OCBA Paediatric Days Content Coordinator W/M - Based in any MSF office

13 novembre 2026

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters.

Médecins Sans Frontières Spain – OCBA (Operational Centre Barcelona and Athens) is looking for a PAEDIATRIC DAYS – CONTENT COORDINATOR (Based in any MSF - Part time position)

MAIN PURPOSE

Lead the design, coordination, and quality assurance of the scientific and technical content of MSF Paediatric Days, ensuring the event addresses priority operational paediatric challenges and delivers high-quality learning, knowledge-sharing, and engagement opportunities across the MSF movement and relevant external stakeholders.

JOB OVERVIEW

The Content Coordinator oversees the strategic development and delivery of the scientific content of MSF Paediatric Days. The role coordinates content governance structures, manages abstract review and agenda development processes, ensures alignment with MSF operational priorities, and supports knowledge dissemination before, during, and after the event. The position collaborates closely with the Steering Committee, Paediatric Working Group, Project Coordinator, and internal and external experts to maintain high-quality educational content, foster innovation, and strengthen networks in humanitarian paediatrics.

TASKS/RESPONSIBILITIES

- **Define** the strategic content direction of MSF Paediatric Days to ensure alignment with MSF operational priorities and paediatric health challenges.
- **Coordinate** the Content Committee and Extended Content Committee to ensure effective planning, delivery, and continuous improvement of event content.
- **Lead** the topic selection, agenda development, and session design processes to deliver a coherent, innovative, and impactful programme.
- **Manage** the abstract submission and review process to ensure transparent selection and high scientific and ethical standards.
- **Ensure** quality control of presentations, abstracts, posters, and educational materials to maintain professional and medical excellence.
- **Facilitate** collaboration with internal stakeholders, working groups, and external organisations to strengthen engagement and technical expertise.

- **Oversee** content publication, dissemination, and knowledge management activities across event platforms and related communication channels.
- **Contribute** to project sustainability through stakeholder engagement, partnership development, participant engagement initiatives, and fundraising support.

ROLE´S SPECIFIC ELEMENTS

- Scientific and technical content leadership for MSF Paediatric Days.
- Coordination of content governance structures, including the Content Committee and Extended Content Committee.
- Programme and agenda design, including session development and speaker engagement.
- Management of abstract submission, review, selection, and ethical oversight processes.
- Quality assurance of scientific content, presentations, posters, and event materials.
- Stakeholder engagement and networking with MSF technical communities and external humanitarian paediatric actors.
- Knowledge dissemination and publication through event platforms and post-event outputs.

SELECTION CRITERIA

- University degree in Medicine, Public Health, Nursing, Health Sciences, Humanitarian Affairs, International Health, Communications, Education, or a related field is essential. Desirable: Postgraduate qualification in Paediatrics, Public Health, Medical Education, Global Health, Knowledge Management, or a related discipline.
- Minimum 3–5 years of experience in health, humanitarian, medical education, conference management, or knowledge-sharing environments.
- Experience coordinating multidisciplinary stakeholders and technical committees.
- Experience managing scientific, medical, or educational content
- Project management skills
- Desirable: Experience within MSF or international humanitarian organizations. Experience managing abstract review processes, conferences, webinars, or learning events.Experience in pediatrics health programmes or humanitarian pediatrics.
- English mandatory.

CONDITIONS

- Position based in one of MSF Offices.Final location will be subject to the employability of the preselected candidate (e.g., residency, work permit, etc.).
- For level HQ-3B positions and if the role is based in one of our offices in Spain, the salary will be at € 41137.24. If the role is finally located at one of the OCBA regional hubs, compensation will be subject to the local pay scale applicable to that hub.

- Part-time job (50%).
- Contract duration: permanent.
- Starting date: December 2026.

HOW TO APPLY

- To apply, please submit your CV and cover letter to: Paediatric Days Content Coordinator (BASED IN ANY MSF OFFICE) Job Details | medicossin
- Closing date: 23 november, 23:59 CET (Central European Time).

INFORMATION ABOUT RECRUITMENT PROCESS STEPS

- After the application deadline, the recruitment process usually takes between **6 and 8 weeks**.
- All candidates will be informed once the process is closed. Due to the high number of applications, individual feedback cannot usually be provided.
- If you have not heard from us, it means the process is still ongoing and additional candidates may be contacted.
- A reference check **will be requested** in the final stages of the process. Candidates will be required to provide references from former employers using professional or corporate email addresses (personal email accounts such as Gmail, Yahoo, etc. will not be accepted).

Do your skills and experience not precisely match the requirements? MSF-OCBA is an organization committed to promoting diversity and equity by providing equal access to professional opportunities. We understand that women, people of colour, indigenous individuals, members of the LGTBI+ community, and other underrepresented groups often hesitate to apply for employment if they don't meet all the requirements. At MSF-OCBA, we strive to create a diverse, inclusive, and genuine workplace. Therefore, if you're interested in this position but your experience doesn't align perfectly with the selection criteria, we encourage you to apply anyway. You might be the ideal candidate for this or other positions.

At MSF, we value diversity and strive for an inclusive and accessible working environment. We encourage all suitably qualified people to apply, regardless of their ethnic, national or cultural origin, age, gender, sexual orientation, beliefs, disability or any other aspect of their identity.

Date limite de dépôt de candidatures

23 novembre 2026

MSF tient à la protection des données personnelles de ses membres, de ses salariés et des personnes souhaitant rejoindre l'association. Les données collectées lors de cette candidature seront strictement transmises, pour un traitement équitable et de qualité, aux personnes intervenant dans le processus de recrutement, quel que soit l'endroit où se trouve la structure MSF à laquelle elles appartiennent. Pour plus d'informations sur la façon dont sont traités vos données et vos droits, veuillez consulter notre politique de confidentialité.