

**Associative Dynamics Officer, MSF International**

International Associative Team (IAT)

Permanent Contract

Position: Associative Dynamics Officer  
Location: Any MSF office  
Contract: Permanent contract- full-time 100%  
Starting date: 3<sup>rd</sup> January 2022

**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 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 International Associative Team (IAT) is the core group responsible for carrying out the work on associative matters at a movement-wide level. This small dynamic team within the International Office of MSF (IO) is different from sectional or operational association teams in its broad international scope and responsibility for carrying out the work delegated by the highest governance bodies of the movement. Together with the International Board (IB), the IAT is responsible for developing and carrying out an associative vision endorsed by the International General Assembly (IGA) of MSF 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. As such it reaches out to the whole MSF movement.

**III. PLACE IN THE ORGANISATION**

The Associative Dynamics Officer reports hierarchically and functionally to the International Associative Coordinator and collaborates with all members of the International Associative Team. When necessary, this position collaborates with the IB, the IGA representatives, the wider associative network of coordinators/officers, and other members of the IO.

#### IV. OBJECTIVES OF THE POSITION

The purpose of the position of the Associative Dynamics Officer is to support reinforcing associative initiatives in the movement with a focus on the field in close collaboration with the Associative Network. This includes supporting organising action with communities and strengthening associative dynamics. This position supports other associative dossiers, identified as priorities by the International Associative Team.

#### V. MAIN RESPONSIBILITIES

##### 1. Organising action with communities:

###### **Strategic planning:**

- Strategic planning around associative dynamics in the field focused on organizing action with communities, scaling up, planning and overall coordination in collaboration with Associative Network and other relevant entities
- Follows developments and trends in the civil society mobilization

###### **Liaise and collaborate with partners and stakeholders:**

- Support and provide guidance to key focal points (community of practice) and engaged entities in current initiatives around organising action with communities (e.g. Urban Spaces project)
- Connect associative focal points to relevant stakeholders for experience sharing and peer coaching
- Liaise, collaborate and engage with partners and relevant groups from within the movement (associations, executive including operations)
- Maintain and develop further partnerships with 'external' relevant partners including INGOs and CSOs
- Ensure capacity building and coaching of new focal points directly or through the community of practice

###### **Maintain/ develop tools and material on community engagement**

- Provide advice and input on project tools content (TEMBO platform for e-course), toolbox material, etc.
- Support communication and visibility strategy

##### 2. Strengthening associative dynamics

- Mapping of associative initiatives in the field in collaboration with the Associative Network
- Support the ongoing work on developing recommendations on how to strengthen associative life in MSF
- Engage with Associative Focal Points in the field and Associative Network around organising associative action in the field

## VI. PROFILE REQUIREMENTS

### Qualifications and work experience

- More than 3 years' experience working with communities, Civil Society organisation and/or associative engagement
- Demonstrative project management experience
- MSF experience is a strong asset
- Experience in civil society mobilization is a strong asset

### Specific Requirements:

- Genuine interest in and commitment to the humanitarian principles and challenges of MSF
- Experience in working in multicultural environment; capacity to enhance a positive and inclusive dynamic
- Experience in coordinating multi-cultural and multi-disciplinary teams
- Leadership skills
- Innovative, creative, and taking initiatives
- Strong networking skills
- Strong facilitation skills
- Excellent communication skills (written and oral)
- Self-driven, enthusiastic, dedicated, and autonomous.
- Fluency in English (additional language is a very strong asset: French, Spanish, Arabic)
- Knowledge and understanding of MSF associative governance is an asset
- Experience in working in a virtual environment, skilled with use of new IT tools and apps.
- Availability to travel

***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.***

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