

Title:	PEDAGOGICAL MANAGER
Generic Function:	Nursing Activity Manager
Code:	
Level:	10 (E)

Position in the Organization

Reports to (Hierarchical):	MSF Academy Country Representative
Reports to (Functional):	MSF Academy Nursing Referent & MSF Academy Pedagogical Referent
Job Family:	Medical and Paramedical
Supervises (Function):	Functional manager to clinical mentors

Main Purpose

The main purpose of the position of Pedagogical Manager for the MSF Academy is as follows:

- Providing support to the Clinical Mentors regarding the implementation and adaptation of the curriculums developed by the HQ referents. Ensuring the quality and relevance of the pedagogical approach, the proper functioning and coordination of the MSF Academy pedagogical and clinical mentoring activities in the various projects/programs in the country in accordance with the operational needs.
- Supporting the program Clinical Mentors (BCNC, OT, Midwifery, CHO & OPC) – as their Functional Manager – in the challenges faced in regard to curriculum roll-out, facilitation, supply issues, chronogram, etc.
- Ensuring the M&E agenda of all programs are put in place and communicating the outcomes to the project with the respective Clinical Mentors.
- Being the MSF Academy medical voice in the project and as such ensuring that the project competency priorities are addressed and that feedback is provided regularly at the Head-Nurse, PMR & MedCo level.
- Ensuring the on-going impact of the MSF Academy programs post roll-out via the preparation of the respective Clinical Mentors, in terms of role and skills, to support this objective.

Accountabilities

- Coordinating, monitoring and evaluating the proper functioning of the MSF Academy activities in the country according to MSF protocols, standards and procedures, ensuring the implementation of the MSF academy pedagogical & tutoring activities, monitoring and evaluation
- Supporting the MSF Academy L&D Managers in their development of methodologies and learning tools, and being the interface with the HQ referents in regards to these. Functionally supervising the Program Clinical Mentors (aka L&D Managers) in their respective programs (with their respective specificities) and providing technical support to mentors. Ensures the quality of training programs and all learning activities of the Academy, with the help of the clinical mentors' feedback.
- Act as a referent of nursing training pedagogy at country level to guarantee the quality of the training sessions, that these are delivered following the MSF Academy pedagogical requirements and MSF Intersection contact groups standards & protocols and promotes cross-learning among the Programs.
- In close collaboration with the Representative, ensures that the team is appropriate in terms of size, capabilities and skills.
- Ensures the induction of new Clinical Mentors & that the Clinical Mentors themselves ensure the induction, evaluation, and individual development plan of the Healthcare Trainers under their supervision.

- Coordinating and facilitating the Training of Mentors, as well as Training of Facilitators at relevant level (project & potentially MOHS)
- Coordinating and leading on the realization and reporting of the various M&E assessments such as competency gap assessment, satisfaction surveys, post-training surveys & MSF Academy Quality of Care audits.
- Monitoring and evaluating the activity at mission level by compiling and analyzing the data coming from the programs (CHO, OPC, Nursing, OT, Midwifery) to contribute to documenting the MSF Activities in SL. Ensuring that the data is integrated into the MSF Academy Database adequately. Documenting lessons learned on activities and operational research in this field and defining indicators, in collaboration with the Project Activity Managers, proposing improvement whenever deemed appropriate.
- Identifying via the data collected by the project, the clinical indicators that can best document an impact of our programs on the Quality of Care in Kenema, and use them in our regular reporting to the project.
- Oversees the MSF Academy reports for the project. As an interface between the MSF Academy and the medical team in the project & coordination, is in charge of supporting the Clinical Mentors' various reports and of presenting these various reports to the adequate project counterpart.
- Working with the Representative in finding creative solutions to strategical, planning or training issues, as the implementation progresses. This also entails documenting the different implementation steps in collaboration with the Representative.
- Ensuring the management of the various MSF Academy stocks at project and mission regular inventory recorded electronically but also timely order. It requires providing support to the clinical mentors in managing the project skill lab pharmacy & stock (ensuring timely orders are done, managing expired items and regular inventories).

MSF Section/Context Specific Accountabilities

The Kenema project is at a complex time in its project cycle working on an integration plan with the MOH as part of its exit strategy. This will inform all of the above accountabilities and put a focus on how to best support the project's strategy, ensuring the graduation of all remaining learners and reinforcing the learning culture within the project via the on-going presence and added-value of our Clinical Mentors.

Requirements

Education	Essential: Related University/bachelor's degree in Nursing, preferably specialized Nursing
Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Proven experience in active pedagogy • Proven experience in clinical mentoring or preceptorship • Proven hospital experience in hands-on clinical related work • Proven experience in Quality of Care audits. <p><u>Desired</u></p> <ul style="list-style-type: none"> • Experience in an NGO, preferably MSF • Experience in African contexts
Languages	English
Knowledge	Essential computer literacy (word, excel and internet)

- Competencies**
- People Management and Development **L4**
 - Commitment to MSF principles **L2**
 - Behavioural Flexibility **L3**
 - Results and Quality Orientation **L3**
 - Teamwork and Cooperation **L3**
 - Cross-cultural Awareness **L 3**
 - Strategic Vision **3**
 - Stress Management **2**
 - Service Orientation **4**
 - Planning and Organising **3**
 - Initiative and Innovation **3**
 - Teamwork and Cooperation **3**
 - Leadership **3**
 - Networking and Building Relationships **2**

This job description may be amended in line with the activities or evolution of the Mission.
By signing, the employee acknowledges that he/she has read, understood and accepted this document.

Employee Name/ Surname	
Place and date:	

Signature of the employee:

(To be signed in two copies, one for the employee and one for the employer)

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**