

Médecins Sans Frontières Suisse has a vacancy for a

Deputy Director of Operations (flm)

in charge of Medical & Humanitarian Advocacy

To support the work and strengthen the internal capacity of OCG in terms of Advocacy including public positioning, the Operations Department of MSF Operational Centre Geneva is looking for a Deputy Director of Operations in charge of Medical & Humanitarian Advocacy.

Context

Médecins Sans Frontières (MSF) is an international humanitarian aid organization founded in 1971 that provides assistance in more than 70 countries to populations in distress, victims of natural or manmade disasters and to victims of armed conflicts, without discrimination and irrespective of religion, creed or political affiliation. The management of MSF's operations are divided between 5 operational centers (OC) based in Paris, Barcelona, Brussels, Amsterdam and Geneva. Its Operational Centre in Geneva (MSF OCG) manages medical assistance programmes in 22 countries.

Advocacy and positioning on critical field challenges and obstacles are complementary to assistance and a fundamental part of program management. MSF should strive to have a positive impact for populations in distress by exerting leverage on key decision-makers and by positioning ourselves publically on humanitarian issues of critical concern.

While the leadership on advocacy is anchored in Operations, the ownership is collective and should be constantly fed by transversal contributions and exchanges from other internal departments and external stakeholders. Leadership comes with the responsibility of orchestrating a dynamic of open discussion around priority issues, circulating information, providing clarity of strategy and actions, ensuring quality of project management, and finally delivering results and measuring their impact.

In accordance with the new Reference Framework on the principles, governance and set-up relating to Advocacy in MSF OCG, the Deputy Director of Operations in charge of Medical & Humanitarian Advocacy will coordinate and/or support with his/her colleagues the three main levels of advocacy identified:

- 1st level: country specific or project-based advocacy dossiers emanating from field operations,
- 2nd level: transversal topics that need a subject expert working in a project mode (clear objectives, strategy and deliverables) and can be addressed by a taskforce composed of every relevant stakeholder
- 3rd level: institutional priorities or movement-wide topics that may necessitate ad hoc set ups outside operations (e.g. Attack on hospitals, Forced displacement, CAME) either jointly with other OCs or by taking the lead in the MSF movement.

Mission

The mission of the Deputy Director of Operations in charge of Medical & Humanitarian Advocacy is to develop a robust advocacy strategy and mobilize the necessary means to produce change for the benefit of populations. She/he will contribute to the relevance of MSF OCG advocacy actions by increasing its capacity to better understand the contexts, stakeholders and issues of critical concern in its medical humanitarian interventions, and by promoting a bottom up approach reaffirming the central role of the field in building the analysis and messages.

The main objectives of the Deputy Director of Operations in charge of Medical & Humanitarian Advocacy will be to:

- Define precisely the mission, objectives, action plan and related resources of the Medical & Humanitarian Advocacy Unit in accordance with the governance and set-up established in the Advocacy Reference Framework. For this he/she will liaise between the Director of Operations, the desks, and other departments;
- Chair the transversal platforms in charge of the steering/follow up of key advocacy projects and plan of action priorities. She/he will have the responsibility to select and bring topics of interest to a

transversal platform that will meet every month with all involved stakeholders to initiate, exchange, coordinate the advocacy initiatives and circulate the information to key people in house, the MSF movement, and external audiences. At a more strategic level, he/she will participate every three months to a meeting with the Diröp, the Dircom, the Dirmed, the Head of Ureph, the Director General and the President, in order to ensure that the most important strategic priorities are well identified, that extra resources are attributed when necessary and that choices are made on key topics.

- Coordinates the subject matter experts and taskforces working in project mode on transversal topics and ensures that expertise on advocacy methodology is made available to field teams and desks
- Provide timely and relevant analysis of the contexts, the environment and critical issues in which MSF's interventions take place: feed and support the internal reflections on strategic operational choices; complement the analysis carried out by the operations on the contexts and environments of MSF projects and beyond through a necessary synergy and collaborative work with the medical and communication departments; and provide political and policy analysis, including trends in health aid and positioning towards humanitarian and health actors at country and international level;
- Propose messages for public communication and advocacy, and define OCG advocacy strategies together with the Communications' department which leads on public dissemination;
- Liaise with advocacy focal points in other operational centres as well as with the Humanitarian and Advocacy Representative Team /HART at the movement level, in order to ensure coordination and coherence of MSF messages as a movement;
- Interface with MSF external environment on priority issues and contexts: develop and maintain networks, identify and liaise with relevant academics, think tanks, international organizations, and NGOs in close collaboration with UREPH. Could be delegated some negotiation topics on Ad Hoc basis.
- Develop and implement a monitoring and evaluation framework to measure and assess the impact of the medical and humanitarian advocacy actions

At all these levels, the Deputy Director of Operations in charge of Medical & Humanitarian Advocacy will challenge and reinforce MSF OCG operations and positioning and will strive to influence and advance our positions in humanitarian and health policy debates. She/he will work in close collaboration with the Operations, the Medical, the Communication, the UREPH departments and the CAME and liaise with the other MSF sections and the wider MSF movement.

