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| **Title:** | PATIENT SUPPORT ACTIVITY MANAGER | |
| **Generic Function:** |  | |
| **Code:** | MM01106 | |
| **Level:** | 10 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Project Medical Referent |
| **Reports to (Functional):** | Project Medical Referent- MTL/ Medical Coordinator |
| **Job Family:** | Medical and Paramedical |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Defining, coordinating and monitoring all patient support activities (emotional, education and social support activities) within a chronic diseases project (HIV/ TB / others) according to **MSF** principles, protocols and standards in order to empower the patient in front of his illness and treatment, beyond the purely medical aspects of care |

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| **Accountabilities** |
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| * Assessing patient support needs and defining the patient support strategy according to the changing medical needs and context * Developing patient support tools (counselling and education protocols, health promotion messages, flyers, flipcharts, games, etc.) * Ensuring implementation of patient support activities (health talks, education and counselling sessions, defaulter tracing, strengthening of support groups, linking with social actors, community awareness activities,…) according to protocols and tools. * Monitoring and evaluating patient support activities (defining indicators and follow-up tools, collecting and analysing data) * Ensuring good communication and collaboration with the other components of the project and other partners working on patient support * Managing staff involved in patient support. Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training, performance evaluation, development and internal communication) of the staff under his/her responsibility in order to improve staff capabilities and to ensure both the sizing and the amount of knowledge required |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | University degree in psychology/ counselling/ social sciences/ communication/ health promotion/ educational sciences / nursing |
| **Experience** | Essential, working experience of at least two years in related jobs. Desirable, working experience with MSF or other NGO’s |
| **Languages** | Mission Language essential; Local Working Language Desirable |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | * People Management and Development **L2** * Commitment to MSF Principles **L2** * Behavioural Flexibility **L3** * Results and Quality Orientation **L3** * Teamwork and Cooperation **L3** |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**