

Deputy Head of Humanitarian Representation Team (HRT)

Title:	Deputy Head of Humanitarian Representation Team/ Geneva Representative
Location:	Geneva
Contract:	Permanent, full-time contract (expected commitment minimum 3 years)
Reporting to:	International Operations and Humanitarian Representation Coordinator
Expected Start Date:	September 2019
Deadline for applications:	26 May 2019

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation 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.

II. POSITION BACKGROUND

The Humanitarian Representation Team (HRT) provides support to the MSF operations through linkages and actions to and from external networks (political, humanitarian, medical, and civil society). It is managed by the International Operations and Humanitarian Representation Coordinator (IOHRC). The HRT maintains active relations with its network and continually informs the MSF operations of the relevant analysed information. The HRT influences its network through specific actions for the benefit of the MSF programs and MSF operations' goals. In carrying out its actions, the HRT responds to direct requests from the operational program managers (desks).

The HRT maintains active and effective internal links to co-ordinate its work. These include the reflection and advocacy centres of the operational sections, the Access campaign and partner sections (regarding their relations with their own host governments and regional networks – eg Canada, Germany, China, Australia, etc.), International President, Secretary General, International Medical Secretary & Medical Co-ordinator, medical working groups + others as necessary. The HRT may interact with the field missions of MSF (HoM-level) in order to improve the overall quality of the support to operations at the request of desks.

In order to enhance support to operations, and increase strategic coordination of partner section resources, the position of Deputy Head of HRT will fill the role of both Geneva Representative for MSF, as well as Strategic Coordinator of the Humanitarian Representation Network.

In collaboration with the IOHRC, the Deputy facilitates and organizes inter-sectional operational coordination on specific contexts, networks, humanitarian subjects, or emergencies, including supporting representation and messaging delivered by the International office or association.

III. PLACE IN THE ORGANISATION

The Deputy Head of HRT reports to the International Operations and Humanitarian Representation Coordinator (IOHRC).

Based in Geneva, the Deputy will ensure effective, productive and high-level representation to Geneva-based interlocutors in UN Agencies, Member States and the INGO community. The position will ensure tandem work with the IOHRC for relevant contributions to the tasks of the Secretary General, and maintain close functionality with the International President (IP), the International Medical Secretary (IMS), the International Communication Coordinator (ICC) and other International Office Coordinators.

He/she manages the dossier-specific interns and/or consultants as applicable and facilitates the strategic coordination of the Humanitarian Representation Network, ensuring regular interactions with advocacy and external representation resources, as well as General Directors, ensuring direct working interaction with all MSF sections and regional representations. The Deputy Head of the HRT will sit as a core member of the HRT Secretariat, a body that will be responsible for the strategic exchanges with the operational lines of all MSF OC's.

IV. MAIN FUNCTIONS AND RESPONSIBILITIES

1) Support to Operations as MSF Geneva Representative

As a tool for operations, the Deputy Head of HRT will:

- Ensure effective networking and representation of MSF operations in Geneva with UN Agencies, Member States and Geneva-based NGOs;
- Ensure adequate understanding of key stakeholders for MSF humanitarian representation and diplomatic engagement;
- Support the President of MSF International, the International Medical Secretary, and the Secretary General in their representation role towards external actors in Geneva upon request;
- Circulate & explain positions internally and externally, present MSF's analysis in multilateral meetings with other actors, NGOs etc;
- Maintain the required understanding of MSF sections in order to mobilize the humanitarian representation capacity when required by operations;
- Provide regular updates and analysis on developments of interest to the SG, IMS, Director of Operations and desks/cells on meetings and activities of the UN, regional organizations, key states, key non-state actors, and aid system actors;
- Facilitate access to international organizations (including responding to MSF field or HQ requests) for the operations;

- Support negotiated access through diplomatic channels and / or any other relevant networks developed;
- Prepare meetings (developing strategic agenda) and briefings (ensuring relevant strategic internal analysis) for the operations with the relevant international humanitarian organizations and ensuring a follow up when required;
- Facilitate interdesks as well as other forums when required (and upon request);
- Ensure understanding of contemporary humanitarian policy issues of impact to MSF operations.

2) Support to Operations as Strategic Coordinator of the Humanitarian Representation Network

- Support the efforts of the OCs in the mobilization of the MSF movement's capacities (including partner sections and regional offices) for specific advocacy matters, or diplomatic/representation purpose;
- Ongoing development of the HRT Network to ensure effective coordination, communication and dissemination of operational content;
- Support the development of the MSF Moscow Office's role as part of the HRT Network by serving as Vice-Chair of the MSF Moscow Steering committee, working closely with MSF Germany counterparts.

3) Internal Communication and Meetings in collaboration with the IOHRC

- Liaise with the IMS, the International Communication Coordinator and other International Office Coordinators on key issues;
- Inform other International Office Coordinators on key operational issues that could affect transversal areas: medical, fundraising, HR, finance, logistics, supply;
- Collaborate pro-actively with the advocacy and management team of the Access Campaign by participating in monthly IO/CAME meetings;
- Promote and initiate debates and discussion on topics of operational importance with reflection units and centers including the Access Campaign;
- Participate in International Associative and Executive meetings upon request.

4) Management Role:

The Deputy Head of the HRT will have a direct line management role over any interns or consultants directly working on dossiers that are under the responsibility of the Deputy.

Furthermore, the Deputy will have the lead role in charge of the following dossiers (note: additional dossiers may be assigned at any time):

- Internal Communications (including the HRT Sharepoint)
- GHAN
- GDPR
- EMT
- ICVA

- Nexus

The Deputy may be asked to replace the IOHRC for specific tasks in her absence including replacing the IOHRC in relevant IO MT functions.

V. PROFILE REQUIREMENTS

- 10 years of relevant experience and a (first) Degree in Political Science, International Relations, International Development, Humanitarian Affairs or other relevant field; public health background will be considered an asset.
- At least 5 years of experience with MSF at HQ or in the field in a role directly connected to operations; other NGO experience will be considered.
- Significant knowledge of the international aid system and current trends/dilemmas; analytical understanding of the role of MSF within the aid system.
- Fluency in English both written and oral; fluency in French preferred
- Knowledge of Office 365
- Good social and interpersonal skills, time-management skills, flexibility, autonomy and reliability.

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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