

CALL FOR APPLICATION

Coordinator for Kos (Start date: 1st January 2026)

Duration: Minimum 1 year (preferably longer-term commitment)

Contract Type: Honorary contract or greek working contract, 800€ per month

In Greece, we founded Medical Solidarity International (MSI) to create a strong foundation for our humanitarian work. We provide essential medical care for people who do not have access to adequate support from the public healthcare system. On Kos, we established a medical treatment facility near the CCAC arrival center, where we offer vital primary care to People on the Move (POM). This care is either unavailable or insufficient in the camp and completely inaccessible to those living outside. Additionally, we provide weekly consultations at partner NGOs in Kos Town. The public healthcare system on Kos is not sufficient for the local population or for the 1,500–2,000 POM regularly present, especially during the tourist high season. This makes the role of NGOs like ours essential.

As Coordinator on Kos, you will lead the local team, organize weekly schedules, and serve as the main point of contact for both local partners and the team. You will work closely with Country Coordination in Athens and Project Management in Germany to ensure smooth project implementation and adapt to the evolving needs of the population we serve.

Key Responsibilities:

- **Lead and manage the medical team on Kos**, ensuring quality control and smooth operations at the treatment center.
- **Oversee budgeting and financial management**, ensuring resources are allocated efficiently in line with project goals.
- **Coordinate logistics**, including the supply of medical materials, medications, and clinic equipment in consultation with Country Coordination (Athens).



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- **Monitor and evaluate the situation on the ground**, continuously adapting the project based on the evolving needs of the POMs.
- **Regular reporting** to the Project Management (PM) team and the executive board in Germany.
- **Partner management** – foster collaboration with local and international stakeholders.
- **Emergency and risk management**, including dealing with medical emergencies, patient referrals, and complex situations involving local authorities.
- **Lead weekly planning** and ensure smooth communication between the project teams in Kos, Athens, and Germany.
- **Supervise volunteer and staff management**, ensuring a positive and effective working environment.
- **Develop new partnerships and initiatives** to improve our service provision and reach even more people in need.
- **Contribute to external communications**, including social media, newsletters, and advocacy reports.

Key Requirements:

- A **medical background** is mandatory. Relevant experience in 'humanitarian settings is highly valued.
- Strong **project management skills**, including budgeting, reporting, and team leadership.
- **Fluency in English**; knowledge of **German** and/or **Greek** is a plus.
- **Strong communication and teamwork skills**, with the ability to work in a multi-cultural environment.
- A **driving license** (for mobility on the island).
- The ability to maintain **professional boundaries** and adhere to our **Code of Conduct**.
- **Commitment to human rights** and migration issues, with experience in dealing with vulnerable populations, especially refugees and migrants.
- **Strong problem-solving skills** and the ability to manage a high level of responsibility in a complex and evolving context.

What we offer:

- The opportunity to work in an **international, dynamic team**.
- A **long-term contract** (1 year minimum, with the possibility of extension).
- **800€ per month**
- The chance to be part of a **meaningful and impactful project** in one of the most challenging humanitarian contexts in Europe.
- An opportunity to **develop your skills** in project management, medical coordination, and humanitarian aid.

Interested?

Please send your application and CV by **October 15, 2025** to: application@medical-volunteers.org

We will review all applications and get back to you if your profile matches the requirements of our position. Please note that, due to high volumes of applications, we may not be able to respond to everyone. Thank you for your understanding.