

Deputy to the Secretary General

Starting date: January 2019

Deadline for applications: 22nd November 2018

Location: Any MSF office able to establish a contract

Contract: Permanent at 100%

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF's 21 sections, 24 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as implements international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

II. POSITION BACKGROUND

The position of Deputy to the Secretary General (Deputy SG) provides first line support as delegated by the Secretary General to the coordinators of the support platforms: Human Resources, Finance, Fundraising, Logistics, Supply, Information Systems. Within the complex decision web of Sections, Operational Directorates and International Platforms the International office (IO) is looking to reinforce the ability for the right discussions and decisions to take place within the right entity and platform. In addition, within a fast evolving internal and external environment the IO is looking to reinforce the ability to carefully and realistically select and limit international priorities while maintaining strong transparency and exchange on initiatives driven and implemented at Section or Operational Directorate level. The position will seek to reinforce the decision making capacity of platforms, enhance quality of interaction between platforms and ensure greater learning and sharing of support capacities between coordinators. The coordinators of the support platforms first line support is delegated to the Deputy SG and the Deputy SG will act as interim coordinator in the absence of a support coordinator.

While the Deputy SG reports to the Secretary General and is a member of MSF International Management Team, coordinators of the support platforms remain full members of the MSF International Management Team.

The Deputy SG directly manages MSF International knowledge management team.

III. OBJECTIVES OF THE POSITION

The purpose of the Deputy SG is to support the Secretary General in strengthening the coordination of international support platforms, through:

- Better up-stream preparation of support related files for ExCom meetings;
- Establish a calendar of engagement based on priority setting between support platforms and mainly the ExCom, RIOD but also other platforms when required;
- Ensuring support platforms reinforce their decisional power, escalating issues mainly when disagreement occurs or validations are needed according to executive governance;
- Reinforcing the functioning of platforms through sharing of transversal capacities;
- Reinforcing exchanges and communication, cooperation and learning between coordinators in the construction of common international projects, frameworks and agreements;
- Good project management and follow-up at international level.

IV. MAIN RESPONSABILITIES

1. Ensure better functioning of MSF's platform governance

- Support coordinators in ensuring the right level of decisions is being made within their platform and within sections or OCs, in so doing aim to make better use of platform time;
- Support coordinators in ensuring platforms refer to the ExCom when required with clear objective, providing concise background documents in a timely manner;
- Ensures ExCom feedback is given to the relevant coordinator on outcomes of discussions that are relevant for him/her or his/her projects and that information filters back to the relevant international platform;
- Represents the SG in international platforms whenever delegated by the SG;
- Ensure learning between coordinators on the construction of common projects, frameworks and agreements to better support the delivery of platform priorities;
- Ensures the use of common tools for setting the international platform calendar, agenda setting, and outcome reporting on platform meetings
- Stimulates the strategic processes in the different support platforms to ensure alignment with the overall strategic lines at international level.
- Exchange with external actors on how to best support the core business of organisations from a support function perspective

2. Ensure clear exchanges and communication, cooperation and resource-sharing between IO Coordinators

- Animate monthly support meetings at the level of the IO Management Team;
- Maintains a dynamic of capitalization and learning between the support coordinators;
- Stimulates coordinators to exchange best practices, collaborate on projects and share resources whenever possible;
- Streamline the way data compilation exercises are done at the international level between support platforms and in exchange with other relevant platforms (med, RIOD, Comms);

3. Ensure best practice for planning and monitoring, and for project management at international level

- Support coordinators and their teams in terms of good practice around project management
- Supports coordinators in the development of Steering Indicators and use of these in reporting to the ExCom and movement;
- Identify need for tools and standards to improve the functioning and exchange between international platforms and coordinate implementation thereof
- Focal person in the IO to support the Secretary General around reflections on change management and project portfolio management
- Supports the SG and the management team in the construction of the multi-year plan particularly on the axes linked to support functions and other delegated objectives. Ensures its monitoring and evaluation in terms of consecution of achievements. Follows-up key indicators;
- Supports the development of the annual budgets and multi-year forecasts linked to resource coordinators;
- Acts as the SG special project coordinator and follows up on specific delegated dossiers, as but not limited to
 - Focal point for institutional risk management
 - Focal point for tax and compliance
 - Member of the Insurance Steering Committee

4. Ensure understanding of International Executive Governance and International Statutes

- Is the referent person in the MT on matter related to the international statutes and the international executive governance;
- Is the referent person to ensure international agreements and frameworks in relation to resources are aligned with our governance in terms of decisional levels between sections, Operational Directorates, International Platforms and the International Office.

5. Contribute to the enactment of MSF social mission

As a member of the secretariat of the International Board contributes to the provision of the required information enabling the Board to fulfil its fiduciary and accountability responsibilities and facilitating the enactment of our social mission through the implementation and evolution of international statutes, internal rules and associative/executive governance.

V. PROFILE REQUIREMENTS

- Solid knowledge of and experience with MSF
- Prior experience at senior leadership and management position within MSF
- Exposure to platform functioning and management
- Strong management, communication and inter-personal skills
- English essential. French desirable and other languages a plus
- Mobility

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Only shortlisted candidates will be contacted

MSF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals with disabilities are equally encouraged to apply