

MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT दुनिया के डॉक्टर MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT



世界の医療団

WILL YOU BE THE NEXT EXPATRIATE STAFF MEMBER
FOR DOCTORS OF THE WORLD ?

COMMIT NOW!
WE'RE RECRUITING ...

WHO ARE WE?

Doctors of the World (Médecins du Monde) is an international humanitarian aid organization created in 1980 in France. Our volunteers provide medical care for vulnerable populations around the world, whatever their nationality, ethnic group, belief, or religion.

We are financed with the continuing support of several thousand individual sponsors as well as with the generous financial support of several Japanese companies: American Express, Ichiyoshi Shoken, Felissimo, Asahi Pretec, Greeting Life, Alsok, EXA, and others.

We care for those who the world is gradually forgetting.

WHAT CAN YOU DO

AS A VITAL MEMBER OF DOCTORS OF THE WORLD ?

Work on a medical aid mission:

In 2009, more than 165 projects took place in 68 different countries around the world. The geographical breakdown is as follows: 44% in Africa, 27% in the Americas, 12% in the Middle East, 10% in Asia and 7% in Europe.

We are active in a wide range of medical areas: Primary healthcare (51% of the programs), HIV/AIDS prevention and treatment (14%), violence against women (7%), harm reduction for drug users and workers in the sex industry (7%), specialized medicine such as mental health care and surgery (7%), maternal and neonatal care (6%), living in the street (4%), local partner support (2%), migrants and prisoners (1%), and refugees (1%).

Our programs are supported by more than 3,000 domestic volunteers, 520 expatriate staff and 2,000 local employees within the Doctors of the World International Network, with representative offices in 14 countries: Argentina, Belgium, Canada, Spain, France, Germany, Great Britain, Greece, Italy, Japan, the Netherlands, Portugal, Sweden, and Switzerland.

Work as an expatriate staff member:

Being an expatriate staff member at Doctors of the World means you would be under contract with us for a specific professional and medical mission (but not necessarily a medical profile), from 6 months up to 1 year, in the field. You would be paid a monthly allowance, either through a volunteer contract or, in some cases, as a regular employee.

Doctors of the World will provide you with:

- A round-trip air ticket for the destination country of the mission
- Housing with the rest of the local team
- Health and accident insurance
- For volunteers with contracts of more than 2 months' duration:
 - An allowance transferred to your bank account based on your job position (800 to 915 euros/month)
 - A local per diem based on the local standards of the country (300 to 750 euros/month)
- For regular employees: A monthly paid salary
- Most of the general coordinator job positions are regular employees.

Be involved in different types of projects:

1. Long term project: Long term projects help local people develop their health care systems by renovating clinics and hospitals, providing medical supplies and training local health workers.

2. Emergency project: Providing medical treatment, drugs and other essential health supplies to people affected by natural disasters, conflict or other emergencies.

WE NEED BOTH MEDICAL AND NON-MEDICAL PROFILES!

We are looking for open-minded and multi-cultural professionals, both medicals and non medicals, with at least 2 years of experience, and who have already spent a few months working in a foreign country, as a student, a professional or on a personal project.

1. Medical background

*Note: Medical professionals with degrees in **Public Health** and **Tropical Medicine** are most welcome!*

Doctor (as a general practitioner or as a specialist)

The generalist or specialist (anesthetist, pediatrician, psychiatrist, emergency room, or other specialties) interacts with patients, and manages and trains local medical teams. When appointed as a Medical Coordinator, the doctor assists the General Coordinator in managing the medical aspects of the program.

Nurse

As a generalist or specialist (public health, tropical diseases, anesthesia, theatre operating room, or others), the nurse cares for patients, administers vaccinations, trains newer nurses, and oversees pharmacy management.

Midwife

Under the responsibility of the site coordinator, the midwife organizes, coordinates and supervises the mission's obstetric and antenatal care activities. More specifically, she is in charge of assessment, training, supervision and monitoring, as well as relations with medical authorities.

Clinical Psychologist

Rather than overseeing therapeutic treatment, the clinical psychologist trains, manages and transmits the knowledge and skills concerning mental health to local professionals in the field.

2. Non-medical background

General Coordinator

The General Coordinator represents Doctors of the World at the institutional level in the country, interacting with the authorities, donors, NGOs, and embassies. He/she also coordinates a network of partners and builds relations with donors. Managing a multi-cultural team of national and expatriate staff in a complex environment, he/she is responsible for the safety of the team and smooth implementation of the program.

The position requires commitment, dexterity and diplomacy, as well as skills in project planning, implementation, budget follow-up, monitoring and reporting.

Administrative Coordinator

Working directly with the General Coordinator, the Administrative Coordinator supervises, organizes and ensures the financial, accounting, budgetary and administrative management of the mission in order to guarantee rigorous and transparent management procedures and achieve program objectives.

Logistics Coordinator

Working directly under the supervision of the General Coordinator, the Logistics Coordinator guarantees technical and logistical support in the field through all necessary means: cars, IT equipment, satellite phones, and other equipment. Whilst generally based in the capital, he/she tries to spend at least 50% of his/her time in the field, training and managing the field Logistics Officers and keeping track of the application of policies and use of the most appropriate logistic techniques, tools and equipment to cover operation needs.

