



# Midwife Activity Manager

As an MSF Midwife Activity Manager, you may be required to visit expectant mothers deep in the jungle to carry out antenatal check-ups, establish a programme to respond to sexual and gender-based violence in a refugee camp or train birth attendants in busy maternity departments in big hospital settings. You will be a vital part of most project teams, ensuring the provision of high-quality mother and child health care to populations in need.

## Requirements

- Qualification as a registered midwife
- Minimum of two years' professional experience as a midwife
- Recent clinical experience (at least six months within the last 24 months)
- Experience working in labour wards and with difficult case management
- If working as an independent midwife, previous experience must include extensive numbers of deliveries as well as pre- and post-natal care and relevant experience in hospital settings
- IT skills (Excel, Word, PowerPoint)
- Fluency in English and/or French; any other languages are an asset (Spanish, Portuguese, Arabic, Russian)
- Available for a minimum of six months
- Commitment to MSF's social mission and values
- Strong team player
- Willingness to work in all kinds of contexts worldwide, including unstable areas
- Adaptable and able to work in a multicultural team
- Flexible and able to manage stress
- Self-driven with a solution-oriented approach
- Ability to train others

## Desirable skills

- Diploma in tropical medicine
- Training in emergency obstetrics (e.g. Advanced Life Support in Obstetrics)
- Working experience in developing countries
- People management experience

**This is an exciting and diverse role involving some or all of the following responsibilities :**

- Plan, organise and ensure the implementation of all sexual and reproductive health activities; this includes updating the annual project planning and budget, and planning any emergency activities or exploratory visits as required
- Inform doctors about potential serious problems or complications related to the patients, or problems with medication
- Assist and collaborate with the field doctors and nurses when needed (normal or complicated deliveries)
- Ensure that newborn babies are correctly monitored from delivery to discharge and that all pregnant women and newborns are referred to the Expanded Programme on Immunization (EPI)
- Manage, train and supervise the Midwife and Maternity team through activities such as recruitment, defining job descriptions, capacity-building, briefing/debriefing and evaluation of staff
- Ensure the implementation of protocols by all staff in order to improve the quality of health care given to the population and prevent infection due to poor staff practices
- In collaboration with the Project Logistician, supervise the distribution of drugs, keep track of consumption patterns, supply orders, monitor inventories and train staff to ensure that there are sufficient levels of stock to carry out the activities of the project and material resources are used rationally and appropriately
- Supervise administrative procedures and documents, analysing routine data for monitoring purposes so as to have updated and correct information about the day-to-day activity in the project and to assist with decision-making

**Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specific projects. You will not face these challenges alone; other MSF team members (both international and locally hired staff) will provide technical support, including comprehensive guidelines and protocols.**

## **Are you interested in applying ?**

**For more information on our recruitment criteria and working conditions, please visit [www.msf.ch](http://www.msf.ch).**

MSF recruits people from all over the world who want to use their skills to make a difference through effective, relevant humanitarian work.

To deliver our life-saving medical aid in the areas where it is needed most, we rely on a network of medical, paramedical, logistical and administrative professionals.

MSF Switzerland is currently coordinating more than 60 projects in 25 countries. Each year more than 500 international staff join 6,000 locally hired staff to provide medical relief in countries around the world.

By joining MSF, you become part of a team made of extremely hard working, committed, skilled and adaptable individuals. You bear witness to situations you see in the field. MSF offers you opportunities to develop your skills, your career and to take on long-term responsibilities within the organization.