



## **Access Campaign Interim Executive Assistant**

### **Médecins Sans Frontières - Access Campaign**

<b>Title:</b>	Interim Executive Assistant
<b>Location:</b>	Geneva
<b>Duration:</b>	Part time_ 4 – 5 Months at 80%
<b>Reporting to:</b>	Executive Director
<b>Start date:</b>	ASAP
<b>Deadline for applications:</b>	12 August 2016

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#### **I. MSF ACCESS CAMPAIGN**

Médecins Sans Frontières (MSF) is a leading international, independent, medical, humanitarian organisation, dedicated to providing medical humanitarian assistance to vulnerable populations at times of conflict or disaster. In over 60 countries worldwide, MSF provides both life-saving emergency relief and longer-term assistance to make basic healthcare services available to the most vulnerable or excluded communities.

The MSF Access Campaign (AC) was established in 1999 to improve access to existing medical tools and to stimulate the development of innovative medical tools for people in countries where MSF works in order to improve the quality of life and health of people suffering from preventable or treatable diseases.

#### **II. POSITION ROLE**

This is an interim replacement to cover the main responsibilities of the AC Coordination Officer currently on leave.

This position's primary role is to provide support to the Executive Director in the promotion and execution of the mission of the AC including assisting in the organisation, coordination and preparation of the Executive Director's work, meetings and schedules internally in the MSF movement and externally towards partners and other humanitarian actors.

The position is also responsible for supporting and coordinating the Deputy Executive Director and the management team (MT) of the AC and support relations with the AC's Steering Committee (which functions as an internal Board) to contribute to information flows and a continuous and proactive support to the operation of the AC.

### **III. POSITION IN THE ORGANISATION**

The interim Executive Assistant reports to MSF AC Executive Director and works closely with MSF AC MT. The interim Executive Assistant ensures regular functional contact with all MSF AC members and ensures regular contact with MSF AC Steering Committee members. The position manages the AC Medical and Administrative Intern located in Geneva. Externally, the Executive Assistant facilitates and manages the administrative aspects of contact with UN organisations, country delegations, companies, other NGOs and academia.

### **IV. MAIN RESPONSIBILITIES**

The following responsibilities are subject to changes and might be adjusted depending on the needs during the course of the replacement.

#### **Executive support**

- Manages correspondence, phone communication, meeting requests of the Executive Director;
- Supports and ensures the Executive Director (and Deputy Executive Director and MT as necessary) is well prepared for presentations, meetings, conferences and events;
- Arranges the diary, travel, logistics and expense claims of the Executive Director; and
- Drafts external documents (including letters, presentations) including managing signatures and internal documents (including memorandum, briefing notes), maintains and organises archiving.

#### **Coordination support**

- Plays a proactive role in providing reciprocal informational linkage between the Executive Director, the Deputy Executive Director and the MT, AC staff, International Office, the MSF Movement and any other stakeholders.
- Organises the MT meetings and calls, the internal weekly team call and the Steering Committee meetings, as well as other strategic internal meetings as required. This includes:
  - assists in the production of agendas and supporting documents, updates and any relevant information to prepare for the meetings;
  - assists with the production of internal reports including activity updates to Steering Committee;
  - makes logistical arrangements and ensures accurate minutes are produced;
  - ensures feedback is given to the AC team on outcomes of the discussions that are relevant for them or their projects and that information filters back to the relevant teams; and
  - tracks, and follows up individually, action items, deliverables and other commitments identified at meetings to ensure assigned tasks are completed according to meeting agreements;
- Organises and coordinates the AC's annual team gathering including managing a consultant hired to assist with the workload, creating the agenda in conjunction



with the MT, making the logistical arrangements with internal and external participants, briefing participants on specific roles at the meeting, managing responsibility for the event budget and tracking and implementing outcomes from the meeting; and

- Provides other support to the AC, as required, and as delegated by the Executive Director.

### **Managing Internal & External Relations**

- Develops and helps to foster a positive working environment in the AC and good working relations with counterparts in the MSF movement including identifying entry points and collaborators;
- Ensures good information flow with clear, concise and timely communications within the AC and to AC close contacts;
- Maintains the AC internal and external contact database and internal email lists;
- Fields internal and external requests for information and follows-up as appropriate.
- Provide any other task as requested by the immediate superior

## **V. PROFILE REQUIREMENTS**

### **Qualifications and work experience**

- Graduate with relevant degree;
- Office management experience and previous work experience with senior management preferred; and
- MSF or other NGO experience a significant advantage.

### **Skills**

- Proficiency in English to mother-tongue standard; fluency in French a considerable asset, other languages welcome;
- Genuine interest in, understanding of, and commitment to; the humanitarian principles, social mission, operations and challenges of MSF;
- Self-driven, enthusiastic, dedicated and autonomous.
- Outstanding organisational skills.
- Strong team player with the ability and interpersonal skills to interact and communicate at all levels of MSF and to undertake all levels of tasks. Able to work in a multi-cultural environment; possessing maturity, patience and understanding;
- Possesses diplomatic ability and judgement regarding networking, information gathering and negotiation;
- Ability to process sensitive information with discretion and respecting confidentiality;
- Ability to cope under pressure and flexible to handle changing priorities; able to complete multiple tasks simultaneously within short deadlines while maintaining correct priorities, tact, perseverance and organisation;
- Able to work within short deadlines; while maintaining correct priorities, adequate detail, organization, flexibility, tact and perseverance.
- This position requires occasional short trips to other European MSF offices.

- Starting date: ASAP
- Contract: 4 – 5 month contract, part time 80%
- Location: Geneva
- Deadline for applications: **12 August 2016**
- Please submit all applications **only by email** to [IO-recruitment.gva@msf.org](mailto:IO-recruitment.gva@msf.org) stating “Interim Executive Assistant” in the title.
- Please submit your CV and cover letter in **ONE file and name the file with your LAST NAME.**
  - **-Only short-listed candidates will be contacted-**