Social Science Specialists

In some cases, we need human rights lawyers, anthropologists and sociologists, to work as advocacy managers or protection officers.

HOW DO WE BUILD A TEAM?

For long-term missions, there are usually between 1 and 10 expatriates. For emergency missions, however, we sometimes gather as many as 80 expatriates.

One example of a team in the field:

6 expatriate staff in the mission: 1 doctor, 1 nurse, 1 logistics coordinator, 1 administrative coordinator, 1 program coordinator and 1 general coordinator

20 local professionals, among them 1 logistician, 1 administrator, drivers, security guards, and other personnel

WHAT SKILLS AND TRAITS DO WE LOOK FOR ?

Personality

We are looking for people with a very good adaptability to different environments and to different types of people; people with good language ability, strong professional skills in their own competency (at least 2 years' experience as a minimum), and good communication skills.

We also look for people with team spirit, problem-solving orientated, who are not afraid of taking initiatives, but who always practice ethics and values that match those of Doctors of the World.

Languages

The TOEFL and TOEIC are not required, but English should be fluently spoken, and candidates are expected to be able to work (both writing and speaking) in the language used in the field. Required languages include:

- English, in English-speaking African countries, Asia, Europe and the Middle East
- French, in French-speaking African countries and Haïti
- Spanish, in South and Central America.

In some countries, Arabic, Russian, Chinese or Portuguese are potential assets.

Motivation

Motivation is a key factor in succeeding in your interview process with us, and, more importantly, in your mission in the field. You need to be prepared to work in a very different environment as a member of an international team, in sometimes stressful conditions, and to have the personal resources to make this experience both useful and fulfilling.

Mobility

You may specify the geographical area in which you would like to work. If, for any reason, you cannot or do not want to go to certain places or work in certain contexts, we ask you to be clear about it from the beginning of the recruitment process. However, flexibility remains the best way to increase your probability of joining us as an expatriate volunteer.

Previous international experience

It is very important that all candidates have previous international experience, either as a student or as an expatriate staff for another organization or a company. This will definitely be considered an asset.

Availability

We generally offer positions varying in length from 6 to 12 months. Sometimes, short term positions (from 1 to 6 months) are available, but we usually recruit candidates already experienced as MDM expatriate staff for these, as faster adaptation to the job and context is required.

It may occasionally require some time before you know specifically when you will leave and where you will be going, as the context is sometimes uncertain due to the purpose of the mission, or the political context of the countries needing our help.

For "Operation Sourire" specifically: only 2 weeks per year are required.

EXPATRIATE STAFF TESTIMONY

HIROKO, A JAPANESE NURSE, PARTICIPATED IN TWO MISSIONS AS AN EXPATRIATE STAFF MEMBER IN ETHIOPIA IN 2008 AND SUDAN IN 2009.

Q *What did your day-to-day work consist of during your last mission in Sudan?*

When we arrived in Deribat (Sudan), there was an outbreak of meningitis. So we launched a massive vaccination campaign, targeting 54.000 people from 2 to 30 years old! We recruited local teams and trained them to administer vaccinations. At the same time I had to continue my usual daily activities as a nurse in the mission, such as training health educators and managing stocks.

Q *Do you have any advice for potential expatriate staff?*

I went with Doctors of the World to serve the community and I did my best for that purpose. But the work is not always easy. I am a nurse, but what was expected of me as a nurse in Sudan was very different from what I used to do in Japan. We also needed to train local professionals, and it was very important that they be able to run this project themselves and assume responsibility after we left. It was clear from the beginning that we would have to leave one day, so all my energy was directed towards helping the Sudanese staff to be autonomous once we left.

Q *How did you prepare yourself to leave?*

As it was my second mission with Doctors of the World, I knew what I would be doing in the field. But I remember that when I left for Ethiopia for my first mission, I needed a lot more information. From Japan, I flew first to France, where I participated in an expatriate staff training session with people from all over the world. Then, arriving in Ethiopia, I had a handover from the nurse who had been working there the past 6 months.

HOW TO PREPARE YOURSELF TO CARRY OUT YOUR FUTURE MISSION?

Preparation includes four steps:

1. First, you receive a job description by email describing your future level of responsibility.

2. 5 days of pre-departure training

There is a 3-day general preparation training in France designed for all volunteers leaving with MDM for the first time, whatever their specialty.

The main purpose of the training is to undergo an orientation about expatriation, to meet with other professionals in charge of projects at the headquarters, learn the culture of our organization, start networking, and understand the expectations involved in each person's job in the mission in the field.

Those 3 days are then followed by 2 days of specific training on each job represented in the field.

NB: For people having already experienced a previous mission with Doctors of the World, we regularly offer specific skill enhancement training (organized by job, domain or geographical area).

3. Safety briefing

The safety briefing includes:

- a detailed description of the program, and of the specific risks involved
- an explanation of safety rules and procedures that need to be followed in order to ensure the safety of the team in the field

4. The job position hand-over made with the previous person in charge in the field and in direct link with HR, Communication, Finance and Budget officers of the mission.

