Job Specification: Senior Medic

Department: Programmes
Scale: PSM 2
Line managed by: Medical Coordinator
Responsible for line managing: National medical staff
Location: Overseas

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

To provide medical and emergency support to clearance tasks in accordance with MAG Standard Operating Procedures (SOPS) and International Mine action standards.

To provide training and capacity building to locally recruited medics, ensuring that the highest possible quality emergency medical support is available in programme, and train all national and international staff in first aid

In addition to the overall purpose of the job also maintain high hygiene standards in the operational area as well as in the office and accommodation facilities.

Job Description

Training

- Conduct appropriate and up-to-date Medical Training (theory and practical) with programme medics to prepare them for accreditations as required by SOPs.
- With the support of MAG's Syria Medical Coordinator, develop necessary lesson plans and training curricula as required for Syria, ensuring MAG medical training standards is up-to-date and includes the latest best practise.
- Undertake internal QA of medical staff as appropriate to provide evidence of regular review and compliance with minimum standards.
- Conduct additional medical / first aid training of all MAG staff (both national and international) as requested.
- Train national medics in procedures for correct storing and procurement of medical equipment as required for the trauma bags.

Procedures and SOPs

- Ensure that the Casevac/Medevac plans for Syria teams are understood, maintained and regularly updated.
- Conduct QA assessments of national medics and Casevac exercises.
- Ensuring that medical drills and procedures are carried out as trained and as per SOPs.
- Assess programme medical policies and procedures against compliance standards and up-to-date best practice, in collaboration with the Syria/Iraq Medical Coordinator.
- Assist Syria/Iraq Medical Coordinator in visits and assessments of medical facilities in MAG areas of operation, meeting with medical staff and hospital administrators to ensure MoU's are in place and programme is advised on areas of concern and the general suitability of facilities for MAG staff.
- Deputise for the Syria/Iraq Medical Coordinator as and when required.
- Liaise directly with the MC to ensure that all medical protocols, policies and procedures, SOPs and training plans are up to date.

Equipment and Supplies

- Maintenance and care of the Mine Action Teams medical equipment, drugs and supplies.
- Assist in the training of a designated medic in the maintenance and care of the medical equipment, drugs and supplies.
- Review and QA equipment, ensuring that appropriate standards are met, and appropriate equipment is available.

- Provide advice in support of the Syria/Iraq Medical Coordinator to plan, purchase and maintenance of appropriate medical equipment.
- Report to the Syria/Iraq Medical Coordinator any deficiencies and medical logistical requirements in a timely fashion.

Health and Safety

- Advise programme management teams of any health and safety issues applicable for the region.
- Update and disseminate medical forms and medical information regarding infectious and other diseases and vaccination information.
- Provide advice and support to programme staff on medical issues regarding international and national staff.
- Any other duties as required by the Medical Coordinator ensuring high level of hygiene, welfare of the staff and sustaining high performance of all staff for the duration of the project.

All International staff is expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Recent professional experience in the medical sector, outside hospital/clinic environment
- Significant experience of pre-hospitalisation treatment of accident victims and of providing first-aid in remote locations
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Experience of managing and providing training to a team of national staff
- Experience in healthcare and hygiene planning
- Experience of report writing

Essential Skills and Knowledge

- Excellent organisational skills with the ability to coordinate and prioritise activities
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel)
- The ability to communicate with clarity and credibility on paper and face-to-face
- Verbal and written English language skills, Arabic or Kurdish are advantage.

Essential Aptitude

- Innovative and proactive with a problem-solving approach where systems can be improved
- Determined and committed to the highest quality standards
- Ability to establish and maintain effective working relationships at all levels internally and externally
- Ability to meet deadlines and work calmly under pressure
- Ability to handle and prioritise a heavy workload
- Ability to represent and promote MAG
- Interest in and commitment to MAG's humanitarian and capacity building mandate
- Self-motivated, flexible and enthusiastic approach to work

Qualifications

- Paramedic
- Advanced Trauma Life Support training and qualification

Desirable

- Prepared to work in the field with basic support conditions.
- Previous experience in or exposure to Humanitarian Mine Action or Commercial MA work Middle East.

Signed employee:	**Date:**
Signed manager:	**Date:**

June 2021