



# Career Manager -based in Dakar M/W

MSF-Dakar has an extremely vibrant team of over 110 people, working out of Economic Community of West African States - ECOWAS countries and Cameroon, being one of the MSF offices around the world, bringing together human resources and increasing expertise to support MSF projects in more than 70 countries, with its an intersection Regional HR Unit and expectations to further enhance our operational support capacity in the years. MSF-Senegal's main office is in Dakar as a growing support office. MSF-Senegal is an organization committed to promoting inclusion and diversity by the recruitment channel; we encourage the application of candidates independent of their ethnicity, origin, gender, sexual orientation, age, political affiliations, religious and / or physical difficulties. The Regional HR Unit supports regional inter-Operational Center dynamic to ensure efficient and optimised/mutualised operational response within Western and Central Africa MSF mission and provides support to MSFs work globally.

In this context, we are looking for a **Career Manager** based in Dakar.

## Mission

### ROLE AND OBJECTIVES

The Career Manager plays a pivotal role in the employee's sense of belonging to MSF and is their reference point to discuss and plan with employees their professional development within MSF. The Career Manager actively participates in the development of skills and competences of our global workforce to build expertise and our future leaders to respond to current and future operational interventions aiming at providing medical assistance to populations.

### MAIN RESPONSIBILITIES

- Advise to the development of competences by identifying training solutions needed by the employee and proposing him/her a learning path.
- Contribute to the identification of talent and participate in their placement in missions in collaboration with the Pool Managers in Operational Centers to get on time the right person with the right skills in the right place.
- Play an important role in diversity, equity and inclusion by ensuring equal access to job opportunities in all MSF regions of interventions and to learning solutions across the movement.

### MAIN ACTIVITIES

#### Career Management Advising and development:

- Support the employee to reflect on ambitions on a longer term, motivation and commitment, strengths and improvements areas and translate this in a short- and long-term career and development plan aligned to the need of the organization of today and tomorrow.
- Realize career management interview, provide support to the employee to realise his/her skills assessment, appraisals analysis of employees and debriefing.
- Get acquainted to MSF contexts & operations worldwide, follow up HR demands in order to remain well updated on profiles needed, stay tuned in Learning solutions offers.
- Discuss with employee's on job opportunities (explain context, field position, its challenges & opportunities).
- Based on the employee's experiences, competences and interests, the CM collaborates with the GPO (pool manager) on potential job assignments and learning needs for the candidate in a comprehensive way (D365/ID Card) and regular communication.
- Maintain regional pools and rosters with collected up to date information on availability, competencies, career aspirations, constraints and performance of pool members in order to support short-term and long-term employee retention and meet operational needs.
- Proactively reviews field vacancies and identifies candidates for proposal with designated Operational Centers (OCs)
- Confers with Pool Managers (PMs) to identify personnel needs, job specifications, required qualifications and skills.
- In consultation with the Recruitment Managers, refers candidates for placement in appropriate field positions according to skills, experience, and availability.
- Identifies high potential employees and leaders of tomorrow

#### Matching

- The Career Manager ensures maximum number of placements.
- The Career Manager ensures the update of the availability of the candidates in his/her pool.
- Identifies opportunities for matching through communications with GPO, vacancy lists and other information.
- Acts as the primary focal point between candidates and operational stakeholders during the matching process.
- Proposes candidates to the relevant pool managers and opportunities to candidates that meet both the employee's

profile and operational needs.

- Career Manager represents candidates with the support of the Recruitment Report/IP Sheet/Individual Development Plan while ensuring the availability of the people presented.
- Confirms the matchings with all relevant stakeholders to ensure maximum engagement.

## **Facilitating missions**

### **At departure**

- The Career Manager performs due diligence by ensuring that the fieldworker departs in full compliance and in possession of all available reliable information on the assignment to depart with the right expectations.
- Facilitates Career Development briefings and other meetings.
- Has prepared the concrete actions to undertake during the mission, fitting with the longer-term personal/professional development plan.

### **During mission**

- At least once during the mission the Career Manager has a personal contact (mail, skype, phone, etc) to follow-up evolution.

### **At return**

- Debriefs fieldworkers returning from a mission, highlighting the skills acquired and those needing improvement.
- Advises returning employees on services at disposal (PSCU, Operations, Trainings, Administration, Contractual) and supports in navigating the MSF structure.
- Receives and stores end-of-mission evaluations.
- Ensures circulation of relevant information to internal clients (PM, Operations, HR, L&D) and updates on employee's availability.

## **Support and quality control**

- Provides support and insights on cases related to Responsible Behavior involving members of the pool.
- Handles reports on behavioral issues with the utmost professionalism to ensure the appropriate actions are taken.
- Communicates with the fieldworker on topics such as behavioral commitments, performance management and other related policies that can affect the fieldworker's engagement with the organization.
- Shares with the pool manager in the OC any important information received from the field staff member (while respecting confidentiality) which could be relevant to consider for the workforce planning / succession planning.

## **Administration and general duties**

- Contributes to HR Reporting and statistics and departmental planning.
- Organises and/or actively participates and contributes to the success of Welcome Days and PPD and WTMSF sessions.
- Works toward helping the overall organization understand field realities through debriefing of returning field staff.
- There will sometimes be the opportunity to go on short field assignments and / or to co-facilitate trainings in the field, where possible and in consultation with L&D team.
- Travel to national and international meetings, as required.
- Manage the HR information system, update information related to the candidates directly in the system.

## **Professional skills**

### **Education, Experience and basic competences:**

- University degree/diploma in Health, social or human sciences are desirable, specializations in HR, Psychology or related field would be an advantage.
- Experienced in diverse international contexts through assignments with voluntary humanitarian non-governmental organizations.
- Knowledge of the International Field HR System and processes is required.
- Experience in MSF Field project is highly desirable.
- Experience in placement and career advising, Mobility management/development is desirable.
- High knowledge and understanding of African contexts and cultures. Fluent in French and English

## **Required qualities**

- Negotiation, communication, and interpersonal skills
- Commitment to MSF's Principles and behavioural commitments
- Flexibility

**Specifics of the position**

Full-time position (100%), based in Dakar - Senegalese contract.

Open ended Contract – 3 years of commitment, renewable once, with a trial period of 3 months.  
Level 10 of MSF Senegal salary grid

**Type of Contract** : Open-ended contract

**Contract length** : Undetermined

**Salary (€)** : niveau 10 de la grille MSF

**Deadline for submitting applications** : 17/07/2024

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**Médecins Sans Frontières - France**