



HR Policies Referent W/M

Médecins Sans Frontières, an international medical humanitarian association created in 1971, provides medical assistance to populations whose lives are threatened : mainly in the event of armed conflicts, but also in the event of epidemics, pandemics, natural disasters or exclusion from healthcare. The French section is present in some thirty countries.

In order to face a temporary increase in our activities, we are looking for a:

HR Policies Referent W/M

Mission

The Field Policies and Tools Unit referred to as POT (Politiques et Outils Terrain) in French, supports Operational HR teams at Field and HQ level, in local HR administration and management by providing them with the required guidance, tools and expertise. The team includes a wide range of HR experts and is currently composed of a HR Policies Referent and a Mobile Support Officer, 2 Compensation & Benefits Referents, 2 Homère Referents (HR software) and a Head of Unit.

Within the POT unit, you contribute to HR policies and HR administrative framework development for MSF OCP missions ; you provide tools to operational HR teams in the field and in HQ ; you guide them and support them in the implementation, evolution and enforcement of MSF HR framework in the field. You contribute to HR knowledge capitalization and to skills development of field HR teams. to the development, maintenance and diffusion of compensation and benefits policies and tools.

As a support to the current team, composed of a HR policies referent and a flying support, you take in charge part of daily activities and some projects (to be detailed depending on your profile).

Among our current projects : development of a HR kit for managers HR kit for missions openings and closures, social dialog structuration, HR guidance on duty of care / solidarity, capitalization tools, development of new collaboration digital spaces with the field (webinars...), HR guide template...

YOUR MAIN ACTIVITIES

Under the hierarchical supervision of the head of POT unit and the functional coordination of the HR policies referent leading on this activity, you will :

· **Contribute to define HR policies:**

Contribute to the design and drafting of HR policies answering both operational needs and MSF HR strategic priorities.

Represent MSF France and OCP interests in the design of HR policies at movement level (intersectional policies).

· **Provide advice and support to HQ and field HR operational teams within your scope :**

Guide and support operational HR teams in the local adaptation of MSF policies and in local HR administrative framework structuration (internal regulations, local HR guides and policies).

Advise operational HR teams in their decision related to HR policies for field staff.

Ensure compliance with MSF institutional framework, labor law and relevance to local context and operational needs.

· **Conceive HR guidance documents and tools :**

Identify needs in collaboration with HR operational teams.

Draft HR guidance document and tools, in collaboration with relevant stakeholders.

Ensure their dissemination and facilitate their appropriation, using MSF internal knowledge sharing spaces and communication tools.

Monitor their utilization and update them when needed.

· **Contribute to HR projects and transversality development:**

Contribute and be force of proposal in HR projects you are involved in with other HR référents, units or departments.

Share information and knowledge, develop ability to work with other units and departments for transversal projects.

Represent MSF France and OCP interests in international projects.

· Skills development:

Identify training needs, contribute to the definition and update of trainings' content and facilitate trainings.

Contribute to the dissemination of technical HR knowledge and HR operational teams' skills development within your area of expertise (trainings, briefings...).

Contribute to the development of new ways of working and field/HQ collaboration (sharing of good practices, coconstruction, webinars...).

· Ensure capitalization of HR practices and contribute to reporting for your activity

Professional skills

- You are a Human Resources expert with a higher education degree in HR or labor law.
- You have at least 3 years of experience in a senior HR role or as a labor law legal advisor in an international environment.
- You have at least 12 months of experience (field or HQ), ideally with MSF or, at a minimum, with an international NGO.

Languages : You have a minimum B2 level in legal English and French.

Required qualities

- Rigor and attention to detail
- Strong analytical, synthesis, and writing skills
- Ability to cooperate and negotiate
- Active listening skills, diplomacy, and excellent interpersonal skills
- Proactive and solution-oriented mindset
- Ability to work with multidisciplinary and multicultural teams

Specifics of the position

Full-time fixed-term contract (12 months), preferably based at headquarters in Paris (France)*¹ or in a country allowing work primarily within the CET time zone (e.g., Nairobi, Dubai, or Dakar).

Flexible arrangements may be possible in accordance with the organization's policies*².

Conditions:

Salary according to the MSF pay scale of the contracting country: Level 7, MSF OCP headquarters pay grid*².

**¹ Due to administrative constraints and the contract duration, candidates must already have permanent residency or a work permit for France or the EU.*

**² Contractual conditions will be established based on the country of residence, considering administrative/legal constraints and in alignment with MSF's job grading and salary policies.*

Start Date: As soon as possible.

Our aim is to promote inclusion and diversity. We also want to improve the representation of people with disabilities in our workforce.

Type of Contract : Fixed-term contract

Contract length : 12 months

Salary (€) : Niveau 7 grille siège MSF

Deadline for submitting applications : 23/02/2025