For more details, please refer to the full job description on page 3.

Your Profile

Education

- Law, Political Science, medical, public health or other relevant degree

Experience

- Significant field experience of at least 7 years with MSF or other humanitarian organizations from which at least 3 in key senior field coordination positions
- Knowledge/experience or strong interest in current issues relating to humanitarianism

Skills

- Fluency in English and French
- Fluency in Arabic and/or other languages an asset
- Proven representation skills, combined with a previous experience as a spokesperson
- Writing, communication and negotiation skills
- Availability to spend time in field projects for up to two week periods
- A demonstrated understanding of and commitment to humanitarian issues and to the values of MSF
- Media experience would be an asset
- Project management skills
- Leadership and management capacities and proven capacity to advise and coordinate diverse stakeholders (from different backgrounds), animate working groups, stimulate and lead internal debates, and give external presentations

Personal qualities

- Ability to work independently, take initiative and seize opportunities
- Inclusive team work

Terms of Employment

- Open-ended contract, full-time position (CDI 100%)
- Based in Geneva, with occasional travels to other Operational Centers in Europe and to the field.

- Ideal starting date : as soon as possible
- Gross annual salary : from CHF 137'892.- (salary level according to seniority and internal salary grid)

How to apply

Interested candidates should send **by email only** their complete application (**CV 2 p. max., letter of motivation 1p. max. in English or French, 5MB max, files named with your LAST NAME**) to operations-recruitment@geneva.msf.org, stating in the subject line "**Deputy Dirop Advocacy 2017.06**".

*The deadline for applications is 21th June 2017.
The applications will be treated confidentially.
Only short-listed candidates will be contacted.*

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>

Job Description

Internal relations	External relations
<ul style="list-style-type: none"> • Operations, Medical and Communications' departments and UREPH • Other MSF sections • MSF Access Campaign 	<ul style="list-style-type: none"> • Other NGOs • International organizations (i.e UN, etc.) • Academics, Think-tanks • Other institutions • Swiss authorities and civil society
Reporting to:	Position in the structure :
<ul style="list-style-type: none"> • Director of Operations 	<ul style="list-style-type: none"> • Hierarchical : DirOP, RP & ARPs • Technical : Medical specialists, Operational Communications, UREPH

Scope of responsibilities

Tasks and responsibilities

Content

- Identifies key opportunities as they arise from changing contexts, ongoing work and/or external input, and ensures these are integrated into operations work where relevant and considered as priority for OCG;
- Elaborates and proposes the annual objectives of the advocacy unit team together with its members, based on a shared analysis of the major challenges ahead. It is initially foreseen that the team will be composed of advocacy theory specialists and an analyst. Ad-hoc project leaders and/or experts could be part of the team according to needs and priorities.

Medical & Humanitarian

- Be the reference/focal person in MSF OCG for specific medical & humanitarian issues
- Provides analysis, operational support and support to positioning to OCG on key humanitarian and medical issues in his/her portfolio;
- Provides analytical and advisory support to operations both at headquarters and field levels on upcoming thematic trends and potential implications for populations we assist;
- Enhances and proposes coherent MSF positioning on these issues, both at level of policy and practice;
- Lead in the development of advocacy strategies, both in countries where MSF is operational and at national and international levels in connection with key humanitarian issues in his/her dossier;
- Works to build networks and help Operations convey MSF concerns on relevant humanitarian issues with key interlocutors (international organizations, governments, NGOs, private sector, academic community and think tanks);
- Represents MSF in colloquia, symposia and networks on humanitarian issues;
- Coordinates with other MSF sections on analysis and development of positioning;
- Provide relevant trainings for HQ and field teams.

Functional

- Coaches and supports the field team members in the definition and realization of specific action plans, deciding on priorities when and where needed;
- Maintains regular and close coordination with the advocacy Unit team, in order to ensure exchange of ideas and coordinated approaches (both on overall priorities/strategies and on daily questions e.g. representation/attendance of meetings);
- Chairs the transversal platform every month (see above)
- Participates to strategic meetings every 3 months
- Assists in final validation of documents and ensures adequate dissemination with the communication department to every involved stakeholder;
- Stimulates internal critical reflection (with and on operations) and feeds the associative debate;
- Conducts and coaches the external representation of the team unit;
- Responds to requests for in-depth analysis in coordination with operations, the Medical department and the General Direction, and decides on priorities within the global action plan;

- Represents the Advocacy team in relevant meetings and platforms;
- Ensures connectedness with other departments, the field, the OCG sections, the board, other OCs, other research centres within the movement, etc.

Management

- Stimulates internal capacity building on advocacy, complementarities and cohesion to ensure that the advocacy Unit team fulfils its mission in an efficient and effective manner;
- Supervises and evaluates the team members (1 expert in advocacy project methodologies/strategies of influence + 1 analyst); quid of subject matter experts?
- Elaborates and follows up the annual budget.