



DOCTORS WITHOUT BORDERS (THAILAND)

ด็อกเตอร์ส วิทเฮนท บอร์เดอร์ส (ประเทศไทย)

Title:	NURSING TEAM SUPERVISOR
Generic Function:	
Code:	MS01902
Level:	8 (E)

Position in the Organization

Reports to (Hierarchical):	Nursing Activity Manager
Reports to (Functional):	Nursing Activity Manager
Job Family:	Medical
Supervises (Function):	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

- Carry out the functions and tasks associated to vaccination and nursing in order to optimize the resources, contributing with his/her knowledge and experience.
- Implement all the protocols (vaccination, nursing, hygiene procedures (IPC), and supervise medical teams of partner organizations follow the same standards, in order to warrant the quality of vaccination and nursing care and service in his/her specialty.
- Organize and coordinate the vaccination and nursing activities of partner organizations medical teams and define and ensure the needs for training of staff, in order to ensure the coverage of the medical human resources needs.
- Supervise implementation of vaccination programs according to DWBT protocols and standards.
- Contribute in developing overcoming strategies of vaccine hesitancy in the targeted communities from what she/he has learnt through the experiences from community visits and previous vaccination programs.
- Carry-out and/or coordinate information and data collection (patient files, forms, statistics, etc.) tasks, and elaborate regular reporting, in order to have updated and reliable information about the medical activities in the project, output/ outcome and support the decision-takings.
- Actively participate in community mobilizations for vaccination and other related health alerts.
- Ensure transport and storage of vaccines in standard cold chain.
- Ensure correct vaccination data collection; compile and report vaccination statistics.
- Contribute in AEFI reporting.
- Ensure that all staff at the clinics supported using medical devices are trained and qualified. Ensure that cleaning and minor maintenance tasks are performed according to the protocols. Report any malfunction of the DWBT's supplied/ donated device to DWBT.
- Supervise the drugs 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.).
- Coordinate with Pharmacy Supervisor DWBT for submission of consumption data and pharmacy inventory and Pharmacy related issues.
- Coordinate with Mental Health counselor from time to time to be able to understand the MH activities happening inside the facility
- Participate in monthly reports according to guidelines.
- Give feedback/ reports to Nursing Activity Manager.
- Perform regular nursing activities.

Requirements

Education	Nurse diploma essential.
Experience	Essential 2 years of previous experience. Having worked in DWBT or other NGO's and in developing countries is desirable.
Language	Required: English (mission language), Myanmar, and Karenni (essential).
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	<ul style="list-style-type: none">• Results• Teamwork• Flexibility• Commitment• Stress management



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ทีมแพทย์ไร้พรมแดน ประเทศไทย (ประเทศไทย)

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/1FAIpQLSe2TLObafNXojYjfwHZSt-8pXaHLgQBJT5qi4NeuoKrLO-Dw/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 **on or before 20th June 2025** Applications that are not completed (CV + Covering letter) will not be considered.