



JOB TITLE:	Maternity Leave Cover: Head of Medical Unit Sydney (HoMU)
DEPARTMENT:	Medical Unit
JOB HOLDER:	
REPORTS TO:	Deputy Medical Director, MSF Operational Centre Paris (OCP) and Executive Director, MSF Australia (MSFA)
STATUS:	1.0 FTE

JOB PURPOSE

The Head of Medical Unit Sydney is part of the medical direction management team, and will contribute to the social mission of MSF OCP by providing medical leadership; management to a team of Medical Advisors (paediatric, obstetrics and gynaecology, midwifery, sexual violence care); and clinical guidance of the Sydney Medical Unit – under hierarchic guidance of the Paris based Deputy Medical Director of MSF OCP.

Under the hierarchic link of the MSFA Executive Director, and as a member of the MSFA Leadership Team the HOMU provides strategic direction and content contribution to the mission of MSFA.

The Head of Medical Unit Sydney will participate in the evaluation of and proposal for the future of the Sydney Medical Unit.

DIMENSIONS

7 months Fixed Term contract (maternity leave cover).
Ideally based in Australia, however remote working from elsewhere will be considered.
A part-time role with a modified scope will be considered for the right candidate.

Start Date: ASAP through to 12 December 2025

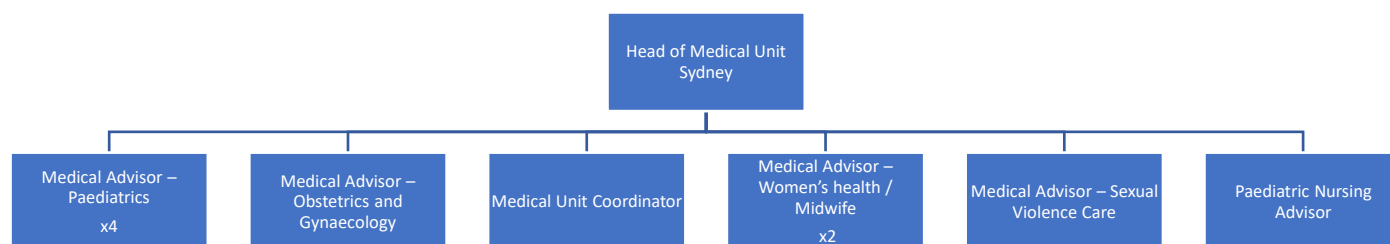
Financial:

Staff:

Direct reports: 10

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ORGANISATIONAL STRUCTURE



CONTEXT

MSF Australia was created in 1999 and the Sydney Medical Unit (MUSyd) in 2005. The MUSyd is part of the MSF OCP Medical Department. The majority of members of the Medical Department are based in Paris, with smaller medical units/support in New York, Sydney, and Dakar

The MUSyd is responsible for medical support and expertise in the area of Women's and Children's Health and care of survivors of Sexual Violence. It also provides a direct link to the field for MSF Australia, mainly through support to communications, fundraising, and the field human resources department. Over the last two years the medical department has decentralized from Australia, to accommodate team members based globally.

In 2023, MSF completed an evaluation of both the New York and Australia Medical Units, assessing their potential future impact over a 5–10-year period. This short-term contract will play a key role in shaping the unit's vision and future direction. A key output of the position will be to propose alternative models for the future of the Medical Unit, with consideration for budget implications, carbon footprint, and regional collaborations.

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ACCOUNTABILITIES

Under the combined link of MSF Australia ED & Deputy DirMed MSF OCP

- Drawing on the final recommendations provided in the Evaluation Report for the Medical Unit (Sydney) and in ongoing consultation with the MU Team Members, OCP and MSF Australia ED & LT :
 - Propose alternative models for the future structure, governance and strategic direction of the MU Sydney
 - Outline key budgetary considerations for each model proposed
 - Consider the implications for carbon footprint of the alternative models
 - Explore opportunities for local and regional collaborations and partnerships with other sections and external to MSF
- Lead reflection within the MUSyd on relevant, operational research with Epicentre or other institutions and innovative projects and ensures their follow-up
- Lead discussions within the team to develop an internal and external advocacy and communication agenda based on field needs and sharing of MSF experience and research results
- Provide oversight of contributions to the Annual Medical Analysis MSF OCP to ensure that they are done in a timely fashion and are of high quality
- On an “as requested and agreed basis” between MSFA ED and OCP deputy medical director support other MSF operational centers working in the Asia Pacific region on maternal and child health and sexual violence

Under the link of Deputy/Directors of the Medical (DirMed) and in collaboration with Operations Department and cells:

- Contribute to the definition of key medico-operational policies, strategies, and priorities for MSF OCP for Annual and strategic planning.
- Contribute to the definition of the research, advocacy, and learning & development agenda particularly, but not exclusively, linked to the areas of expertise of the Medical Unit
- Lead/provide oversight and support for good medical practice, continuing improvement of quality of care and respect for medical ethics
- Provide critical oversight over specific medical and research dossiers, particularly, but not exclusively, linked to the areas of expertise of the Medical Unit.

KEY PERFORMANCE INDICATORS

- Delivery of a report defining proposed alternative models for the future of the Medical Unit
- Delivery of high-quality reports, guidelines and other material that are adapted to the reality in the field (resources, security, other contextual constraints), and respect the MSF OCP medico-operational budget frame
- Team members are up to date on field projects they support (through regular data analysis, reading of reports and debriefings)
- MUSyd team have links and networks between MSF and the medical world where of direct relevance to MSF social mission
- Collaboration and information sharing within the team and with other members of the Medical Department as well as Operations, Epicentre, Human Resources, Training Unit, MSF Logistics to achieve a transversal approach for best patient outcomes.
- All team members have access to and knowledge of policies, procedures, and guidelines and that these are respected and shared with relevant parties

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- Actively participate in the elaboration and facilitation of key workshops and training courses (Medical Leadership week, Coordination Week, etc.)
- Create project teams/networks with cells and other departments to allow a multidisciplinary implementation of medico-operational projects or strategies
- Ensure effective collaboration and information flow within the Medical Department (MUSyd/MUNY/Med Dep Paris) and with other relevant departments.
- Recruit members of Medical Unit team in collaboration with MSFA DHR and Dir Med MSF OCP
- Lead the members of the MU Syd in setting realistic objectives and follow up on these through regular reviews; actively assisting in conflict resolution (if needed with support of MSF A DHR)
- Support the MU Syd team members regarding their specific dossiers through regular meetings, support in realistic planning, motivate them and collaboratively identifies areas for personal and professional development

MSF Australia GD Strategic

- Participate actively as a member of the Executive Leadership Team and represents the interest of the Medical Unit, provides input on organisational policy, positioning, and management issues, with the objective of reaching the best outcomes for MSF Australia
- Encourage a culture of leadership and development, which values consistent constructive feedback and embraces diversity & inclusion.
- Provide field expertise and medico-operational experience to the Leadership Team of MSF A.
- Actively participate in discussions and definition of new projects of MSF Australia and involvement of MUSyd in these new projects (SEAAP and beyond)
- Together with the Executive Director provide updates to the board of directors and association on the work and progress of the Medical Unit and other relevant information as needed
- Liaise with the relevant committees of the Board, particularly the Project Committee, participates in meetings including AGMs where required and provides input where required
- Contribute to the annual risk review exercises and other shared fiduciary responsibilities
- Actively engage in the elaboration, approval and progress monitoring of both MSF OCP and MSF Australia's Strategic and Annual Plans
- Review and management of the budget of the MUSyd as part of the MSF A budget

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- Inform, raise awareness, and develop knowledge among MSF A staff of field programs, operational concerns, and other medico-operational humanitarian topics
- Provide oversight over functional collaboration between MU Syd and communications and fundraising department of MSF A and ensures messages correspond to field reality
- Be responsible for accurate representation of MSF's medical voice in external forums in Australia/NZ Manage and guide the MUSyd team
- Prepare and monitor the MUSyd Annual Plan, human resources, and financial budget

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CHALLENGE & CREATIVITY / DECISION-MAKING

- **Strategic Planning and Execution:** Leading the development of the MSFA MU and contributing to the MSF OCP Medco-operational strategy and annual planning requires strong strategic thinking and execution skills. This involves setting clear goals, defining measurable outcomes, and effectively implementing the strategy through appropriate programs, projects, and initiatives. The successful applicant will participate in the process of presenting the strategic plan for MSF Australia Board approval.
- **Management:** A key challenge of this role is effectively managing time, given the following:
 - the large number of globally dispersed direct reports
 - heavy workload across opposing international time zones
 - international travel requirements

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- MSF field experience - min 3 years
- Coordination or HQ experience
- Demonstrated medical thought leadership abilities (contributed to medical strategies, research, publications)
- Excellent written and oral English (C2), good oral and written French

Desirable

- Nurse, Medical Doctor, or other health professional. Applicants from non-clinical backgrounds with strong management and leadership experience may be considered.
- Experience in the management of a small/medium sized team (5-15 persons)
- Experience managing delocalized teams and projects remotely
- Senior Leadership experience in a complex cross cultural management role
- Proven knowledge and experience in the management of operational research
- A knowledge and network within the Australian public health sector an advantage

COMPETENCIES

- Capacity and willingness to work outside regular office hours
- Willingness to travel to the field and Sydney/Paris for several weeks at a time
- Ability to take initiative, work in a team as well as work autonomously
- Ability to negotiate
- Pragmatic, solution-oriented thinking
- Lead by example. In MSF- Australia, the following five values form the foundations of our culture: **T**ransparency, **R**espect, **U**nderstanding of Diversity, **S**tepping In and Collabora**T**ion. As a leader, your behaviours and actions are expected to consistently reinforce these values

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