

# International Insurance Legal Advisor

## Job description

**Title :** International Insurance Legal Advisor

**Location:** Any MSF Office\*

**Duration:** 2- year contract - Full-time with possibility for open-ended contract after the initial one

**Reporting to:** General Director, MSF Luxembourg

**Closing date for applications:** 31 August 2022

*\*By default, the successful candidate will be offered a contract in the MSF office of their country of residence at the time of application*

## 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 together MSF's 26 Institutional Members of which 24 sections, and other offices such as Branch Offices and Satellites. Based in Geneva, MSF International provides coordination, information and support to the MSF movement, and implements international projects and initiatives as requested.

## II. POSITION BACKGROUND

The management of risk and insurances is done nationally by MSF entities and internationally by the International Insurance Steering Committee (ISC). Its purpose is to identify and propose insurance solutions to improve the management of risks and to manage the international insurance portfolio.

## III. PLACE IN THE ORGANISATION

The ISC is composed of a mix of representatives of different MSF entities and functions (e.g. Finance, HR). The Committee is accountable to MSF's Full Executive Committee.

In the execution of its mandate, the ISC is supported by two advisors, a commercial advisor and a legal advisor.

The International Insurance Legal Advisor reports to the chair of the ISC who is by definition the GD of MSF Luxembourg.

The position works closely in tandem with the International Commercial Insurance Advisor.

## IV. MAIN PURPOSE

The overall purpose of the position is to provide legal advice, guidance and support to the ISC and review legal materials and contracts related to its mandate. The position has an active role in preparing and reviewing insurance contracts and other legal agreements or documents. It guides insurance contract negotiations and advises on and monitors legal compliance in relation to the policies in the international portfolio.

The legal advisor is main lead for a number of designated insurances in the Committee's portfolio.

## **V. MAIN RESPONSIBILITIES**

### **A. Give accurate and timely counsel to the ISC on legal issues affecting the international insurance portfolio**

### **B. Day-to-day management of the international insurance portfolio (in collaboration with the International Insurance Commercial Advisor)**

- Ensure the administrative management of existing international insurance contracts and revise the appropriate legal documentation
- Communicate and negotiate with relevant external parties, creating relations of trust
- Upon request from an MSF entity, check the compliance of the existing portfolio with the applicable legal framework and provide legal advice on the insurance strategy

### **C. Act as main lead for the following international insurance policies:**

1. Medical malpractice
  2. Directors & Officers
  3. Clinical trials
- Support the Operational Centers and other entities upon request on medical and liability claims

### **D. Draft and solidify agreements, contracts and other legal documents to ensure the MSF's full legal rights**

- Within the frame of the ISC portfolio, negotiate new insurance contracts, participate to renegotiation of existing contracts and renewal processes, and proactively check the content of the existing policies (legal wording)
- In case of a tender, act as lead on the legal part of the tender
- Advise on policy drafting and compliance issues including focusing on risk reduction strategies.

### **E. Internal communication, documentation and knowledge management**

- Draft the ISC meeting minutes
- Manage the ISC Sharepoint including regular updates and document archiving

- Contribute to the communication strategy of the ISC
- Identify & contribute to topics for ISC newsletter
- Draft relevant guidelines and memos for MSF internal use and inform MSF stakeholders on the content of the insurance policies

## **Job requirements**

- Legal advisor / Lawyer, holder of a higher education (Master 2) in Commercial/Business Law
- Solid experience in the insurance and re-insurance sector
- Strong analytical, research and synthesis skills
- Rigor and keen sense of organization
- Effective interpersonal and communication skills
- Ability to work well within a team and individually

[Apply here](#)