

19 February 2021

## **VACANCY NOTICE**

Medecins Sans Frontieres (MSF) is an international, independent, medical humanitarian organization 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 ([www.msf.org](http://www.msf.org)). We are seeking qualified and highly motivated applicants for: **MSF OCB Karachi**

### **EPIDEMIOLOGY ACTIVITY MANAGER**

#### **General objectives of the function:**

Defining, coordinating and monitoring the epidemiological activities, ensuring the development of appropriate methodology and the quality of studies according to MSF protocols, standards and procedures in order to identify risk factors for diseases and to determine the optimal treatment approaches to clinical practice and the preventive medicine to be used in the missions.

#### **Key responsibilities include:**

- Defining, scheduling and organizing, in close collaboration with other medical team members, the annual epidemiological activity plan as well as its associated budget, in order to improve early detection of risk factors to better define treatment approaches and preventive practices. Leading the implementation of the protocols and epidemiological methodology, ensuring all related staff follows them in order to improve research efficiency.
- Supervising, according to annual plan, the epidemiological research activity ensuring that contacts with community groups and authorities are aligned with the objectives of the research and that the population participating in the research is properly informed. Reporting on the progress of data collection, on ongoing analysis of research or on any issue causing delay, in order to achieve epidemiological goals on time.
- Advising the MSF medical team on epidemiological matters that arise in the course of their activity research, and when necessary, designing and implementing epidemiological tools and data collection to meet new epidemiological needs.
- Ensuring, in coordination with logistics department, that national or international shipment of laboratory samples acquired for research purposes is done within datelines and according to protocols, following security rules and keeping conditions needed for the sample.
- Supervising data filing procedures, ensuring that all epidemiology software tools are properly used and are updated regularly, in order to ensure full data traceability and availability.
- Planning and supervising, in close coordination with the HR department and the MSF vision, policies and values, the associated processes (job description, recruitment, training, performance evaluation, development and internal/external communication) of the epidemiological staff in order to ensure both the sizing and the amount of knowledge required, to improve staff technical capabilities, contribution and commitment to MSF values.
- Supervising, in close coordination with the Logistic Manager that research equipment and materials are properly maintained, and stock level is above minimum point in order to ensure availability and re-research activity continuity.
- Participating in operational monthly reports and organizing and/or assisting medical staff in preparing epidemiological reports related to health facilities and to researched areas.

*MSF reserves the right to keep and use applicants' CVs for further use, beyond the date of the current vacancy, for similar purpose, with the consent of the applicant, in a reasonable timeframe.*

*Late or incomplete applications will not be processed. Only shortlisted applicants will be contacted for tests. MSF reserves the right to reject individual applications or cancel whole of the recruitment process without notice.*



### Qualification & Experience:

Medical or nursing related diploma	Essential
Degree (or masters) in Epidemiology or Public Health with extensive training in statistics and epidemiology	Essential
Specialization or training in tropical diseases	Desirable
Working experience of at least two years in nursing activities related jobs	Essential
Working experience with MSF or other NGOs	Desirable
Working experience in developing countries	Desirable

### Knowledge and Skills

Computer literacy (word, excel, internet)	Essential
Knowledge of Epi-Info, Epi data, SPSS, STATA or analytical package is added advantage	Desirable
Excellent communication (oral/written) in English and Urdu	Essential

### Competencies

People Management and Development\	Level 2
Commitment to MSF Principles	Level 2
Behavioral Flexibility	Level 3
Results and Quality Orientation	Level 3
Teamwork and Cooperation	Level 3

### How to apply:

Send your application (Covering letter, CV, Educational certificate, working certificate and training certificate if any) to the following address:

[msfocb-karachi-HRFin@brussels.msf.org](mailto:msfocb-karachi-HRFin@brussels.msf.org) or [www.rozee.pk](http://www.rozee.pk)

The deadline for reception of applications is: **Friday, 5<sup>th</sup> March 2021**

  
MEDECINS  
SANS FRONTIERES  
طبیان بے سرحد  
HR / Finance Manager  
MSF-OCB Karachi

*MSF reserves the right to keep and use applicants' CVs for further use, beyond the date of the current vacancy, for similar purpose, with the consent of the applicant, in a reasonable timeframe.*

*Late or incomplete applications will not be processed. Only shortlisted applicants will be contacted for tests. MSF reserves the right to reject individual applications or cancel whole of the recruitment process without notice.*