HOW TO APPLY FOR A GENERAL MISSION AT DOCTORS OF THE WORLD

Please, send us your resume and a cover letter in English at info@mdm.or.jp, and also the Doctors of the World questionnaire we will have transmitted to you by email.

The questionnaire can also be downloaded from our website:

<http://www.mdm.or.jp/volunteer/overseas.php>

There is no prescribed format for the resume and cover letter, but please try to be as precise and detailed as possible.

Then, if after having studied your completed application, we consider your profile and motivation could fit with missions on the field, we will ask you to come for a direct interview in our office in Tokyo.

RECRUITMENT PROCESS

1st STEP: One face-to-face interview with a recruiter at Doctors of the World Japan, in Tokyo.

2nd STEP: If the applicant successfully passed the face-to-face interview, a general telephone interview is organized within a few weeks with a Doctors of the World Recruitment Officer from Paris, France (MDM Headquarters).

3rd STEP: If the applicant successfully passed the 2nd STEP, a telephone interview with the head of the mission, who is based in Paris.

Generally, two months should be allowed for the above processing.

Subsequently, the persons involved arrive at a consensual decision, and the outcome is conveyed to you by telephone or email.

In some cases, the process can take longer.

Although your profile may match our general needs, we may not have a position to offer you right away.

As a second step, we would then ask you to register in our database until we contact you at a later date.

As we have many candidates registered, we recommend that you regularly check job offers online and contact us as soon as you see an offer that might be appropriate for you.

A SPECIFIC MISSION YOU CAN JOIN AS A VOLUNTEER:

“OPERATION SOURIRE” (“Operation Smile”):

What is it ?

“Opération Sourire” aims to put a smile back on faces.

Context : Today, many countries do not have the human and material resources necessary to help patients who have suffered the physical consequences of war, sickness or malnutrition.

Ultimate purpose: Operation Sourire enables those who are handicapped by their physical and aesthetic appearance to lead a normal life.

Medical and human means: 10-day to 2-week missions are implemented twice a year in a selection of countries such as Bangladesh, Cambodia, Madagascar, Niger, Rwanda and Ethiopia. During these missions, reconstructive and orthopedic surgery operation are conducted free of charge, and basic training is provided to local surgeons, doctors, and nurses. This enables Doctors of the World's actions to be propagated locally over the long term. During each mission, thirty to eighty patients undergo surgery. Over a span of nearly twenty years, more than 5,000 surgeries have been performed.

Whom are we seeking?

“Opération Sourire” is composed of nearly 100 medical volunteers (surgeons, anesthetists and nurses) who participate regularly in these missions, therefore ensuring the medical follow-up of their patients.

Each volunteer should be available to participate at least 2 weeks per year in “Opération Sourire”.

What is the recruitment process for “Opération Sourire” ?

We ask that you send us a resume and cover letter, in English or French, with Japanese translations of the documents.

If you are a doctor, you will be asked to provide photographs of several patients before and after their surgeries.

ONE SINGLE STEP: One face-to-face and group interview with:

- The Project Manager for “Opération Sourire” in Japan
- The Plastic Surgeon in charge of “Opération Sourire” in Japan
- A Nurse from “Opération Sourire” in Japan

In general, the entire process takes around 1 month.

Subsequently, a consensual decision is reached among the people involved in your recruitment, and the outcome is conveyed to you by telephone or email. We try to match the availability of each successful candidate with the existing annual schedule of “Opération Sourire” missions.

Who comprises a typical team for “Opération Sourire”?

An “Operation Sourire” team consists of:

- 2 surgeons
- 2 anesthetists
- 1 nurse
- 1 coordinator

What are the profiles and experiences we are looking for?

Ideal candidates have from 2 to 5 years of clinical experience in Japan (for a nurse, this would be as a theatre nurse), and would preferably have experienced at least one mission in the field.

HOW TO CONTACT US

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Telephone: 03-3585-6436 Fax: 03-3560-8073

E-mail: info@mdm.or.jp Website: www.mdm.or.jp

Global job list in Japan: Please consult our Japanese website at

www.mdm.or.jp

Detailed job positions: Please consult our French website at

http://www.medecinsdumonde.org/gb/recrutement/postes_a_l_etranger



FAQ

“When is Doctors of the World recruiting?”

We always have positions to fill, because the normal duration of an expatriate position varies from 6 months to one year, while the project itself usually lasts 3 to 5 years.

“Is it possible to go on a mission with my family?”

Yes, on specific jobs we can support partner mobility through an allowance.

“How can I convince my current employer to allow me to take time off to become a volunteer?”

Very often it can be difficult to convince your supervisor that your humanitarian project will not only benefit the local populations you will help, but also you yourself as a person and as a professional, and finally, will enhance your own professional environment, whether medical or not, when you come back, as you will have developed new skills and experience in the field.

Thus, in choosing to participate in a humanitarian mission for a few months, you are probably making a career choice as well, but we doubt that you will ever regret making the choice!