



# Learning & Development MIO (M/F) - Nairobi Cell

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF is one of the largest independent medical humanitarian organizations in the world, with projects located in 65 countries worldwide. Its work is based on the humanitarian principles of medical ethics; the goal of MSF is to provide emergency care and to offer assistance to people based only on need and irrespective of race, religion, gender or political affiliation. The French section is present in around thirty countries.

We are looking for a: **Learning & Development MIO\* (M/F) - Nairobi Cell**

*\*Mobile Implementation Officer*

## **Context of Nairobi cell:**

In 2021, the Direction of Operations and the General Direction of MSF Paris have decided to create a new cell, located in Nairobi, Kenya. The creation of the cell was effective from September 1, 2021, but its full installation in Nairobi was completed at the end of January 2022.

Cell 6 is currently in charge of the following missions: South Sudan, Sudan (Currently managed by the Emergency Cell), Liberia and Tchad. The team is multidisciplinary people of 8: Cell manager, two deputies, including a deputy in charge of Medical, Human resources Coordinator, Finance advisor, Logistics advisor, Communications Advisor and Cell Operations Assistant.

## **About Learning and Development**

Learning is at the heart of MSF's practices and for the past years, MSF has been working to decompartmentalize its training offers, the area in which MSF has historically invested the most, from the rest of the systems necessary for the professional development of teams.

The organization has formalized the institutional vision of Learning & Development (L&D philosophy) and the role of each person in implementing this vision, while working on broader issues such as the organization of work and the learning culture that MSF wishes to encourage in all its fields of intervention.

In a reaffirmed desire to position itself as a support to operations, the L&D unit has the mission of developing the learning offer and tools for the professional development of teams.

The mission of the L&D support teams is to provide coherent support to the missions and cells to ensure that they have motivated individuals capable of meeting operational needs.

The L&D MIO will assist the cell and its field teams to strengthen the working environment to ensure that it is conducive to equitable and sustained learning.

## **Mission**

Under direct management of Nairobi Cell HR Coordinator and under functional management of one L&D advisor based in Paris, you will be responsible for implementing an agile co-construction approach while remaining in a support role to the operational teams. To this end, you will be required to:

- ◆ Participate in the reflection and construction of the L&D advising pole in the dissemination of its philosophy and in the identification of operational needs in terms of professional development within the perimeter entrusted to you.
- ◆ Participate in the co-construction of an L&D strategy specific to the area and countries concerned; translate it into action plans for the missions concerned, adapted to the specificities of the operational projects and priorities defined by the coordinations and the cell;
- ◆ Monitor and evaluate impact of learning and development based on the use of effective concepts and monitoring and evaluation tools and ensure follow up of Learning and development recommendation, lesson learnt and of desired results.
- ◆ Evaluate the need for learning and development materials and tools necessary for the fields, participate in their co-construction in cooperation with the L&D advising pole (i.e. strategy guideline, development plan, new Assessment, mobility guideline ...) and in close interaction with field teams:

- Identify priority and secondary L&D needs,

- Supporting the field teams in defining a working methodology
- Co-write supports and guidelines that can be part of a global HR strategy.
- Support the implementation of initiatives/tools in the field, in collaboration with stakeholders.
- Ensure clear and regular communication of these new tools and their adaptability to our intervention contexts.
- Ensure that all actions/learning modules are consistent with the L&D philosophy and the operational vision.
- ◆ Encourage the support of stakeholders in the implementation of new L&D tools in the field and check the adequacy of resources to ensure their sustainability and updating.
- Evaluate the existence, relevance and use of L&D tools and advise the cell and the field teams for a better appropriation.
- Verify the good adherence to L&D tools and suggest the creation of new means of awareness raising.
- Participate in cross-functional discussions and feed them into the L&D vision (i.e. transformation of other HR processes, implementation of the new HRIS...).
- ◆ Contribute to the identification of individual and collective learning needs of the Cell countries and co-assess the national/regional/international offer to meet them.
- Contribute to the construction of a development plan for the countries in the cell, in narrow link with fields teams.
- ◆ Participate in the identification of the L&D responsibilities of the actors and contribute to their support.
- Supporting the field coordination units and teams in the reflection on the set up.
- Participate in the creation of a learning path for all actors in charge of L&D issues.
- ◆ Collaborate with the mobility focal point at either the headquarters or regional level to ensure they facilitate good dynamics and the implementation of tools that favor these means of development in projects.
- ◆ Other responsibilities include but are not limited to: -
  - o Collaborating with other MSF sections and knowledge management.
  - o Networking with other L&D resources persons in the region with like-minded organizations.
  - o Any other task as defined in agreement with Cell HR and Cell Manager such as HR Coordinator short term back up.

### **Professional skills**

- Bachelor's degree in business administration, Human resources and skills management or similar.
- Adequate experience in humanitarian field contexts at field and coordination level
- Experience in L&D and/or HR, at coordination level.
- Experience with MSF is an added advantage.
- Strong interest in operational L&D related activities and capacity to dialogue with operations contexts and stakes.
- Experience in project management is required.

**Languages:** Proficiency in written and spoken English and French (C1 minimum in both languages).

### **Required qualities**

- Flexibility and ability to travel and to adapt to new environment.
- Very good report writing skills.
- Capacity to follow simultaneously different projects.
- Analyzing and synthesis spirit.
- Ability to work with multidisciplinary stakeholders.
- Change management experiences is a plus.

### **Specifics of the position**

- 12 months MIO (Mobile Implementation officer) CDD - full time, around 30% in Nairobi region & 70% field mobility.
- Contract and social benefits according to MSF policy.

**Type of Contract :** Fixed-term contract

**Salary (€) :** IRFFG 12 Level (Entry Level 2408€ Gross per month) - based on OCP field salary grid. Additional packages according to the place of residence.

**Deadline for submitting applications :** 11/08/2024

