

Job Title: Field Coordinator
Duty Station: Rabouni (Tindouf area), Algeria
Reports to: Head Quarters / Desk officer
Contract's Duration: 3 months, renewable
Salary: Negotiable, dependent on experience
Benefits: Living allowance (per diem), accommodation, insurance, deployment and return tickets from and to country of origin
Deadline: October 20, 2009
Starting Date: ASAP

Job Description

Médecins du Monde was founded in France in 1980. An international network today consisting of 16 associations has been steadily built around this original association. Médecins du Monde is an international medical association which relies on the commitment of its members (mostly health professionals) to assist the most vulnerable populations in the world.

MDM-Greece missions carried out to date encompass a broad range of activities including caring for victims of natural disasters, victims of wars, refugees and internally displaced, victims of violent expatriation and sustainable medical interventions like constructing and equipping primary health care clinics and hospitals.

MDM-Greece, within the scope of its humanitarian charter and activities, is carrying out a developmental, humanitarian mission in the Tindouf area of Algeria for the Saharawi refugees of the ongoing situation in Western Sahara. The mission provides the entire annual pharmaceutical needs of the population, and manages an integrated system of pharmaceuticals inventory tracking and cool chain monitoring. Moreover, selected health structures in the area are provided with the construction of medical waste management tools like incinerators.

The mission is looking for an experienced Field Coordinator, with significant experience in logistics and program management, to support its activities in Tindouf and coordinate with the Head Quarters in Athens, Algiers head office and local authorities in the Tindouf area.

ESSENTIAL JOB FUNCTIONS:

Program Management:

- Carry out field activities and prepare assessments/ evaluation reports.
- Ensuring that all policies and procedures are in compliance with MDM-Greece and donor guidelines and requirements.
- Financial oversight of Tindouf office.
- Ensuring that all programs are completed on time, within budget and have achieved their objectives.
- Regular reporting to head of mission and H/Q as outlined by the MDM-Greece reporting guidelines.
- Ensure adherence to security regulations and guidelines, and make adjustments as appropriate based on new information.

- Ensure visibility of MDM-Greece programs in the area is thorough and in line with Organizational strategy for northern Africa.

Program Planning and Development:

- Identification, assessment, review and comments on new project possibilities.
- Liaise with local government authorities, UN, IO agencies and other NGOs.
- Liaise with Donors (ECHO, Hellenic Aid etc.) and track/materialize new funding opportunities.

Personnel Management:

- Management and supervision of all expatriate staff based in Tindouf.
- Provide leadership and support to program staff including but not limited to management oversight, problem solving, and key decision making.

Equipment Management:

- Ensure proper working condition for all durable equipment owned by MDM-Greece and/or its donors.

Qualifications

Essential

- ▶ Minimum two years experience in a similar field management position with an international NGO or International Organization.
- ▶ Demonstrable experience in Project Management in remote areas.
- ▶ Excellent IT Knowledge (well versed in MS Office and accounting software).
- ▶ Fluency in English..
- ▶ Knowledge of Spanish and/or French and/or Arabic an advantage.
- ▶ Excellent reporting and analysis skills.
- ▶ Ability to work under administrative/programmatic pressure and maintain deadlines.
- ▶ Possesses leadership qualities and be willing to exercise initiative.
- ▶ Excellent interpersonal, supervisory, organizational, and time management skills.
- ▶ Good representational skills and diplomacy.

Desirable

- ▶ Knowledge of ECHO donor procedures.
- ▶ Previous field experience in Tindouf or other North African missions.

Contact

- ▶ missionsfinance@mdmgreece.gr and missions@mdmgreece.gr
- ▶ Please state “Algeria Field Coordinator” in email subject for faster processing of application.

If your profile meets the recruitment criteria you will be contacted for an interview. If you have not received an answer within 2 weeks from the date of submission you may consider your specific application rejected. However, if your profile is suitable for other MDM-Greece missions we will keep your references in our database.