International Compensation & Benefits Manager

Job description

Reporting to: Senior International HR partner: Comp&Ben  
Location: Any MSF Office  
Contract: 12 months  
Working time: 100%  
Starting date: ASAP  
Deadline for applications: 11th of April

I. MSF INTERNATIONAL

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 International is the legal entity that binds MSF’s 23 sections, 25 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as leadership and implementation of international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

II. POSITION BACKGROUND

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.

III. 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 report to the senior HR partner in charge of Compensation & Benefits. They will work in close collaboration with the Comp&Ben platform and other HR other stakeholders as relevant to the topics assigned.

IV. OBJECTIVES OF THE POSITION

The purpose of the position is to manage part of the existing compensation and benefits systems for international staff (IRP2) and provide support for the development Rewards Review deliverables with a focus on the minimum standards for pay and benefits.

V. MAIN RESPONSIBILITIES

MANAGE EXISTING COMPENSATION & BENEFITS SYSTEMS for int’l staff (IRP2)

Salary Maintenance 2021
Contribute to the development of approaches for 2021 salary adjustments

- Procure, analyse and present updated benchmark data for IRP2 salary model
- Develop detailed proposals based on updated data, assessing impact and adjusting in collaboration with C&B platform, and international finance
- Undertake options appraisals and cost analyses of options with international finance
- Develop implementation tools and support sections in implementation of final decisions for 2021
- Prepare 2022 maintenance based on IDRH decisions for 2022 C&B maintenance

Salary exceptions

- As required, coordinate with sections; review requests and support presentation and decision process for exceptions to existing policies at C&B platform
- Develop/adjust documentation and exception tracking

2022 C&B maintenance planning

- Support the 2022 C&B planning process, including developing financial projections in collaboration with Int’l Finance for the various options identified by the IDRH

2022 Per Diem Maintenance

- Manage 2022 per diem maintenance with C&B platform members, updating and liaising with the FHR platform as needed
SUPPORT TO ADDITIONAL POLICY DEVELOPMENT

• Compile, analyse information and use this to draft policy reviews or other reports

COMPENSATION & BENEFITS SYSTEMS DATA ANALYSIS

C&B indicators

• Liaise with MSF Luxembourg data analysts for the production of annual C&B indicators
• Support analysis and documentation (report/conclusions) as needed, including towards the Rewards Review, as needed.

Exception monitoring

• Collect and organize OC exceptions information and data available to complete C&B indicators report

SUPPORT REWARDS REVIEW DELIVERABLES

• Data collection and compilation for the minimum standards for pay & benefits
• Desk research and analysis for the minimum standards for pay & benefits
• Support for other Rewards Review deliverables
• Support lead and working group for development and documentation of proposals

SUPPORT THE ANIMATION OF THE C&B PLATFORM

• Documentation and tracking of C&B topics and progress
• Support with C&B platform meeting management (scheduling, agenda and minute-taking...)

OTHER

• Contribute to other work priorities of the international HR team including participating in identifying needs and solutions to international HR issues.

Job requirements

Qualifications:

• Graduate with degree in Human Resources or equivalent qualification

Work experience:

• Experience of developing and/or maintaining HR policies and systems
• Experience of maintaining compensation & benefits systems and policies used by a large, international organization (MSF or another international organization)
• Experience of working with an international organization
• MSF experience an asset

Skills:

• Technical knowledge and experience of developing or managing tools for compensations & benefits in a large organization
• Ability to understand and analyze quantitative data and budgets
• Excellent computer skills including Excel)
• Analytical, communication and writing skills
• Ability to work with a high degree of autonomy as well as part of a team
• Oral and written fluency in English, Oral and written fluency in French an asset

Only short-listed 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.

APPLY FOR THIS JOB