

**International HR Senior Partner: Rewards Review**

<b>Location:</b>	Any OC, PS or BO office <sup>1</sup>
<b>Duration:</b>	Full-time position (100%)
<b>Reporting to:</b>	International HR Coordinator
<b>Contract:</b>	12 month contract
<b>Starting date:</b>	ASAP in 2021

**1. Background**

Médecins Sans Frontières (MSF) is a leading international independent medical humanitarian organization, dedicated to providing expert medical care to vulnerable populations at times of armed conflict, epidemics, natural disasters and exclusion from healthcare. In over 70 countries worldwide, MSF provides both life-saving emergency care and longer-term assistance to make basic healthcare services available to the most vulnerable or excluded communities. MSF's aim is to provide impartial assistance, on the basis of need alone, regardless of ethnic origin, gender, creed or political affiliation.

MSF is in the process of reviewing tangible rewards for our global workforce, recognising that existing policies and practices do not match our ambition for a diverse global workforce and do not fully support our evolving operational and organisational needs. In particular, our existing processes determine pay and benefits based on historic staff groupings that treat international staff, national staff and HQ staff as separate groups for contracting purposes. In 2019, the MSF workforce was composed of more than 64.000 individuals working at field level, as locally employed or internationally mobile staff, and at headquarter level.

This rewards review process will lead to the development of concrete deliverables including: a new contracting and reward packages strategy; a framework that defines the principles that inform our rewards; minimum standards for pay and benefits; and a common system for grading HQ and field positions. These deliverables involve developing new policies that will require significant changes in our HR practices and they, therefore, need thorough analysis, technical expertise, consultation with stakeholders including staff and reflection.

**2. Place in the organisation**

The post holder will be a member of the International HR (IHR) Team, which is part of MSF International. MSF International is the legal entity that binds MSF's operational centre, sections, 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.

The post holder will report hierarchically & functionally to the International HR Coordinator. They will work in close collaboration with the relevant international HR platforms and HR and other stakeholders throughout the Movement. They will be required to present regularly to the IDRH (the platform of the HR Directors of the Operational Centres) and the Core ExCom (the platform of the General Directors of the Operational Centres).

---

<sup>1</sup> Note the position will involve extensive meetings that will for the most part take place during the CET working day

### **3. Overall purpose**

The Senior IHR Partner: Rewards Review will develop the deliverables prioritised through the rewards review process on behalf of the IDRH. These include: a new contracting and reward packages strategy; a framework that defines the principles that inform our rewards; and a minimum standards for pay and benefits. These deliverables may change and/or be added to. In doing so, the Senior IHR Partner: Rewards Review will work in close collaboration with HR stakeholders to develop and refine draft content for deliverables, including international policies and processes and tools to enable the implementation of these policies.

The Senior IHR Partner: Reward Review will also contribute to the implementation of other priorities in the international HR work plan as a member of the international HR team.

### **4. Key responsibilities**

- Produce a work plan for each deliverable to enable its development and implementation, use this work plan to monitor and ensure progress and report to the IDRH. This work plan should be clearly aligned with the rewards review roadmap defined by the IDRH and demonstrate how the deliverable will contribute to addressing the related problem statement. It will include resources needed, activities, timescale for delivery, key milestones and decision points, stakeholder identification and engagement.
- Convene and facilitate a task-specific working group to provide appropriate technical expertise, ensure operational priorities are reflected and build ownership from MSF entities.
- Ensure staff engagement in the development of each deliverable.
- Develop and refine draft content for the each deliverable, including policies, supporting analysis and implementation plans.
- Develop materials to enable informed discussion and support decision making on each deliverable at the IDRH, Core ExCom and other stakeholder platforms. These will include briefing papers, progress reports, analysis and presentations that succinct and tailored to the needs of each audience.
- Provide regular updates to the IDRH, Core ExCom, HR29 and wider stakeholders to ensure visibility and accountability of progress with the rewards review deliverables, working with the IHR Communications Advisor to produce materials appropriate to each audience.
- Plan for the implementation of each of the deliverables, including change management, developing the necessary tools to enable HR teams to implement and with other members of the IHR team to plan for their incorporation into the on-going programme of supporting and maintaining IHR policies.
- Contribute to our objectives to improve the diversity of our workforce.
- Contribute to other work priorities of the international HR team including providing input to on-going compensation and benefits maintenance and participating in identifying needs and solutions to international HR issues.
- Work with the IHR Coordinator to define the staffing needs of the rewards review process, manage of team members and consultants as this defines and be responsible for budget management (with IHRC as budget holder).

### **5. Profile requirements**

- Substantial experience in a senior HR management position in an international organisation
- Experience in developing HR strategies, policies plans for a global workforce, including locally hired and internationally mobile staff
- Experience in change management of HR policies and processes
- Excellent analytical skills, including an ability to analyse HR data
- Experience in convening and facilitating working groups to develop complex deliverables
- Excellent communication skills, with an ability present complex information succinctly and write reports for senior decision-makers
- Strong networking skills and ability to identify and build on shared priorities amongst stakeholders with different perspectives
- Experience with MSF in a management position and knowledge of MSF HR policies & processes would be an asset
- Project management skills would be an asset
- Ability to work independently with minimal supervision
- Fluency in written and spoken English.

**Only shortlisted candidates will be contacted**

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.