Applications and enquiries to HRAdvisors
Email: officerecruitment@sydney.msf.org