

Staff Health Care Officer at Medecins Sans Frontieres (MSF)

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Job Description

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MÃ©decins sans frontiÃ©res (MSF) or Doctors Without Borders, is an international humanitarian-aid non-governmental organization (NGO) and Nobel Peace Prize laureate, best known for its projects in war-torn regions and developing countries facing endemic diseases.

PURPOSE OF THE FUNCTION

The main objective of the function is to be the focal point for staff health issues for all staff working under MSF EA and staff visiting/transiting/training or referred for medical attention in Kenya. H/She will be responsible for MSF EA Office staff health, MEDEVAC and transit support for temporary staff in country, as well as punctual medical support of staff in the MSF EA pool for international mobile staff. As a member of the HR team of MSF EA, the Staff Health Officer reports to the Director of HR. He/she will link/liase with the Staff Care Units of the MSF operational center's if/where needed for further technical support.

MAIN RESPONSIBILITIES

MSF EA Office Staff Health

Review and support the implementation of staff health and safety framework for all MSF EA staff to ensure their overall safety and taking into account the Legal frame as well as MSF minimum standards.

Support the development of the necessary policies and guides. Prepare and implement the same, ensuring adherence through adequate sensitization/awareness and training of all

staff where necessary.

Staff Focal point on the Medical insurance application for MSF EA, and link with the insurance, medical specialists and hospitals for follow-up, while ensuring the confidentiality, privacy, and integrity of staff information is maintained.

Ensure confidentiality of personal/medical information of staff; compliance to General Data Protection Regulation, and will be the GDPR champion for the Staff Health area.

The medical focal point for all health insurance issues, inform/brief all staff (newcomers and recruits) on MSF EAS health coverage.

Inform/brief all staff on the health situation and risks in Kenya and ensure the availability of preventive measures when necessary (prophylaxis and appropriate advice to travellers or residents etc.). This also includes a watchdog role to alert in case of a new situation in the country (epidemics; situation affecting good access to care etc.) and to take the necessary measures to ensure that staff have access to information and prevention measures, if relevant and according to the situation.

Be part of the occupational health and safety committee for the MSF EA office, ensure compliance with the Occupational safety and health (OSH) ACT, through license acquisition and following up implementation of the OSH recommendations.

MSF Staff in Transit/MEDEVAC

In collaboration with the OC Staff health Units (SHUs) and Mission Medical responsible, support any staff referred for medical care (normal/emergency) as per the MedEvac guidelines or transiting through the MSF EA office:

Review from time to time the health structures in Kenya (outpatient and inpatient facilities, laboratories and other diagnostic structures, pharmacies, vaccination & travel medicine centres) in order to maintain an up-to-date list of the level of quality available. Ensure that this is covered through the applicable staff insurance plan and providers lists in the country.

Identify through this review medical institutions (hospitals, clinics, specialists) and where necessary facilitate agreements to ensure efficiency in provision of care and support of staff.

Provide support to MSF staff referred to Nairobi (and dependents if in Kenya) suffering from

serious medical conditions/illnesses:

Coordinate contact with the referral hospital in Nairobi prior to and during the entire period of stay or follow up of the staff.

Liaise with ISOS and the MedCO/Staff health referent in cases where further medical intervention is required, due to life-threatening conditions that require care beyond what is available in Nairobi.

Act as family liaison if needed, providing support to the person/family and make a recommendation for Psychological support to the Psychologist where needed (in close collaboration and on request of OC's).

MSF EA International Mobile staff pool

Provide support to International mobile Field staff in collaboration with the OC Pool management and Staff health Units (SHUs);

Ensure that staff are adequately briefed and de-briefed, with the information necessary provided by and shared/discussed with the contracting OC.

Fitness for field deployment: On OC SHU request, provide support with annual/periodical health international mobile staff who may need to come to Nairobi for a health check, ensure that the system is implemented and functioning well.

Follow-up on post-mission health issues of international/regional staff.

In conjunction with the Field HR teams in MSF EA and staff health referent (or Psychosocial support lead) in the OC's, ensure that all MSF staff have access to psychosocial care, prevention and treatment if necessary.

Update lists of, and foresee agreements, with hospitals/clinics/facilities/specialists where staff can be supported.

SELECTION CRITERIA

Education and experience

Qualified clinical officer.

At least 2 years post-graduate clinical experience.

Experience working in the region – MSF experience desired / an asset

Experience in the field of occupational health is desirable.

Fluency in English.

Competencies

Commitment to MSF's Principles

Cross-cultural Awareness

Behavioural Flexibility

Stress Management

Analytical Thinking

Results and Quality Orientation

Service Orientation

Planning and Organising

Teamwork and Cooperation

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