

International Association Coordinator (IAC) POSITION DESCRIPTION

Title:	International Association Coordinator
Location:	Any MSF office
Contract:	Permanent - Full-time position
Reporting to:	The International President
Updated:	December 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 23 sections, 25 institutional members 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 governance reform process of MSF, which started in 2009, led to some important changes in the international associative architecture of the MSF movement. New governing bodies, mechanisms and procedures took shape in 2011-2012 and continue to evolve with the work of the International Board (IB) and standing committees, as well as the International General Assembly (IGA). These new bodies, and the new associations voted into the movement, are now in 2020 influencing the shape of associative elements within the movement.

The International Association Coordinator (IAC) leads the International Associative team (IAT) which supports the ongoing development of the MSF associative movement across the globe. This dynamic team housed within the International Office differs from sectional or operational association teams with an international scope and responsibility for carrying out work delegated by the highest governance bodies of the movement. Together with the IB, the IAT is responsible for developing and carrying out an associative vision endorsed by the IGA and for guiding associations around the world in balancing international coherence with their unique associative identity. The team serves as a reference point for MSF's associative history and dimension, and an animator of associative life.

The IAT serves as:

- The core engine driving the associative vision endorsed by the IGA
- The main link between international associative governance bodies and the members of MSF (the 26 associations, including the members of the Movement Wide Association and all those engaged with MSF including potential associative members)
- A source of action for the IB to ensure the implementation, coordination and follow-up of associative dossiers as designated via the IB work plan.

- A central hub of information, history and access, providing resources and connections among all MSF associations
- A source of guidance and support for association coordinators and officers, facilitating their objectives and developing international coherence when it is advantageous
- A source of support to the International President (IP) for engagements with MSF members in the execution of his/her mandate

III. PLACE IN THE ORGANIZATION

The IAC reports hierarchically to the IP and functionally to the Office of the IB (IP, Vice-President, International Treasurer).

The IAC leads and manages the International Associative Team.

IV. OBJECTIVE OF THE POSITION

The objective of this post is to provide direct support to enact the associative governance across the MSF Movement while providing guidance and safeguarding the associative development for MSF institutional and individual members.

The IAC acts as a driver for the associative dimension of the IGA, the IB and the IP through strategic support and coordination with the wider associative network. Additionally, this role-plays a crucial link not only between associative bodies within MSF but between the different executive and associative bodies that interlink to create the MSF Movement. The IAC works in close collaboration with different members of the IB to ensure successful outcomes of associative strategic dossiers as per the guidance of the IGA and the instructions of the IB.

V. MAIN RESPONSIBILITIES

1. Associative Networking

- Cultivate an MSF international associative community via the coordination and strategic support of the MSF associative network and Associative Coordinators.
- Coordinate and/or support the development of synergies, partnerships and linkages between associative initiatives, teams and projects within the movement to foster collaboration and the sharing of expertise.
- Communicate regular updates on ongoing discussions/debates/topics at international level to the IGA Representatives, associative network and wider international association.
- Facilitate the interaction and exchange between the international association network and the international associative bodies such as the Associative Standing Committee (ASC).
- Support the enactment of the Movement Wide Association's (MWA) statutory duties, and act as an ex-officio member of the MWA oversight group.
- Coordination of annual Field Associative Debate (FAD) initiatives.
- Coordinate and facilitate projects that foster diverse associative action at different levels of the MSF Movement, in line with the International Associative strategic plan and priorities agreed in the associative network.
- Provide support and training for organized associative action to cultivate purposeful membership by coordinating communication across the Movement, developing strategies,

overseeing the development of online and other tools and helping to build partnerships and links to other associations and organisations for community action.

- Oversee the management of online International Associative platforms and spaces.

2. Coordination of Global Associative Dynamics

- Ensure implementation of IB associative strategic priorities in coordination with IB members
- Lead or coordinate key associative dossiers as delegated by the IP, IVP or IB, and report on progress made to appropriate standing committees, working groups or/and IB.
- In collaboration with the IB, foster the engagement of the IGA Representatives and wider association to create co-ownership of the work of the International Board/MSF International.
- Ex-officio member of the Associative Standing Committee (ASC).
- Support to key IGA representative initiatives upon request (or approval) of IP.
- Act as a neutral arbiter, provider of information, and facilitator within the International Association.
- Oversee the good functioning of the Motions Hub and Motions Register.

3. International Associative Management

- Co-Management of the annual IGA with the Secretary to the IB including:
 - Providing support to the IB in planning and execution of the IGA;
 - Ensuring input from field associative debates or equivalent associative membership-based initiatives;
 - Supporting agenda development, oversight of logistics and budget management, IGA representative's support, oversight of communication, liaising with hosting entity (if applicable), oversight of pre and post IGA events (if any);
 - Ex-officio member of International Motions Committee.
- Management of the International Associative team
 - Annual planning and follow up of associative priorities;
 - Participate in the formulation and implementation of the International Associative Budget (including the IGA budget) and the MWA budget;
 - Coordination, management & evaluation of the IAT members;
 - Coordination and management of any temporary positions, volunteers, or interns on the International associative team.
- Provide the Office of the IB with up to date information on associative issues in a timely manner.
- Provide support to Institutional Members' associative issues as delegated by the IP, IVP or IB.

4. Governance Strengthening

- Provide oversight and coordination around different governance dossiers/decisions and training governance initiatives to support better governance and improved accountability across the Movement.
- Under the guidance of the Office of the IB oversee the facilitation of an online community and working space for IGA Representatives.
- Provide guidance, information and support for new MSF associative entities (application process etc.)

VIII. PROFILE REQUIREMENTS

Qualifications and work experience

- Minimum 10 years professional experience
EITHER Minimum 2 years work experience with MSF at field level
OR Minimum 3 years in an MSF Associative team
- Previous management experience required (in MSF or another organisation)
- Experience on an MSF Institutional Member board desirable

Specific requirements

- Genuine interest in and commitment to the humanitarian principles and challenges of MSF
- Demonstrative experience with associative functioning, networking and community engagement
- Proven experience in team building and management
- Expertise in working in a virtual environment, skilled with use of new IT tools and apps.
- Experience in working in multicultural environment; capacity to enhance a positive and inclusive dynamic
- Innovative, creative and taking initiatives
- Excellent communication skills (written and oral)
- Fluency in English (additional languages a bonus)
- Knowledge and understanding of MSF associative governance and MSF political dynamics an asset
- Flexible working hours and ability to travel