INTERNATIONAL HR COORDINATOR (IHRC)

Title: International Human Resources Coordinator (IHRC)
Location: any MSF offices
Duration: 3 years mandate, renewable
          Full-time position
Starting: September 2020
Deadline for application: 7 July 2020
Reporting to: Deputy Secretary General

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, 25 associations and other offices together. MSF International provides coordination, information and support to the MSF Movement, as well as implementing international projects and initiatives as requested.

II. POSITION BACKGROUND

The position of International HR Coordinator (IHRC) was created in 2007 in a spirit of developing coherence and efficiency of HR practices and policies across the movement. Driven by a belief in the value of people as key to our achievements, the IHRC ensures international HR policies are aligned with MSF’s strategic needs, is instrumental in strengthening international cooperation across the movement, and is responsible for the coordination and facilitation of the IDRH and All HR directors group (HR29).

The position and the movement have evolved over the years. As MSF was growing in terms of operations, number of people and institutional members, the role increased in complexity and importance. The International HR Team expanded in parallel, managing key services and projects for the movement.

The current Covid-19 crisis highlighted even more the need for coherence of MSF HR practices across the Movement and for our Global workforce. In addition, this crisis will certainly force MSF to change its ways of working now that the very concept of international geographical mobility is challenged worldwide. The IHRC and the IDRH platform, in liaison with the HR29, will play a key role in this process.

Even more in this context, the IHRC is a dynamic role in a unique position to coordinate the leadership of the strategic development of international HR in MSF.

III. PLACE IN THE ORGANISATION

The IHRC:
- reports to the Deputy Secretary General
- coordinates the HR Directors group (HR29)
- chairs the International HR Directors platforms (IDRH)
is a member of the Management Team of the International Office
leads the international HR team

IV. OBJECTIVES OF THE POSITION

The IHRC coordinates the HR function across MSF by:
- Coordinating the leadership of the strategic HR development of MSF, supporting the adaptation of MSF ways of working to the changing environment
- Promoting increased coherence and accountability, with a focus on strengthening accountability mechanisms and knowledge management
- Ensuring international coordination of IDRH platform, keeping a strong link with the HR29 and non-HR platforms
- Overseeing implementation of international projects and services and redefining the role of the IHRC in international HR project development and management
- Leading the international HR Team and initiating a collaborative review of the structure of the team
- Contributing to the direction of the IO

V. MAIN RESPONSIBILITIES

A. Coordinate the leadership of the strategic HR development of MSF

- Coordinate and contribute to a collective analysis of the challenges related to people, organization and HR management of the coming years and propose action accordingly
- With the HR directors and more specifically the IDRH, define the strategic HR directions of MSF as a movement, fix priorities and translate them into a multiyear workplan.
- Ensure the integration of the existing principles and/or frameworks in the international HR vision, strategy and policies.

B. Promote increased coherence and accountability

- Proactively identify and promote areas for furthering international HR collaboration, improvement and shared investment (increased efficiencies and/or cohesion in HR management).
- Promote transparency and active sharing of relevant information across the movement with a view to promoting mutual accountability.
- Safeguard international processes, promoting adherence to agreed systems of functioning and decisions or agreements.
- Ensure visibility and accountability for MSF international HR investments and activities.
- Ensure that international HR information and knowledge are accessible to MSF movement (IDRH discussions and decisions, international agreements and reports)

C. Ensure international coordination:

- Chair the IDRH platform.
  - Facilitate and chairs the debates, encouraging input, highlighting any inconsistencies and guiding discussions to achieve concrete actions and take decisions.
  - Mediate disagreements between members as necessary, ideally to reach consensus on key issues.
- Organize and prepare the IDRH platform meetings.

- Coordinate the All HR director group (HR29).
  - Ensure a smooth flow of information, participation into the international HR discussions and appropriation of the international HR agreements.
  - Distribute tasks and engage capacities as agreed by the IDRH.
  - Organize and prepare the annual HR director meeting and regulars webinars

- Lead the liaison with other executive or associative platforms via the Secretary General or other international coordinators.
  - Identify needs for exchanges between the IDRH platform and other executive or associative platforms (International Board, Core and Full ExCom, RIOD, Dir Med)
  - As per delegation of the Secretary General, provide the required information to enable the International Board to fulfil its responsibilities
  - Represent the IDRH at other executive and associative platforms
  - Proactively bring issues to the attention of the Secretary General, especially where ExCom or International Board involvement may be needed.

- Liaise with external actors
  - Connect with other organisations or HR professional networks in order to stay up to date on the evolution of the HR practices in the humanitarian sector and beyond.
  - Disseminate relevant information across the Movement.
  - Represent MSF HR function when required by the IDRH

D. Oversee implementation of international HR projects and services

- Seek to promote coherence, feasibility, and pertinence of the international HR agenda.
- Play a role in objectively monitoring the implementation of international agreements.
- Oversee international HR projects and/or services as delegated by the IDRH and contribute to the prioritization of projects.
- Broker how projects and/or activities should be implemented (through all, or multilateral approach, via a section or OC or managed through the international office etc.)
- Can be a member of international project boards or steering committees.

E. Lead the International HR Team

- Is responsible for the definition of an effective team’s structure in collaboration with the team members, IDRH and MSF international
- Lead and guide a team of 6 to 7 people, geographically distributed (3 direct reports) according to the values and expected behavior defined by the team.
- Is responsible for the budgets for all activities of the IHR team

F. Contribute to the direction of the IO

- Be an active contributor to the IO management team;
- Contribute to the ongoing development of IO best practice and giving active support to the internal communication on IO policies, priorities and achievements;
- Report to the IO management team on the priorities and achievements of the IDRH and IHR team.
VI. **PROFILE REQUIREMENTS**

- Genuine interest in and commitment to the humanitarian principles and challenges of MSF
- Proven ability to contribute to the development of MSF’s medium- and long-term HR strategy
- Strong public relations skills with the ability to engage with a wide range of stakeholders and cultures
- Highest level of diplomacy.
- Strong negotiation skills
- Ability to understand and synthesize large and complex information
- Ability to motivate, to coach, to manage and develop high performance teams, geographically distributed.
- Ability to adapt to changing circumstances, contexts, tasks, responsibilities and people.
- Strong team player with the ability and interpersonal skills to succeed in a geographically dispersed team and interact at all levels within MSF
- Excellent facilitation skills
- Self-motivated, tenacious and enthusiastic
- Complete fluency in written and oral English. French is desirable
- Ability to travel based on needs, up to 20% of the time

*At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, religions, beliefs, ability status, and all other diversity characteristics.*