TWO ADMINISTRATIVE ASSISTANTS

MSF International is opening positions for TWO Administrative Assistants:
- one to work in support of the International Office Management Team – 70-80%, permanent contract
- one to work in support of the Secretary General and the Executive Committee Officer – 70-80%, fixed-term contract of 12 months

Both positions can be located in any MSF office.

Deadline to apply: 24th of April
Start of the contract: Mid-June

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, 26 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. MSF International also provides administrative support to the MSF Access Campaign.

Within MSF International, the International Office (IO) is the Secretariat of MSF International Board and is under the direct management of the Secretary General.

II. POSITION BACKGROUND

The MSF Executive Committee (ExCom), of which the Secretary General (SG) is chair, plays a key role in defining with the MSF movement’s ambitions and priorities and ensure their implementation. They are supported by the ExCom Officer in the full accomplishment of the mandate entrusted by the MSF Movement.

The International Medical Secretary (IMS) is a key member of the International Office (IO) and enhances MSF’s internal and external reflections and representation on medical operational issues.

The Deputy to the Secretary General (DSG) ensures clear exchanges and communication, cooperation and resource-sharing between the IO management team (IO MT) members.

The two Administrative Assistants will support the executive management of the International Office and will assist the ExCom Officer, the IMS and the DSG.
III. PLACE IN THE ORGANISATION

The Administrative Assistants will:
- Respectively report jointly to the IMS and DSG (permanent contract) and to the ExCom Officer (fixed term contract);
- Work closely with the other assistants of the IO;
- Interact with the International Office team of 140 staff spread around 18 countries, with the MSF Movement, and with interlocutors outside MSF.

IV. MAIN RESPONSIBILITIES

The Administrative Assistants will be responsible for the administrative tasks related to the International Office and the IO Management Team with dedicated support to the DSG and the IMS, and to the ExCom Officer.

Examples of tasks:
- Support for meeting organization: scheduling, meeting agenda preparation, technical support for remote meetings, logistics, taking minutes, information sharing, liaising with participants
- Updating agendas and calendars, following up on deadlines and planning
- Managing emails and official correspondence
- Coordinating with relevant interlocutors for internal and external events
- Following up on issues requiring attention
- Liaising with other teams (legal, communication, representation etc.)
- Travel organization
- Office support and maintenance follow-up
- Archiving
- Compiling expense claims

V. PROFILE REQUIREMENTS

- Genuine interest in, understanding of and commitment to the humanitarian principles, social mission, operations, and challenges of MSF;
- Outstanding organisation skills; ability to complete multiple tasks within short deadlines, while maintaining correct priorities and quality;
- Proven experience of work with senior management (minimum two years);
- Office management experience desirable;
- Ability to synthesise information and produce professional minutes and meeting outcomes;
- Ability to build and maintain a strong network within MSF to enable information gathering and smooth logistical support;
- Ability to work in a multi-cultural environment;
- Tact, diplomacy, and tenacity
- Solution-oriented
- Fluent written and spoken English (French and/or other languages an asset);
- MSF or other NGO experience an advantage;
- Bachelor/postgraduate degree desirable.

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.