



HRO - Operational Human Resources Officer Desk 4 (W/M) Afghanistan, Haiti, Nigeria

Médecins Sans Frontières (MSF), an international medical humanitarian association founded in 1971, provides medical assistance to populations facing life-threatening crises, mainly armed conflicts, but also epidemics, natural disasters and exclusion from healthcare. The French section of MSF is present in some thirty countries worldwide.

For a maternity leave replacement, we are looking for a :

HRO - Operational Human Resources Officer Desk 4 (M/F)

Afghanistan, Haiti, Nigeria

Background:

For several years, Cell 4 has been responsible for part of the Middle East portfolio, including 5 countries: Afghanistan, Iran, Syria, Lebanon and Palestine, including 11 projects and 5 coordinations.

The year 2022 has marked a change in the portfolios of some desks and Desk 4 from September 2022 on in charge of 4 countries: Afghanistan, Palestine, Haiti and Peru. The last thalassaemia project in Lebanon, was closed by mid-2023.

In 2023, due to administrative difficulties, Peru was also closed and with the crisis in Palestine, the country came under the temporary management of the Emergency Unit: the portfolio of Cell 4 has been limited to Afghanistan and Haiti for most of 2024.

The new distribution of countries between the operational cells will result in Nigeria being assigned to the Cell 4 portfolio as of November 2024.

The general objectives of the Operations Department: (1) to develop patient-centred approaches, (2) to revise the ways of working (3) to increase our knowledge and capacity to engage with partners in the health system, (4) to improve access to care in insecure contexts (5) to reduce the environmental impact, are at the core of ongoing discussions about OCP's positioning in the cells' countries.

Cell 4 has already committed itself to many of these issues and will continue to pursue them, adapting these objectives to the new countries.

For a temporary replacement, we are recruiting an Operational Human Resources Officer.

The cell 4 is staffed by 12 people. The budget allocated to the Desk's missions is €30 million (excluding emergencies) and the OCP teams are made up of around 1,300 employees, including almost 60 international mobile staff.

Mission

Reporting to the HR Coordinator of cell 4 and under the functional responsibility of the Operational HR Manager, the Operational Human Resources Officer will contribute to the proper management of human resources (consistency and quality) for the countries in the cell.

The main responsibilities of the HRO role as a member of the HR cell team are as follows:

National and International Human Resources Management :

- Advise and guide the cell's functional managers and country coordinators on HR policies, procedures and tools, in liaison with the Field Politics & Tools team
- Facilitates the application of the 'Direct Matching' system in collaboration with the coordination teams and Pool Managers, updates the connection documents in MyMSF/Sharepoint and is directly involved in the connection of international staff if under the responsibility of the Unit
- Manages the departure and return of the international mobile staff in cooperation with the Field Admin and Departure Officers
- Ensures that staff briefings, debriefings and individual reviews are carried out and that individual reviews are archived in the dedicated tools (LIGO and Homère)
- Ensures that MSF tools and frameworks are disseminated and implemented in the field, and contributes to simplifying them

- Ensures that a Homère quick audit is carried out regularly on missions and that the various recommendations are implemented with the field coordinators
- Participates in defining and planning the composition of mission teams (coordinators and projects)
- Ensures the monitoring of assignment training plans in collaboration with the LnD department, HR Coordinators and Pool Managers.

Implements, adjusts and complies with HR policies and procedures:

- Ensures that HR policies and procedures are disseminated and adopted by the missions
- Defines, adapts and supports HR teams in the field in the implementation of HR policies and procedures by the missions
- Works on some specific issues on behalf of the HR cell Coordinator.

Reflecting on, defining and monitoring HR challenges in the mission:

- Participates in cross-functional or institutional projects led by the unit and the HR department and promotes the implementation of decisions taken in the field
- Takes part in cross-functional or institutional projects run by Unit 4 or the HR department
- Participates in defining and implementing the HROPE and LnD strategies of the missions
- Participates in defining the objectives of the Desk's country programs
- Ensures that the information required to manage HR activities is passed on
- Supports the unit's HR Coordinator in monitoring, analyzing and reporting on the unit's HR activities
- Analyses country-specific HR issues and shares them with the HR cell Coordinator
- Takes part in drawing up HR budgets for assignments and reviews
- Takes part in and contributes to training courses for HR teams (Welcome to MSF; FORIA, Information Days, WoW, etc.).

May be required to act as interim HR Coordinator for the cell if necessary.

Professional skills

Experience :

good knowledge of MSF, its organization, its tools and its field operations

a minimum of 2 years' experience in the field (with MSF or another humanitarian international NGO) in an HR or coordination role

Experience of team management is essential

Experience at OCP headquarters is an asset

Experience in training is an asset

Skills required :

Knowledge of Human Resources Management techniques and tools (LIGO/Oracle/SIRH/HR Need...)

Coaching, supporting teams

Interest in digital technology and applications (Office; Internet; Sharepoint, etc.)

Languages :

English and French B2 minimum (in both languages)

Required qualities

- Team work and cooperation
- Flexibility
- Strategic vision, creativity and problem-solving skills

- excellent interpersonal skills
- good analytical and summarizing skills
- work organization, flexibility and autonomy
- proactive and able to anticipate and manage your priorities
- available for field visit if required.

Specifics of the position

Executive, full-time. 5-month fixed-term contract based in Paris from the beginning of November 2024. (extension possible depending on the return of the incumbent).

Travel in the field to be expected.

Salary conditions :

49.7 k€ gross/year over 13 months)

Position to be filled : 01 November 2024. If you are available after November 2024, please apply. Depending on your availability, a shorter fixed-term contract may be possible.

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

Type of Contract : Fixed-term contract

Salary (€) : 49,7 k€

Benefits

- 11€ Luncheon voucher, 60% care of MSF
- 100% Mutual health insurance
- 50% public transportation expenses
- 22 days RWD per year

Deadline for submitting applications : 17/10/2024