

Médecins Sans Frontières – OCBA (Operational Centre Barcelona –Athens) is looking for a

HEAD OF MISSION (POSITION TO BE BASED IN AFRICA, ASIA OR LATAM)

Don't meet every single requirement? Studies have shown that women, black, indigenous people and people of colour are less likely to apply to jobs unless they meet every single qualification. At MSF-OCBA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles."

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 coordination teams based at capital level; together with the organizational units based in Barcelona, Athens and decentralized in Nairobi, Dakar and Amman. The field operations are guided and supported by 5 Operational Cells, the Emergency Unit and other departments supporting operations, including the Logistics & Supply Chain Department.

MAIN PURPOSE

Being responsible for MSF's operational response in the Mission. In collaboration with the operational cell, defining the mission operational strategy. Coordinating MSF's program execution, identifying humanitarian challenges, representing MSF's interests before third parties. Ensuring compliance to MSF's charter, ethical standards and policies as well as international and national laws and regulations, in order to realize organizational objectives and reach quality targets for the Mission.

ACCOUNTABILITIES

- Initiating and leading the mission-wide operational strategy; including country policy, annual plan, budget and policy frameworks. Leading the management team translating the strategic objectives into operational activities. Monitoring developments in MSF's general policies and strategies and adapting the annual plan of the mission accordingly.
- Monitoring and analyzing the political, humanitarian and medical situation in the country and in the region. Identifying potential fields of intervention and determining response strategies.
- Representing MSF towards external actors (national authorities, NGO's, donors, military organizations, media, etc.) to create commitment and negotiate terms and conditions for field operations.
 - Integrating an internal and external communication policy for the mission to advocate for change.

- Leading the implementation of medical-humanitarian activities in the mission.
 - Coordinating with other MSF sections to initiate, coordinate and develop short- and long-term strategies in-country.
 - Evaluating the progress and outcomes of activities to ensure that objectives are achieved and reporting to Headquarters
- Being responsible for the planning and coordination of all human, material and financial resources to ensure the overall performance of the mission
- Leading the mission and its staff, providing a clear vision for the direction of the mission and bringing staff together across functional and geographical lines to achieve the mission's objectives
 - Managing, coaching and developing direct reports in line with human resource policies
 - Implementing Human Resources-policy and ensuring that MSF acts as a responsible employer in terms of working conditions and reduction of security and health risks.
 - Ensuring staff and management team are aware of mission strategies, ambitions and implementation plans
 - Ensuring the associative character of MSF is reflected in the briefing of all MSF staff.
- Ensuring the internal and external flow of information.
 - keeping staff and HQ informed and updated of context and security related issues.
 - producing all required planning and program performance reports in line with the HQ reporting cycle.
- Being responsible for all security aspects of the mission.
 - Defining and ensuring the implementation of the security framework in the country, in order to ensure safety of staff and visitors across the mission.
 - Ensuring the implementation of the Inter-operational directorate Security Agreement (ISA) in the mission, both in spirit and letter, promoting a culture of pro-active information sharing and collaboration.”

REQUIREMENTS

Education

- University degree. Particularly in medicine, public health or paramedical or the field of international relations is a plus.
- Desirable degree in project management or HR management.

Experience

- At least two years in management positions in humanitarian aid.
- Essential experience with MSF or other NGOs
- Essential working experience in developing countries.

Languages

- Mission working language essential (English and/or French are mandatory. Spanish, Portuguese and Arabic will be considered an asset)

Knowledge

- Essential computer literacy (word, excel and internet)

CONDITIONS

- Location: Position to be based in Africa, Asia or LATAM.
- Contract Duration: 6 to 12 months.
- Salary: full-time salary as head of mission (level 15 IRFFG).
- Starting date: Open.

HOW TO APPLY

- To apply, please submit your CV and cover letter to:
- <https://career2.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=9403&company=medicosin&st=D269A3D9B6D43149220CEA154E5A026EAE898401>
- Closing date: 1st May 2025, 23.59 CET (Central European Time)

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply.

All applications will be treated with the strictest confidence. MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. All selected candidates will, therefore, undergo reference checks.

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.