

**MÉDECINS SANS FRONTIÈRES OCBA (Operational Centre Barcelona-Athens) is looking for a**

## **DEPUTY OPERATIONS MANAGER CELL 3 (DEPUTY RECO / BASED IN ANY MSF-OCBA HUB)**

### **GENERAL CONTEXT**

Médecins Sans Frontières is an international independent medical-humanitarian organization, which offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.

Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

The MSF movement is built around five operational directorates supported by MSF's 21 sections, 24 associations and other offices together worldwide. MSF OCBA is one of those directorates. The operations are implemented by field teams and the mission coordination teams; together with the organizational units based in Barcelona, Athens and decentralised in Nairobi, Dakar and Amman. The field operations are guided and supported by 5 Operational Cells, the Emergency Unit and other departments supporting operations.

### **GENERAL OBJECTIVE AND JOB ENVIRONMENT**

The Deputy Ops Manager supports strategic orientations, project design and management as well as ensures the functioning of the cell, within the framework of the Executive Plan, Operational Policy and operations annual orientations plan, in order to perform relevant, high-impact operations.

S/he is hierarchically UNDER the Operations Manager Cell 3 within his/her portfolio; Ops Manager provides him/her with support, guidance, supervision and development of professional competences.

S/he is integrated into the Cell 3. S/he contributes to the Operational Cell for the support of missions in its portfolio. An Operational Cell is a matrix-like "team set-up" integrating members of the different services or departments of MSF OCBA as the basis for direct support and guidance to the missions within the Cell's portfolio. Cell 3 is made up of one operational manager, one operational Support position, one health advisor (TESACO), one logistics advisor (TELOCO), one financial controller (FINOCO), one human resources advisor (REHUCO) and one Assistant TESACO (for 2 cells).

### **MAIN RESPONSABILITIES AND TASKS**

- 1. Participate in the organisational strategy**
  - Support (sparring) the Ops Manager with the reflection on positioning and the role of MSF OCBA regarding humanitarian crises and related dilemmas, protection issues and operational strategies within portfolio and beyond, through organising, promoting and participating in debates, analysis and reflection exercises.
  - Participate in the accountability transversal processes at his/her level of responsibility.
- 2. Support the definition of the operational strategy**
  - Support the Ops Manager to contribute to the definition of OCBA operational vision.
  - Support the Ops Manager in reviewing the MSF OBCA's Operational Policy and operational annual orientations, based on evaluation of the implementation of this policy and the analysis of evolution of humanitarian challenges in the assigned portfolio.
  - Support the Ops Manager in the definition of security policies.
- 3. Support the definition of the strategy of missions within portfolio, conducting context analyses**
  - Collaborate in the reflection on positioning and the role of MSF OCBA in relation with the Operational Policy with regard to humanitarian crises for the CPP of missions within portfolio.

