

Médecins Sans Frontières Suisse has a vacancy for a
Library Scientist (flm)

Mission

The Medical Department is in the process of creating a database which will include all medical documents relevant to field use and will be accessible through a knowledge management software platform (SharePoint 365). Answering to the Medical Knowledge Management Advisor, the library scientist will work in close collaboration with Medical Department Advisors to determine the appropriate document content according to each medical speciality (e.g. pediatrics, vaccination, tropical diseases, etc.) He/She will also work with the Knowledge Management team in curating the “Medical Support Area” of the SharePoint tool.

Your Responsibilities

- Working separately with each Medical Advisor, back-catalog existing medical documents by means of renaming documents, defining metadata and key words, and uploading according to a predefined arborescence within SharePoint
- Monitor document databases to ensure appropriate status (validity, updated, pertinence, format...)
- Participate in new Documentation Policy by way of creating templates for each type of medical document (guidelines, protocols, etc.)
- Work with the Knowledge Management team in curating the “Medical Support Area” in terms of news and discussion
- Work with the Medical Department Assistant to make sure administrative documents are appropriately accessible via SharePoint.
- Troubleshoot and carry out a first assessment (at end of work period) of the SharePoint tool’s pertinence for Medical Advisors and for the field.

Your Profile

Education

- Masters in library sciences or equivalent with strong IT component.
- A degree in the health/life sciences a definite plus

Experience

- At least two years relevant experience
- Previous work in health-related area desirable

Skills

- Basic understanding of medical humanitarian work with regard to the medical-technical and the political dimensions.
- Basic editorial capacities (ability to improve and correct written documents)
- English mother tongue or bilingual proficiency
- Very good working knowledge of French

Personal qualities

- Self-motivated, systematic, and able to work with minimal supervision
- Attention to detail
- Strong interpersonal skills, team spirit, and communication skills

Terms of Employment

- **Fixed-term contract** (7 months), full-time position (100%)
- Based in Geneva
- Ideal starting date : June 2017
- Gross monthly salary : from CHF 6'935.- (seniority according to the internal salary grid)

How to apply

Interested candidates should forward by email only their application (CV 2 p. max., letter of motivation 1p. max, English or French, 5MB max) to lydia.sonderegger@geneva.msf.org **stating in the subject line «Library Scientist 2017.05».**

*The deadline for applications is 21st May 2017.
The applications will be treated confidentially.
Only short-listed candidates will be contacted.*

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>