

## Rewards Review Design phase Lead

Position: Rewards Review Design phase Lead  
Location: Home based or in an MSF office, preferably in Europe  
Contract: Fixed-term Duration (until December 2020)  
Starting date: ASAP  
Deadline for applications: 15<sup>th</sup> September 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

In 2017, MSF conducted a comprehensive evaluation of the international remuneration system (IRP2), including valuable feedback from more than 6,000 current and former international field staff.<sup>1</sup> This process identified two major categories for action:

- A need for the MSF movement to re-discuss and agree on the global principles upon which our remuneration systems are built.<sup>2</sup>
- Specific areas for improvements to the international remuneration system (IRP2).

In May 2018, MSF launched a movement-wide review of its reward principles for all staff groups (international field staff, national field staff and headquarters staff).<sup>3</sup> This discussion is a significant one for MSF, representing an essential step towards a more coherent approach for our global workforce. The decisions we make as a movement during this Reward Principles Review (or Review) process will play a fundamental role in the design of MSF's future reward policies.

The Review aims to:

- re-examine MSF's current reward principles for field staff, adjusting them to today's operational realities, and consider how these could eventually be translated for all groups of staff within MSF; and then

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<sup>1</sup> MSF Stockholm Evaluation Unit, 'Assessment of MSF International Remuneration System (IRP2) 2017', [available here](#). The evaluation was complemented by external market analyses [available here](#).

<sup>2</sup> This was also requested by a 2016 motion at MSF's International General Assembly.

<sup>3</sup> The principles underpinning MSF's remuneration systems – our 'reward principles' – answer fundamental questions about how and why we reward our people in the ways we do. Reward principles at MSF are not currently the same for all groups of staff.

- define a new, global MSF Employee Value Proposition (EVP) – articulating the unique value MSF will strive to provide its people in return for the skills, experience and commitment they bring to our organisation.

The Rewards review project articulates around 3 main phases: the concept phase aiming at developing the new EVP concept and presenting the new rewards system outlines, followed by a design phase starting during summer 2019 build around the production of the necessary policies, systems and framework and ultimately a transition phase to the implementation of the new EVP for MSF global workforce starting in 2021.

### **III. PLACE IN THE ORGANISATION**

The Rewards Review project is coordinated by MSF International Office, with the support of teams of volunteers from the MSF movement providing their knowledge and expertise to the review. The Guidance team (composed by MSF international staff) coordinates the work of 5 different teams of volunteers: The Concept team, Design team, Data team, Communication team and Consultation team.

The Rewards Review design phase Lead is part of the HR team of MSF International. He/she reports to the Rewards Review Project manager and works closely with the International HR Coordinator and the International HR Team, the IDRH platform, the design and data teams.

The Rewards Review design phase lead coordinates the Design and Data Teams and is a member of the Guidance Team.

### **IV. OBJECTIVES OF THE POSITION**

The purpose of the position of Rewards Review Project Lead is to develop, implement, animate and lead a process supported by the RR project Manager for developing proposals of policies, systems and frameworks design that will constitute the new EVP for all MSF staff.

This includes:

- Developing with the Design team – supported by other Project Teams and external expertise when required – a proposal of detailed policies, systems and frameworks covering the elements build in the concept phase among which: minimum / maximum standards for all MSF staff and rewards system structure (contracting strategies, role and function definition, rewards packages etc..) and rewards frameworks and other related streams.
- Propose to the Project Manager the process and the workplan of the design phase
- Manage resources allocated to the design team process (within the provision of the 2019-20 IO budget)
- Report on activities and inform the Project teams and Rewards Review Guidance team

## V. MAIN RESPONSIBILITIES

### Support the management of the design phase

#### Overall project management

- Development with the PM support, of a proposal of detailed process workplan and timeline, based on design phase requirements, and various validation and reporting milestones set by the Project manager
- Manage with PM changes to scope, cost and schedule of project work.
- Execute and monitor project activities.

#### Resources planning and management

- Define the resources needed for the design phase and recruit consultants and/or MSF staff
- Coordinate priorities and resources inside the Design Teams

#### Facilitate discussions and decisions making

- Coordinate cross-functional and SME meetings related to the design phase
- Participate in project review meetings and discussions with IDRH and other platforms.
- Support and /or Manage the preparation of supporting documentation to allow MSF leadership to take informed decisions

#### Monitoring and communication

- Prepare and update project plans and status reports.
- Report status, develop project-related documentation and implement lessons learned.

### Manage Design and Data teams and organize workflow

Deliver the expected proposals, in time, following the agreed process

- Define with the team priorities, strategies and planning.
- Provide guidance, animate, facilitate and lead teams' work
- Manage team governance and escalate issues to the Guidance team when necessary
- Assign team tasks
- Request guidance team for resources if necessary. Manage and allocate them

## VI. PROFILE REQUIREMENTS

- Extensive experience in project management.
- Excellent knowledge of MSF global HR environment and landscape.
- Compensation and benefits expertise
- Good understanding of existing MSF rewards policies
- Project management and team management skills
- Strategic planning
- Work in autonomy
- Communication and networking skills
- English and French (desirable)
- Ability to travel, mainly in Europe

[Apply here](#)

*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.*