

JOB DESCRIPTION	
Department: General Direction – Advocacy and Medical Affairs	
<b>Position:</b> <b>Medical External Affairs Manager / Disaster Management Focal</b>  <b>(Position name for external and intersectional purpose: “Representative for Medical External Affairs” “メディカル・アフェアーズ マネジャー/災害担当”)</b>	<b>Reporting to:</b> MSF Japan ADV/MED/EPREP Director  <b>Number of supervise:</b> 1
<b>Duration:</b> Open-ended Contract (full-time)	
<b>Working Hours:</b> Full-time (40 hours/week)	
<b>Current Job Grade:</b> D	

### Purpose of the position

Under the direction provided by the ADV/MED/EPREP (Emergency preparedness) director and in coordination with the Advocacy team, the Medical External Affairs Manager/Disaster Management Focal defines and leads the engagement of MSF Japan with the medical community and disaster relevant stakeholders in Japan. She/he will establish, expand and manage engagement and networking activities with the medical community/disaster relevant stakeholders. She/he will also establish and manage engagement with the medical community/EPREP stakeholders within MSF. The purpose of developing and managing a network in Japan is to support MSF Japan national objectives and eventually MSF Operations.

### Objectives

To develop and implement medical engagement and networking activities of MSF Japan, with the objectives to:

1. Re-establish and manage a wide network of potential medical humanitarian supporters (influential and of added value to MSF Operations and Principles).
2. Increase the perception of MSF Japan as a professional medical humanitarian organization.
3. Support the effective delivery of key medical advocacy messages on behalf of Operations or the Movement.

To develop and maintain the EPREP plan of MSF Japan against large-scale natural disasters with the objectives to:

1. Establish and maintain a wide network of disaster management stakeholders relevant to MSFJ EPREP
2. Implement and follow up the EPREP plan at external and internal levels
3. Regularly review and update the EPREP plan according to the context change

### Requirements of the position

Based in Tokyo (commutable area to the Office in Waseda)

### Main Responsibilities

Under the supervision and direction of the ADV/MED/EPREP Director:

#### 1. Lead and manage medical advocacy, external medical networking and targeted public communications by:

- 1.1 Participating in advocacy team meetings and where relevant, with other departments.
- 1.2 Developing external medical engagement and networking activities of MSF Japan:
  - Mapping of medical community in Japan.
  - Re-establish and manage a wide network of potential medical influential supporters.

- Implement activities that increase the perception of MSF Japan as a professional medical humanitarian organization.
  - Engage with internal stakeholders such as the MSF Access/medical working group (WGs) regularly and lead the effective delivery of key medical advocacy messages in coordination with the advocacy team.
- 1.3 Prepare and deliver or match adequate speaker(s) and support external presentations or lectures on medical humanitarian topics.
  - 1.4 Develop or support developing contents of awareness raising activities or public communications targeted to the medical community.
  - 1.5 Providing a medical perspective on topics or content for awareness raising, such as temoignage (speaking out) campaigns, MSF Access articles etc.
  - 1.6 Lead the activities relevant to participation of MSF Japan at medical conferences, including:
    - Contact relevant internal stakeholders to receive clearance for presentations or attendance to medical conferences.
    - Develop/support developing contents of applications/presentations/publications relevant to medical conferences
  - 1.7 Supporting the establishment of partnerships with medical humanitarian actors.
  - 1.8 Lead the medical session in Humanitarian Congress event in coordination with advocacy team

**2 Increase MSF Japan understanding of key MSF medical humanitarian issues and operational activities**

- Lead the internal lecture activity for MSF Japan staff to help increase understanding of key MSF medical humanitarian issues, operational activities and humanitarianism.

**3. Provides input on medical, public or global health topics or connect to medical communities if and when requested by**

- Fundraising or communications departments for editorial materials.
- Other departments in Tokyo upon request

**4. Manage implementation of MSF Japan EPREP plan externally and internally**

- 1.1 Establish a wide network of disaster management stakeholders by attending relevant conferences, events, meetings etc.
- 1.2 Lead the activities of signing MoUs with relevant external stakeholders (eg. Gov authorities, local authorities, private companies, medical associations etc)
- 1.3 Follow up with disaster management stakeholders
- 1.4 Support the development and maintain EPREP guideline to outline the information/process of disaster response in Japan as well as the emergency response mechanism for Japan.
- 1.5 Plan/participate in internal disaster management drill in coordination with BCP (Business Continuity Plan) team
- 1.6 Lead or support preparation of E-Cell response in Japan in coordination with the director
- 1.7 Regularly share the update/get inputs from internal stakeholders

**5. Participate in the disaster response in case of a large scale disaster**

- 1.1 Be the focal point of communication with all the external disaster management stakeholders until the establishment of the emergency response team.
- 1.2 Manage/support the management of arranging HR for explo/intervention response with other departments
- 1.3 Manage/support the management of the departure of explo/intervention team in case of a large scale disaster
- 1.4 Communicate with internal stakeholders regarding intervention updates
- 1.5 Play a liaison role in the prefectural disaster management HQ if necessary.

## Qualifications and requirements

### Essential

- Fluency in Japanese and English (oral and written)
- Excellent communication skills and experience engaging with medical societies in Japan.
- Good knowledge of Japan's medical community/academia, culture, civil society, humanitarian and aid network.
- Event organizing skills and comfortable to engage with external stakeholders.
- Proficient research and analytical skills.
- Demonstrated knowledge of global and public health issues and genuine interest in and commitment to the medical humanitarian action and principles of MSF.
- Excellent strategic vision, critical thinking abilities
- Excellent team and project management skills
- Excellent networking skills with several different external/internal actors
- Working experience in Japan

### Desirable

- Medical, paramedical, public health, pharmaceutical, clinical trial or social sciences background.
- Sales or relevant experiences in the Japanese medical industry
- MSF experience (field or office).
- Experience in medical humanitarian contexts.

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### Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

## Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan

Application Documents (Please send all these documents)	1. CV, with your photo if possible (in English) 2. Motivation Letter (in English) 3. 履歴書（和文・できれば写真付） 4. 職務経歴書（和文） 5. 志望動機書（和文）
Email Address	Please send the above documents to: <b>hqhr-recruitment@tokyo.msf.org</b>
Application Deadline	<b>July 27, 2025</b>
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate.