



## ***DOCTORS WITHOUT BORDERS (THAILAND)***

**ด็อกเตอร์ส วิทเฮงท์ บอร์เดอร์ส (ประเทศไทย)**

|                          |                               |
|--------------------------|-------------------------------|
| <b>Title:</b>            | NURSING TEAM SUPERVISOR (MHS) |
| <b>Generic Function:</b> |                               |
| <b>Code:</b>             | MS01902                       |
| <b>Level:</b>            | 8 (E)                         |

### **Position in the Organization**

|                                   |   |
|-----------------------------------|---|
| <b>Reports to (Hierarchical):</b> | Nursing Activity Manager  |
| <b>Reports to (Functional):</b>   | Nursing Activity Manager  |
| <b>Job Family:</b>                | Medical   |
| <b>Supervises (Function):</b>     | Nurses / Register / Nurse Assistant /Head of Hospital Cleaners/ of partner organization |

### **Main Purpose**

Plan, organize, and evaluate the activities concerning his/her field of action and the team associated, according to DWBT values, policies and protocols and universal health standards, in order to warrant the quality and continuity of the health care and the development of the plan of action.

### **Accountabilities**

- Carry out the functions and tasks associated to his/her specialty whenever required or needed, in order to optimize the resources, contributing with his/her knowledge and experience.
- Supervise the nursing practices, respect of procedures and protocols in aseptic conditions, and respecting the rules for drugs administration.
- Implement all the protocols and hygiene procedures and supervise his/her team follow the same standards, in order to warrant the quality of the care and service in his/her specialty.
- Carry out and/or supervise the (decentralized) pharmacy and medical equipment management (drugs orders, follow-up of the stock, storage conditions, inventories, follow-up of expired drugs and their destruction, drugs consumption, etc.) in his or her department/ service, in order to satisfy the needs of material with efficiency and effectiveness.
- Carry-out and/or coordinate administrative (exit-paper, transfer-paper, etc.), information and data collection (patient files, forms, statistics, etc.) tasks, and elaborate regular reporting, in order to have updated and reliable information about the day-to-day activity in the project, output/ outcome and support decision-taking,
- Give regular feedback to the line manager and report directly any issue or incident.
- In order to ensure the coverage of the human resources needs and maintain high standards of quality, organize and coordinate the activities of team supervised (week's schedule, annual leave, absences, etc.), communicate with the HR Admin department all relevant information in due time, evaluate performance, define and ensure the needs for training.
- Perform hands on tasks as part of the team whenever required or needed in order to optimize the resources and to contribute with his/her knowledge and experience.



## DWBT Section/Context Specific Accountabilities

- Implement and enforce all nursing care protocols and hygiene procedures, and supervise medical teams from partner organizations to ensure adherence to the same standards, thereby guaranteeing the quality of nursing care and services in their specialty.
- Ensure compliance with aseptic care techniques and the correct use of antiseptics, disinfectants, and detergents.
- Monitor the consumption and quality of IPC materials and equipment, including cleaning supplies and equipment.
- Ensure that all staff using medical devices are trained and qualified, and that cleaning and minor maintenance tasks are performed according to protocols. Report any malfunctions of DWBT-supplied/donated devices to DWBT.
- Ensure the quality of data collection, analyze and discuss with the partner organization's Data Focal Point before forwarding to the Data Supervisor. Verify that register books are properly filled by all staff (admission and discharge dates, exits, diagnosis, etc.).
- Implement 'clean and dirty flows' inside the health facility, maintain environmental standards (bed spacing, handwashing stations, etc.), and collaborate with the hospital manager and WATSAN Supervisor to ensure essential requirements are met.
- Participate in monthly reporting according to guidelines and provide feedback/reports to the Nursing Activity Manager (NAM).
- Under NAM's guidance, supervise vaccination activities organized by partners in the responsible catchment area.
- Work closely with the project pharmacist and partner's pharmacy focal person to ensure proper pharmacy management, drug accountability, and consumption monitoring are in place in the health facility
- Provide daily and weekly remote support to health facilities supported by MSF when physical access is not possible.
- Proactively monitor the medical humanitarian situation in the health facility and catchment area, and provide inputs to project management.
- Under the guidance of MAM and NAM, support SGBV/SAC services accessibility in the health facility supported by MSF.
- Perform daily supervision and monitoring of nursing care activities, focusing on OPD/IPD for NCD, maternity, and OT/surgery, ensuring adherence to standard WHO, National or MSF protocols and Guidelines
- Organize and coordinate nursing activities for partner health facilities, define training needs for staff focusing on OT/surgery, NCD, maternity, and IPC nursing care, and ensure coverage of medical human resource needs
- Capacity building of partners' medics according to the identified training needs
- Perform any other related tasks as assigned by the line manager

## Requirements

|                     |   |
|---------------------|---|
| <b>Education</b>    | Nurse diploma essential.  |
| <b>Experience</b>   | Essential 2 years of previous experience. Having worked in <b>DWBT</b> or other NGO's and in developing countries is desirable. |
| <b>Languages</b>    | Essential, mission language (English) and Mandatory, a local language (Myanmar) and an ethnic language (Karen/ Karenni).        |
| <b>Knowledge</b>    | Essential computer literacy (word, excel and internet)  |
| <b>Competencies</b> | <ul style="list-style-type: none"><li>• Results</li><li>• Teamwork</li></ul>  |



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**ทีมแพทย์ไร้พรมแดน ประเทศไทย (ประเทศไทย)**

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- Flexibility
- Commitment
- Stress management

### **HR & Benefits**

- One-year work duration, with 3 month-probation period
- Health benefit package
- Desired starting date: immediately

### **How to Apply**

Please complete your application in **ENGLISH** and attach your CV and cover letter (stating your motivation and what can you contribute to the position) via the Google Form

<https://docs.google.com/forms/d/e/1FAIpQLSeBXm-Sz8sho5gfkA9a1QtSQIL4-9bOXE9YLAHVWXZ50S0Zew/viewform?usp=header>

If you find it difficult to complete the Google Form, please send your CV and cover letter with the subject Ref: **“NURSING TEAM SUPERVISOR”** to [msfe-maehongson-finhr-assist1@barcelona.msf.org](mailto:msfe-maehongson-finhr-assist1@barcelona.msf.org) **on or before 28<sup>th</sup> November 2025**. Applications that are not completed (CV + Covering letter) will not be considered.

**DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE**