

Title:	PEDAGOGICAL MANAGER	
Generic Function:	Nurse Activity Manager	
Code:	MM01101	
Level:	10	(E)

Position in the Organization

Reports to (Hierarchical):	MSF Academy Country Representative
Reports to (Functional):	MSF Academy Pedagogical Expert (HQ)
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 threefold:

- Implementing and adapting curricula developed by the HQ referents (pedagogical and nursing sciences) as per needs, technical coordination of all training and mentoring activities.
- 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.
- Coaching all the Clinical Mentors and Learning Companions in providing efficient learning sessions in the workplace and guiding them to develop their capacities and competencies in facilitation and mentoring.

The Pedagogical Manager is also the technical driver for the accreditation process in-country and will, in collaboration with the MSF Academy representative in the country, work towards the obtaining of a recognition of acquired competencies, aiming towards the obtention of a diploma certifying for good the competencies and knowledge seen and validated.

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.
- Defining the CPD pedagogical and development strategies on the long term, protocols and activities of the program(s) with each of the projects and supervisors, by assessing for each the needs according to the changing medical needs and context (including medical training needs, competency gap assessment and definition of log frame and budget), together with the MA Country Rep and the concerned MedCo(s)
- Developing methodologies and learning tools (e.g. training materials, visual aids, session guides, games), if need be with the support of HQ referents
- Functionally supervising the Project Clinical Mentors in their respective projects (with their respective specificities) and providing technical support to mentors and learning companions, if need be through project visits. 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 that the training sessions are well delivered by the clinical mentors following the MSF Academy pedagogical requirements and MSF Intersection contact groups standards & protocols and promotes cross-learning among the projects
- Participating in close collaboration with the respective sections HR Department and with Project Activity Managers (Clinical mentors, PMR, NAM, etc), in the associated HR processes for national clinical mentors (recruitment, induction, evaluation, detection of potential, development and internal communication) in order to ensure having the appropriate team in terms of size, capabilities and skills
- Advocating and promoting, with the Representative, the role of the MSF Academy for Healthcare and Networking with governmental and non-governmental stakeholders to achieve a good level of buy-in and explore possible strategies for accreditation of the training activities.

- Actively leading the process of recognition with relevant school and authorities and representing, with the MSF Academy Country representative the MSF Academy before the Ministry of Health and other (inter)national partners for any issue concerning the area of responsibility and interacting with all relevant partners (schools or other teaching institutions, government or non-governmental actors) to exchange on teaching content, resources and methodology
- Coordinating and facilitating the Training of Trainers at relevant level (mission or project)
- Coordinating the realization of the various assessments such as initial project assessment, competency gap assessment and accrediting assessments.
- Monitoring and evaluating the activity at mission level by compiling and analyzing the data coming from the projects to contribute to the mission's reporting. 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,
- Finding creative solutions to strategical, planning or training issues, as the implementation progresses – this concerns as much the MSF projects in which the MSF Academy intervenes as other pertinent opportunities, be it in MSF projects or directly with other partners (e.g. nursing schools, universities, etc.)
- 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

- Contribute to the development of a Continuing Professional Development (CPD) program & strategy with bringing the pedagogical expertise to the MSF Academy trainings in the country and in accordance with the needs and priorities of all MSF hospitals in the country, together with the MA Country Rep and the Medco(s) from respective OCs.
- Act as a referent of nursing training pedagogy at country level to guarantee that the training sessions are well delivered by the national tutors following the MSF Academy pedagogical requirements & also MSF Intersection Nursing care contact group standard & protocols
- Contribute to general development of MSF Academy learning content and tools (essentially linked to nursing & midwifery) proposing adequate methodology in collaboration with the MSF Academy HQ team and other projects.
- Recruit, Brief, Train and Supervise the team of tutors and facilitators delivering the training.
- Coordinate the MSF Academy training activities providing technical support to the tutors essentially but also Clinical mentor so that they ensure the training activities happening essentially in terms of knowledge sessions and skills lab using innovative methodologies such as games, visual aids, simulation.
- Participate in the coordination and facilitation of the ToT at mission and project level, training the Tutors and Clinical mentors to become trainers.
- Coordinate with the MSF Academy team to the realization of the various assessment such as initial project assessment, competency gap assessment and accrediting assessments.
- Participate in promoting the role of the MSF Academy for Healthcare and Networking with governmental and non-governmental stakeholders to achieve a good level of buy-in and explore possible strategies for accreditation of the training activities. Interacting with all relevant partners (schools or other teaching institutions, government, or non-governmental actors) to exchange on teaching content, resources and methodology.
- Ensure the management of the various MSF Academy stocks at project and mission level in close collaboration with the mission's pharmacist and supply managers including regular inventory recorded electronically but also timely order. It require providing support to the tutors in managing the project skill lab pharmacy & stock (ensuring timely orders are done , managing expired items and regular inventories).

Requirements

Education	Essential: Related University/bachelor's degree in education, or Nursing and a Pedagogical title
Experience	<u>Essential</u>

- Proven experience in active pedagogy, in academic institutions and in developing and adapting competency-based curricula. High knowledge of accreditation processes for training programs.
- Proven experience in clinical mentoring or preceptorship
- Proven experience in hands-on clinical related work

Desired

- Experience in an NGO, preferably MSF
- Expérience in LIC contexts

Languages Essential mission language (English + Arabic desired or backwards)

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**
- Dynamic, creative, constructive

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.