

**MSF Operational Centre Geneva - MSF Switzerland - is recruiting a
Humanitarian Affairs Officer to join OCG Emergency Pool**

June 2017

Context

To fulfill our mission of assistance to victims of conflicts, epidemics and natural disasters, MSF OCG requires an Emergency Humanitarian Affairs Officer able to be deployed at any time to all contexts, for short periods, capable of evaluating the humanitarian context during starting up or closing down of a project/mission and supporting emergency or existing missions in the field of humanitarian affairs.

The candidate is expected to 1) work in all contexts set by the OCG Emergency Desk and 2) fill gaps in OCG regular missions, if need be.

Duty Station

The Emergency Humanitarian Affairs Officer is based in the field, in all countries where the Emergency Desk opens activities or has already some, which requires an urgent response. On call, the E HAO should be available within 48 hours for rapid and short (6 weeks to 3-4 months) interventions. She/He is part of a core group of medicals, para-medicals, admins, logs and operational members deployable to respond, among others, to:

- **Exploratory missions**
- **Epidemic outbreaks**
- **Nutritional crisis**
- **Displaced populations and/or refugees' camps**
- **Conflict contexts**
- **Natural disasters**
- **Short gaps filling in the field on regular missions**
- **Assistance to emergency and operational departments for specific dossiers at home or HQ in Geneva**

Purpose

The E HAO actively contributes and leads to the understanding of the humanitarian situation of populations in need ; paying specific attention to issues linked to access to health care and basic services. She/he will contribute to monitor and analyze the context and the humanitarian aid response in OCG missions and emergency interventions in support of coordination and field teams. She/he will participate in the definition of advocacy strategies, according to MSF policies and values, in order to improve the humanitarian response and its implementation.



Responsibilities

- Perform data collection and research concerning local and international context, with regards to medical, nutritional and humanitarian issues, in order to provide reliable information for further decision-making ;
- Support the Head of Mission and/or Emergency Coordinator and Project Coordinators in the analysis of the data collected, in order to better orientate the programmes and projects, to provide an optimal response to population in needs ;
- Compile regular updates of the on-going (inter)national activities and plans of NGO's, UN, ICRC, donors, authorities and other actors on lobby, policy and operational plans and initiatives in order to adequate MSF's activities and objectives ;
- On demand, prepare documents, write and produced briefing papers and specific reports that will be used by the HoM/E.Coordo, Desk in their advocacy with stakeholders, media and other organizations ;
- Collaborate with the HoM/E.Coordo, Desk and other relevant parties to develop a coherent global strategy, in order to address the humanitarian situation ;
- Define and review messages, tools, lobbying activities and other advocacy action plans and strategies, in order to raise all humanitarian issues in the mission and seek assistance and protection to affected population ;
- On demand, ensure smooth working relationship with local authorities, other NGO's, local communities and other actors, in order to facilitate MSF teams a better access to the population and improve MSF activities' coordination with third parties ;
- Organize discussions, trainings, briefings etc about humanitarian stakes and current and future advocacy activities, in order to raise awareness of MSF staff regarding these matters ;
- Promote and assist in the implementation of advocacy activities locally, nationally and internationally ;
- Supervise humanitarian affairs related to staff in the Missions.

Profile

- Essential degree in Law, Humanitarian Affairs, Political Sciences or related university degree ;
- Essential previous working experience in research, analysis and advocacy ;
- Essential MSF experience in the post of HAO or advocacy ;
- Excellent writing and communication skills ;
- Capacity to identify priorities in an emergency context ;
- Proven skills in negotiation, diplomatic and decision making skills ;
- Proven capacity for coordination and organisation ;
- Capacity to work in a volatile, insecure context and deal with stress and workload ;
- Ability to work well as part of a multi-cultural and multi-disciplinary team ;
- Availability, flexibility, mobility ;
- Fluency in both French and English is essential ;



Conditions

- During missions' standby, the E HAO commits herself/himself to be available at any time in order to be deployed within 48 hours ; she/he must be reachable in all circumstances ;
- Field-based contract, fixed-term for one year, renewable ;
- Per-diem on the field during interventions ;
- Duration of direct interventions in the field from 4-6 weeks to 3-4 months (a certain flexibility is asked in the event of needs) with foreseeable time in Geneva HQ ;
- The compensating rest between 2 missions (in addition to 25 days of legal paid leaves) will be defined each time of return with the Emergency Desk in Geneva, according to operational needs ;
- