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| **JOB TITLE: MEDICAL DOCTOR** | |
| **TEAM/PROGRAMME:** Health and Nutrition Program | **LOCATION:** Mahama |
| **GRADE**: 2 | **CONTRACT LENGTH:** open-ended |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The Medical Doctor will be responsible for delivering quality health services (OPD consultations, IPD ward rounds and Maternity Services) in accordance with appropriate and up-to-date medical knowledge, MoH protocols / guidelines. He/she will be responsible to provide technical assistance and build the capacity of the health facility staff to improve the quality primary healthcare service delivery. | |
| **SCOPE OF ROLE:**  **Directly Reports to:** Clinical Lead  **Indirectly Reports to:** SeniorHealth and Nutrition Program Coordinator  **Line Management Responsibility*:*** Head Nurse, Laboratory Technicians, Nurses and Midwifes/  **Budget responsibility:** N/A | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Plans and provides primary health care services to beneficiaries, including consultations, diagnosis, writing prescriptions, care plans, and surgery. * Technically supports health activities including curative, preventive, and community health * Ensures health facilities adhere to national and international health standards, specifically from the Ministry of Health and WHO, with support from the Health Coordinator and Health and nutrition program manager. * Oversees the management of non-communicable diseases. * Collaborate with Head Nurse, HIV/AIDS program nurses, Nutrition Coordinator and the Health Education officer for planning and implementing primary health services. * Provides technical support for health education activities in the clinic and during outreach sessions * Collaborates with Clinical lead and other head of services in developing standards and procedures for the Medical Staff and in monitoring the continuity of medical activities. * Maintains standards of medical confidentiality and patient privacy in maintaining Archives system. * Promotes environmental sanitation activities within the health facilities to minimize environmental health hazards. * Provides technical support to nurses and lab technicians through regular meetings, mentorship, and organizing on the job training for technical health facility staff. * Establishes strategies for efficient health activities and its application. * Regularly follows up the clinic requirement of all drugs, medical and non-medical supplies. * Supervises immunization and other clinic sessions organized at the health center. * Assists midwives during antenatal, delivery, postnatal care and family planning services. * Diagnoses treats and prescribes drugs using MoH treatment guidelines and protocols. * Assesses children with severe malnutrition with specification and refer accordingly. * Treatment and early referral of medical, surgical and obstetric emergencies. * Perform any other duties assigned by line manager, or any other SCI Senior Manager. * Keep the patient and/or his/her family informed about the illness and provide appropriate explanations about the treatment to follow, checking they have understood. * Apply medical knowledge and skills to diagnose and prevention. Carry out outpatient and inpatient consultations, prescribing the necessary treatment respecting as per national protocols. * Follow up of any hospitalized/IDP patient, through ward rounds, consultations and examinations, prescribing the necessary treatment, deciding whether they can be discharged or transferred to other departments – in collaboration with other doctors- and informing their family about the patients treatment plan.   ***Capacity Building****:*   * Identify learning and training opportunities for Save the Children health staff and partners and work as a mentor and role model for less experienced staff.   ***General****:*   * Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * *Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved* * ***Creates a managerial environment across the Region to lead, enable and maintain our culture of child safeguarding***   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters * Values diversity and different people’s perspectives, able to work cross-culturally.   **Creativity:**   * Develops and encourages new and innovative solutions   **Integrity:**   * honest, encourages openness and transparency, builds trust and confidence * displays consistent excellent judgement | |
| **QUALIFICATIONS AND EXPERIENCE AND ATTRIBUTES**   * Medical Doctor from a recognized university with full registration and current practicing license with relevant professional body (Rwanda Medical and Dental Council) * Proved 4 years of experience working in obstetrics, gynaecology and paediatric services * Analytical and organizational skills. * Strong knowledge of Health Information Systems, Nutrition protocols, HIV protocols, and Primary and Reproductive Health Care concepts, including Rwandan Ministry of Health protocols and guidelines. * Experience working in both an emergency and a development setting. | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Comprehensive knowledge and skills in information technologies, and records keeping in health facilities. * Strong background in medical care process, and or health informatics. * Excellent liaison abilities and good communication skills (French, Kinyarwanda, Kirundi and English preferred). * Computer knowledge (Microsoft office, M.S Word, MS Excel) * Proven experience in working in health facilities in rural area especially in Humanitarian. * Proven Training in EMONC   **Desireable**   * Language skills in Kinyarwanda English, and French. * Experience working in Maternity, NC and labour ward including C/S deliveries. | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |