



# Medical Volunteers International

## Medical Coordination Bulgaria, Location: Sofia

**Starting Date: 01.09.2024, handover start: around 15.08.2024**

Due to constant changes on the "Balkan Route", we set up a new project in Bulgaria/Sofia to respond to the need on the ground.

We are currently searching for a medical coordinator to take over the lead in our mobile and stationary health points. As the project is new most of the operations are in the process of development as well as trial and error. You should be flexible and able to react quickly to events, while also being proactive and solution-oriented.

The main objectives are to continue developing SOPs specifically for the unique environment in Sofia of vulnerable communities.

### **Key responsibilities of the job include:**

- Medical casework and documentation
- Monitoring and evaluating the project's goals and activities.
- Partnering with local and international NGOs to develop a multilayered support program.
- Monthly statistics reporting as needed; patient demographics, donor funding reports on clinic, patients and pharma information.
- Pharmaceutical, medical kit and stores management including: sourcing and maintaining suitable pharma and kit, inventory and stock management, cleanliness and upkeep.
- Update and maintain relevant program documentation e.g. MVI policies, medical protocols, and referrals information for the new project

### **Essential criteria:**

- Medical background needed
- At least two years of working
- Experience in providing support to vulnerable populations.
- Experience working with people from different cultural backgrounds and have cultural and self-awareness skills.
- Be able to foster co-regulation, encourage creativity and promote responsive relationships.
- Have emotional skills to deal with complex and stressful situations.
- Minimum availability for five months.
- Valid driving license.
- Have appropriate work boundaries and respect the code of conduct.
- Commitment and awareness in migration issues and refugee response within European borders.

### **What we offer:**

- Working in an international environment
- Voluntary Contract up to five month
- 800 € monthly volunteer allowance
- Stand up for human rights

**Interested? Then send your application and your CV to:** [application@medical-volunteers.org](mailto:application@medical-volunteers.org).