

## RIOD OFFICER

Title:	RIOD Officer
Location:	Geneva, Amsterdam, Paris, Brussels or Barcelona
Duration:	12 months (with possibility of extension pending review of position)
Reporting to:	International Operations and Humanitarian Representation Coordinator
Starting day:	ASAP
Deadline for applications:	19 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. MSF International also provides administrative support to the MSF Access Campaign.

### II. POSITION BACKGROUND

The RIOD Officer supports the International Operations and Humanitarian Representation Coordinator (IOHRC) on specific thematic dossiers identified by the RIOD as priorities.

The IOHRC is the chair of the Operational Directors platform (RIOD). They have a strategic relationship with the Directors of Operations as well as with the desks / cells of each Operational Directorate, either directly or via the members of the HRT Secretariat. They also manage the Humanitarian Representation Team Secretariat (HRT) of MSF International; the coordination of the HRT Network is delegated to the Deputy Head of the HRT.

The RIOD Officer will support the IOHRC and the Operations and Humanitarian Representation Assistant (Assistant to the RIOD) in achieving the RIOD work plan by ensuring focused attention on key thematics in support of operations.

### III. OBJECTIVES OF THE POSITION

The RIOD Officer will support the IOHRC and the RIOD to reach the following objectives as defined in the Executive Governance RIOD ToR:

- Promote constant evaluation of the relevance of MSF operations and look at key positioning that could be developed through sharing of strategic geopolitical analysis and reflection;
- Providing input to support the production of the annual typology study and related analysis of the study for the Director of Operations;
- Support the RIOD deliver on their multi-year strategic planning;
- Remain reactive and adaptable to review priorities according to emerging needs of operations;
- Provide direct support to the field in terms of context analysis as requested by the IOHRC, Directors of Operations and/or desks.

The RIOD officer will be the first-line of support to the IOHRC on sustained, in-depth study or contextual analysis, information cross-checking and development of delegated files.

#### **IV. MAIN RESPONSIBILITIES**

##### **1. Strategic content support to RIOD Dossiers**

The RIOD Officer acts as the main point of support to the IOHRC for preparation of and follow-up on specific dossiers on behalf of the RIOD. This includes the preparation and dissemination of background documents, ensuring connection to the International Legal Departments, advocacy units and reflection centres across the movement who are or will be working on the same or related topics.

Furthermore, the RIOD Officer undertakes the following tasks:

- Researches and develops topics delegated by the IOHRC on behalf of the RIOD in autonomy within agreed timeframes and deadlines;
- Prepares and presents findings in the form of reports, presentations, briefing papers;
- Remains aware of the work of advocacy units and reflection centres, identifying potential subjects of interest to the RIOD and/or HRT.

Examples of dossiers of current priority to the RIOD (2019) are:

- Deconfliction
- Criminalisation of aid and populations
- Aid System, including the Nexus
- Counter Terrorism

##### **2. Information Management and Internal Communication**

The RIOD Officer plays a proactive role in providing communication linkage between the RIOD, the HRT, the IOHRC, the ILD, as well as advocacy units and reflection centres. Thus they are the focal point to:

- Relay any relevant information and communication from the IOHRC or the RIOD as requested by the IOHRC;

- Ensure the management, organization and structure of information on the RIOD and HRT Sharepoint on dossiers that they are responsible for.

The RIOD Officer shall provide support on other dossiers as requested by the IOHRC.

## V. PROFILE REQUIREMENTS

### Qualifications and work experience

- Degree in social sciences, humanitarian studies, international law or other related field, with at least 5 years of work experience in the humanitarian sector.
- Proven experience in writing reports and preparing presentations.
- At least 3 years of senior field experience in operations, communications or advocacy with MSF specifically will be considered a significant asset.

### Specific requirements

- Genuine commitment to the humanitarian principles and the social mission of MSF
- Strong team player, empathic and practiced listener
- Able to cope with pressure and handle changing priorities
- Autonomous, self-organized, possessing a spirit of initiative and foresight
- Capable to organize and structure complex information, analyse it and report the findings in accurate and cogent form
- Attention to detail
- Strong writing and editing skills
- Oral and written fluency in English; fluency in French considered an asset
- Strong computer literacy, including experience utilising Office 365
- Candidates must have the right to work in the EU

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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*