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| **JOB TITLE: Medical Director** |
| **TEAM/PROGRAMME:** Health and Nutrition Program | **LOCATION:** Kirehe Field Office |
| **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 Director is part of the Mahama 2 Medicalized Health Center (M2MHC) management structure, alongside the Clinical Lead, Head of Nursing, Senior Health and Nutrition Coordinator and Staff Representative. As the M2MHC team leader, he/she will:* Oversee all Mahama 2 medicalized Health Center operations
* Lead and manage the Mahama II Medicalized Health Center staff, establish and maintain good communication systems, ensure staff health and medical safety, and ensure staff capacity building system
* Work with senior technical advisors from SCI members and global medical teams to ensure alignment with SCI quality framework
* Ensure all activities are carried out according to established quality and safety standards and protocols, provide oversight to all quality assurance, monitoring and reporting
* Ensure deployment of relevant technical expertise as needed to support the core team
* Represent the M2MHC in different fora, network, build and manage strategic partnerships with the MOH, UN and NGO partners in the camp and health district
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| **SCOPE OF ROLE:** **Directly Reports to:** Kirehe Field Manager**Indirectly Reports to:** Health and Nutrition Technical Specialist**Line Management Responsibility*:*** Clinical Lead,Senior Health and Nutrition Coordinator, Head of Nursing, Medical Logistician**Budget responsibility:** Responsible for the Mahama II Medicalized Health Center budget |
| **KEY AREAS OF ACCOUNTABILITY:****Oversee the Mahama II medicalized Health Center (M2MHC) operations** * Work with the team to set goals and objectives, manage budgets, coordinate medical and non-medical personnel, and develop strategies to optimize the Mahama 2 Medicalized HC operations.
* Oversee all the clinical operations and service delivery and offer support as needed including addressing issues and concerns, resolving them promptly and efficiently.
* Support and lead the implementation of the medicalization of the M2MHC
* Create a culture of learning, quality and teamwork, ensuring that a quality management system is integrated in the clinical operations including planning for quality, monitoring and measuring quality, reviewing morbidity and mortality cases and continuously improve quality as a team.
* Organize and lead monthly medicalized health center management committee meetings, assess the life of the M2MHC in all its aspects including programmatic, financial, human resources and partnerships, address issues that may hinder quality services and safety and share the report with the field manager.
* Organize and lead monthly meetings with heads of services and departments to review progress against strategic targets, celebrate achievements and address gaps.
* Organize and lead quarterly staff meetings to discuss quality, program performance and different issues.
* In collaboration with the medical logistic manager, ensure that all hospital staff have the material and technical logistics support needed to be able to deliver the quality of medical activities planned, efficient use and availability of drugs and functioning medical equipment for the clinical activities.
* Work with management and partner agencies for outbreak and emergency preparedness and contingency planning.

**Manage the staff and ensure its capacity building*** Work with the Mamaha II Medicalized Health Center heads of services to assess training needs among the staff and design and implement appropriate capacity building solutions.
* Mobilize and coordinate local and international resources and talents for the staff capacity building.
* Assist in staff recruitment along with HR and other relevant staff and ensure orientation, training and capacity building of health clinical and technical staff.
* Ensure on the job training and mentoring of the M2MHC service providers to deliver high standards of clinical care.
* Ensure regular staff performance management and provide coaching as needed.
* Ensure direct reports have clear objectives, receive mentorship and participate in capacity building opportunities.

**Quality Assurance, Monitoring and Reporting*** In close collaboration with the medical departments of the M2MHC, coordinate and supervise the implementation of the healthcare protocols, procedures, and standards, assessing the different departments as well as providing technical support (within area of expertise) to the medical doctors, nurses, midwives and allied health staff to ensure the quality of medical activities in the M2MHC and that protocols, security and asepsis rules are followed by the clinical teams.
* Participate in the development of standards, protocols, procedures and other tools and ensure that they are in line with the WHO and National standards/guidelines and adapted to the context.
* Adhere to and report any medical incident through the Save the Children DATIX reporting system
* Regularly spend time rounding or doing clinical work as part of the medical team of the M2MHC.
* Ensure the timely, complete, and quality collection of the required reporting requests by the MEAL team, including support with any patient feedback mechanisms, audits, and quality of care checklists and use the reports for relivant quality improvement plans.
* Ensures patient data protection and confidentiality of patient data.

**Representation, Networking and Building Strategic Partnerships*** Ensure coordination among different sectors/stakeholders, both internally and externally for smooth functioning of the M2MHC.
* Represent M2MHC and meetings with the Ministry of Health, Kirehe District Hospital, Kirehe District Administration, other partners including UNHCR, UNFPA, donors and other coordination meetings.
* Develop and nurture relationships with the Ministry of Health and local health authorities, donor, technical teams and partners (e.g. Alight, Partners in Health).
* Manage delegations/visitors at the M2MHC.
* Advocate for health and nutrition issues of refugee and host population at relevant institutions.

**Safeguarding*** Ensure the Safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of SCI Protection from Sexual Exploitation & Abuse, Child & Vulnerable Adult protection, and harassment-free workplace policies.
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| **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 Mahama Camp and other sites supported by Save the Children 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, SC 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
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| **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)
* Proven 3-4 years of experience working in obstetrics, gynaecology and paediatric or other medical services
* Minimum of 2 years’ recent experience in a hospital management or a clinical leadership role.
* Proven capacity to supervise, train and coach staff.
* Highly developed leadership and management competencies.
* Strong communication, problem solving, decision-making skills and a can do attitude.
* Strong attention to information management and ensuring information is up to date and understands principles of data management.
* Excellent writing skills.
* Good understanding of pharmaceutical supply chain management.
* Strategic thinking and problem solving skills.
* Analytical, systems thinking and organizational skills.
* Politically and culturally sensitive with qualities of patience, tact, and diplomacy.
* Strong knowledge of the Rwanda Health System and of Nutrition and HIV protocols, Primary and Reproductive Health Care concepts, including Rwandan Ministry of Health protocols and guidelines.
* Experience working in development settings.
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| * Comprehensive knowledge and skills in information technologies, and record keeping in health facilities.
* Excellent liaison abilities and good communication skills (French, Kinyarwanda/Kirundi and English preferred).
* Flexible and able to manage stress.
* Computer knowledge (Microsoft office, M.S Word, MS Excel).

**Desireable*** Proposal writing skills
* Experience working in an emergency setting
* Experience in creating, planning and managing proposals and bugets with a good understanding of donor compliance with donors such as BPRM, UNHCR.
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| **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. |