

**JOB VACANCY ANNOUNCEMENT**  
**POSITION: MEDICAL COORDINATOR**  
**LOCATION: LESVOS ISLAND, GREECE**

**Description**

The Medical Coordinator guarantees that the medical activities implemented through the ERCImed program are in line with ERCI's strategy, policies and principles. He / she is responsible for every medical aspect of the Program and daily operations of ERCImed's clinics in the field.

**Responsibilities:**

- Leads all medical aspects of the ERCImed program
- Develops and supervises the policies and SOPs of the ERCImed program
- Supervises the implementation of ERCImed's strategy and activities in Lesvos
- Coordinates and supervises the operations of ERCI's clinics
- Represents ERCI in Medical sector meetings
- Ensures capacity building and training of all medical and non-medical team to improve efficiency
- Participates in the development of strategy for ERCI's medical activities
- Co-operates with the administration team regarding budgeting of medical activities and with the financial team regarding purchasing and dispatching of medical equipment and drugs
- Serves as the focal person for the medical referents
- Provides technical advice to the medical team concerning health activities implementation
- Assesses training needs of medical team (staff and volunteers) and develops / implements a capacity-building plan
- Identifies the needs of the programme medical staff, drafts their job profiles and validates recruitments from a technical point of view
- Takes part in performance evaluations of the medical team
- Ensures the supervision of the pharmacy (consumptions, orders and inventory)
- Ensures coordination and liaising with other medical actors, local hospital, and Municipality
- In charge of drafting medical references

**Studies / Experience:**

- Medical Doctor or Nurse or Midwife with experience in Public health and/or project coordination
  - Significant experience in similar positions (or) in the humanitarian sector
  - Working experience in public health and in managing health welfare in communities
  - Knowledge, competency and skills on public health aspects of Primary Health Care
  - Experience in supervising Health Promotion activities and some basic mental health activities
  - Experience in working with local authorities, partners
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- **Written and oral fluency in Greek and English**

**Personal Skills:**

- Ability to take quick decisions according to the context in coordination with the team
- Ability to manage a team and work in an international team
- Reactivity, anticipation, adaptability, capacity to take initiatives
- Organizational skills
- Good writing and communication skills
- Ability to manage priorities
- Team spirit
- Capacity to work in tense conditions

**Potential candidates are requested to send their CV and cover letter in English to the following email address: [aid@ercintl.org](mailto:aid@ercintl.org) with the Subject «Medical Coordinator»**