HRT MENA\textsuperscript{1} Deputy Representative

Title: HRT MENA Deputy Representative  
Location: Amman  
Duration: 2-year contract, with possibility of extension  
Contract: Full-time  
Reporting to: HRT MENA Representative  
Starting date: ASAP; no later than January 2020  
Deadline of applications: 29 November 2020

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 position is part of the Humanitarian Representation Team (HRT), which provides support to the MSF operations through linkages and actions with external networks (including political, humanitarian, medical, civil society and other actors). The HRT is managed by the International Operations and Humanitarian Representation Coordinator (IOHRC), who is based in Geneva.

A key function of the HRT is to expand, nurture and maintain active relations with its networks in order to provide MSF operations with the support it needs to achieve its goals, such as increasing leverage for MSF in contexts where access is challenging.

The HRT also influences its network and relevant actors through specific actions to benefit MSF programs and further MSF operations’ goals.

III. THE HRT IN MENA
The team is composed of the MENA Representative and the Deputy Representative. Established a decade ago to develop and implement advocacy and representation towards a variety of actors in the MENA region, it has included the creation of linkages, among others, with:

- Multilateral organisations (Organisation of the Islamic Cooperation, League of Arab States, Gulf Cooperation Council, Islamic Development Bank)
- MENA states (with a particular focus on Saudi Arabia, Turkey, Iran, Qatar, Egypt)
- Non-state actors (religious leaders, UN agencies, NGOs, charities, Red Crescent and Red Cross societies, medical associations, think tanks, etc.)

\textsuperscript{1} MENA: Middle East North Africa
IV. MAIN RESPONSIBILITIES OF THE DEPUTY REPRESENTATIVE

The HRT MENA Deputy Representative is both hierarchically and functionally accountable to the HRT MENA Representative. In conjunction with the HRT MENA Representative, the Deputy increases the capacity of the HRT to invest in dossiers and contexts, develop further networks and extend the HRT’s geographical reach and influence.

Based in Amman, but with the ability to travel, the post also constitutes a backup for the HRT MENA Representative in case of absence or the need for additional follow-up of priority issues.

Upon discussion and / or delegation from the HRT MENA Representative, responsibilities could include:

Representation and networking
- Reflecting the importance of Amman as a base for regional humanitarian operations and interests, develop a corresponding network of key Embassies, INGOs, UN agencies and other relevant actors to support MSF objectives
- Participate and represent MSF in humanitarian conferences and events across the region
- Participate in the development of relevant contacts for the MSF movement and operations within the region
- Propose diplomatic or engagement strategies linked to the conflicts in the region:
  - Identify medical and humanitarian issues of concern to MSF for which it is necessary to develop diplomacy efforts
  - Identify diplomatic opportunities (events, conferences, opportunities for bilateral meetings) or create them (organisation of MSF visits in the region or to regions / countries with specific influence in MENA)
  - Prepare humanitarian diplomacy, representation rounds and talking points
- Use diplomacy and representation opportunities to communicate the identity of MSF and improve the perception of MSF in the region
- Convey directly messages developed by operations or indirectly by facilitating access to relevant actors in the region for MSF representatives
- Design, relay or implement MSF global advocacy initiatives in a proactive manner on topics relevant to MSF and by promoting and disseminating MSF research and academic work
- Reflect on the evolution of the humanitarian diplomacy in a new environment that does not favour face-to-face meetings

Support to the HRT MENA Representative
- Ensure back-up support to the HRT MENA Representative when priority issues arise or in case of absence
- Handle part of the intersectional work (take responsibility of the facilitation of interdesk)

V. PROFILE REQUIREMENTS
- A minimum of 3 years of field work knowledge/experience with MSF (or equivalent such as the ICRC) required, preferably in operations
- Knowledge of international humanitarian affairs and solid knowledge of or experience in the Middle East and Arabic and Muslim societies/countries
- Excellent written and oral communications skills, including fluent written and spoken English; Arabic will be considered an asset
- Ability to synthesize complex and sensitive material, record information accurately and appropriately in the form of minutes
- Ability to write complex correspondence and internal memos to convey key messages
• Ability to write high-level correspondence and interact with senior diplomatic officials
• Ability to write external reports or support operations in the writing of reports
• Outstanding and proven time management and organisational skills
• Ability to travel on a frequent basis across the MENA region
• Keen attention to details with ability to track multiple projects at one time
• Experience sourcing accurate and reliable information in complex and volatile environments
• Ability to prioritize ongoing versus immediate needs appropriately
• Strong ability to proactively develop contacts
• Ability to work under pressure and independently
• Excellent judgment, diplomacy, flexibility and patience
• Genuine commitment to MSF’s humanitarian principles

Apply here