- Support the Ops Manager on the constant critical review of context and humanitarian situation of assigned portfolio in order to guarantee that operational response is adapted to meet population's needs.
  - Support the Ops Manager on the maximisation of the transformation potential of interventions throughout the isolation of causes and/or responsibility when identifying a (critical) situation that can be improved with direct action.
- 4. Support the planning and budgeting of missions and the planning and organisation of the Operations Department**
- Support the Ops Manager in the planning of the Department of Operations.
  - Consolidate the annual planning and budget of missions within portfolio, and support the Ops Manager in the definition of strategic changes within the portfolio.
  - Support the Ops Manager to ensure coherence between OCBA annual planning, operational orientations and assigned portfolio's annual plan.
- 5. Supervise and support implementation**
- Support the implementation of the CPP and annual operational plan in the projects within portfolio, according to quality standards and to MSF's humanitarian and deontological principles, with the primary objective to meet population's needs.
  - Contributes to the support and supervision of all aspects of management of the missions, projects, exploratory missions and interventions in the assigned portfolio, based on the annual operational orientations.
  - Contributes to the support and supervision of emergency response within the assigned portfolio, design and monitoring of proposals and interventions
  - Support the Ops Manager to ensure that MSF role on humanitarian action and "témoignage" is effectively executed by identifying related medical-humanitarian dilemmas, defining lobbying, advocacy and communication strategies.
  - Coordinate the support to the assigned portfolio, taking into account the input from support services.
  - Promote and support the effective emergency preparedness and response of the missions.
  - Support the Ops Manager with the security management of portfolio's missions in line with the security policy, rules and guidelines of MSF OCBA.
  - Follow up the implementation of relevance/impact project evaluations, in order to maintain the relevance of the projects at all times.
  - Provide tactical support and advice to the Operational Cell and HoMs in the follow-up and orientation of projects
  - Ensure the collection of information from missions and make it available to the Ops Manager and Services for its analysis.
  - Ensure the collection of information internally and externally to contribute to improve analysis and operational response in the assigned portfolio (regional context analysis, technical expertise from tropical medicine institutes, humanitarian affairs, etc).
  - Support the Ops Manager with the analysis and evaluation of the implementation of lobbying, advocacy and communication strategies within portfolio.
  - Support to CMT for elaboration of final version mission documents in coordination with rest of the cell members
- 6. Ensure support and supervision for the day to day management of the cell team**
- Ensure support for the day to day management of the cell team (coordination, regular internal formal communication, coherence between objectives and resources, and timely decision-making) to ensure that objectives be achieved.
  - Guarantee and coordinate replacements or backups for the cell, managing the corresponding rosters with the people involved.
  - Support the Ops Manager in the definition of job profiles of cell members, for approval from HR.
- 7. Promote knowledge management**
- Ensure that knowledge management policies are implemented at his/her level of responsibility.
  - Collaborate with the Training Unit in the definition of the contents of MSF-OCBA courses, facilitating them when needed, to adapt them to the Organisation's needs.
  - Follow-up implementation of knowledge management policies/exercises (evaluations, capitalizations, surveys, etc.)

## 8. Others

- Replaces the Ops Manager as cell manager in his/her absence.
- Interlocution of the CO3 with decentralized units/MSF new entities (Nairobi, Dakar, BRAMU, Vienna Unit...).
- Assures gap-filling of senior coordination positions in his/her portfolio.

## SELECTION CRITERIA

### Training and experience

- Degree from University or Higher Institute (in medicine, nursing, bio-medical sciences, social sciences, political sciences, economy, judicial sciences...). **Medical or paramedical** is considered as an asset.
- Minimum of 3 years' experience with MSF or another humanitarian organisation in positions of HoMs/Medcos, with emergency response experience
- Highly knowledgeable of and interested in the international humanitarian context.
- Fluent in English & French (Spanish an asset).
- Advanced knowledge of Windows setting as a user (mainly Word and Excel).

### Competencies

- Commitment to MSF's Principles
- Cross-cultural Awareness
- Strategic Vision
- Results and Quality Orientation
- Service Orientation
- Planning and Organising
- Initiative and Innovation
- Teamwork and Cooperation
- Leadership
- People Management and Development
- Security Awareness and Management

### Others

- Availability to travel frequently and on short notice.
- Flexibility with working hours.

## CONDITIONS

- Based at any MSF OCBA Hub (Barcelona, MSF-Spain office delegations, Buenos Aires, Amman, Dakar or Nairobi) with travel to the projects at least a 30% of her/his time.
- Minimum commitment with the position of 3 years
- Full time job
- Annual gross salary: HQ-5 (divided in 12 payments) + secondary benefits based on MSF OCBA Reward Policy.
- Starting date: Immediately

## HOW TO APPLY

- To apply, please, follow the link below and submit your **CV** and **cover letter** over the application process.

<https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=2793&company=medicossin>

- Closing date: **18<sup>th</sup> October, 2020**

**MSF OCBA is a people-focused humanitarian organization that offers a diverse, collaborative, and inclusive work environment. We believe this approach enhances our work and we are committed to equity in employment. We embrace diverse backgrounds of people working together to exhibit their passion in action for the social mission of MSF.**

**Médecins Sans Frontières, as a responsible employer, under article 38 of “Ley de Integración Social del Minusválido de 1982 (LISMI)” invite those persons with a recognized disability and with an interest in the humanitarian area to apply for the above-mentioned position.**

