

**Purpose:**

Responsible to positively contribute to the mission and goals of Marie Stopes Sierra Leone, in particular to support the unmet need of clients wishing permanent methods by providing permanent methods of contraception while ensuring high quality assurance at all MSSL channels and project sites.

Job Title:	Location:	Reporting to:	Probationary Period:
Senior Maternal Health Advisor	Freetown, with 95% travel up country	Director of Programmes Implementation	6 months

**Marie Stopes Sierra Leone (MSSL)** is a results-orientated Social Business which uses modern management and marketing techniques to provide Sexual and Reproductive Health (SRH) services to over 150,000 Sierra Leoneans per year. Through 8 clinics, 13 outreach teams, and 17 private provider partners we **enable individuals to have children by choice, not chance**.

With national coverage, opportunities exist across the organisation for individuals that show initiative, drive and integrity to help MSSL fulfill its mission.

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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**Key Responsibilities and Duties**

- Perform Tubal Ligations and Vasectomies as per Marie Stopes International protocol and training
- Work closely with the Senior Advisor - Clinical Services Management to schedule the monthly work plan based on demanded generated by the existing outreach teams and centres
- Ensure that MSSL standards for quality of clinical and client care is maintained, at all times during procedures and client care
- Lead on agreed implementation plans to enable geographical reach and shorter wait times for clients while reducing unnecessary overheads
- Promote a non-hierarchical approach with junior staff, fostering an inclusive team approach.
- Provide leadership and management to the Dr Outreach team
- Ensure clinical quality is maintained within all channels with particular emphasis on Safe Motherhood and Gynaecological aspects.
- Develop relevant protocols, standard operating procedures and Training manuals that would ensure high quality of service delivery.
- Lead in capacity building of related Ebola IPC programmes as and when required
- Support the Clinical Lead in clinical quality and training plans and implementation of high quality standard of trainings in line with MSSL/MSI policy
- Ensure all monthly reporting is submitted on time and accurately
- Respond and follow MSSL emergency response reporting mechanism in regards to emergencies
- Remain an active member of the MSSL Medical Advisory Team and contribute to programme reporting and other required programme day to day duties as and when needed when notified by the MSSL Senior Advisor, Clinical Services Management in collaboration with MSSL Director of Programmes Implementation Assist in developing at least one research that promote and contribute to MSSL visibility Produce 2 stories, case-studies or other news worthy items from field experience
- Directly line manage the team of four Maternal Health Advisors based in the field

## **Outline of Programme Duties**

- Line manage the DFID four Maternal Health Advisors based in the field to ensure the high standards are being maintained in outreach work as well as by partner facilities
- Provide medical training (on-site at times) to partner organizations and colleagues, ensuring high quality medical standards and MSSL medical standards are adhered to
- Make any other contributions that will enhance the efficient running of programmes and future development, including participating in meetings, reporting and day to day programme work.
- Participate fully in MSSL's institutional strengthening and capacity building exercises and activities, and assist with staff orientation and in-service training as necessary
- Accurate gestational assessment; client satisfaction
- Assist MSSL in achieving its goals and objectives.
- Provide daily clinical services
- Perform Tubal Ligation on a daily basis, as and when required.
- Ensure that MSSL standard for quality of clinical and client care is maintained, at all times.
- Promote a non-hierarchical approach with your junior staff, fostering an inclusive team approach.
- Foster collaborative relations and represent MSSL with MoHS and other stakeholders on issues relevant to MSSL clinical services, in particular uptake of tubal ligation.
- Perform other clinical and leadership duties in support of MSSL's mission and objectives

## **Choice of treatment**

- Discuss the relevant options for treatment and facilitate client to make considered choice

## **Pre-operative care**

- Ensure that all clinical records have been completed to a satisfactory standard
- Provide all care necessary to ensure client safety at operation

## **Additional services**

- Post-abortion care (PAC)
- Cervical Cancer Screening
- Long and short term family planning methods, emergency contraception and STI services

## **Administration**

- Completion of all documentation relating to the client clearly and legibly, including but not exclusively:
- All relevant sections of client electronic and paper notes, as directed by the centre manager or supervisor
- Relevant referral documentation where the client is being referred for additional investigation / treatment
- Completion of statements that relate to serious incidents or near misses

## **General**

- Any concerns about medical practice or clinic safety should be communicated, in writing, to the SMT promptly (incorporating detailed background for suggestions and relevant research references as appropriate)
- Any suggestions for improvements in clinical services to clients should be communication in the same manner
- Performance Manager of Management of clinical staff under project

## **Required Qualification and Experience**

Qualified Obstetrician, Maternal Child Health, Family Planning, Sexual Reproductive Health with (3) years' experience in Clinical Management

## **Mode of Application:**

Interested candidates should apply by **email only** with CV containing 2 references, location of interest and suitability statement as a single attachment to [recruitment@mariestopes.org.sl](mailto:recruitment@mariestopes.org.sl) not later than 13<sup>th</sup> April 2016. MSSL is an equal opportunities employer. The subject of the email should be **APPLICATION FOR THE POSITION OF SENIOR MATERNAL HEALTH ADVISOR** and the **CV/Suitability statement** should be saved in the applicant's full name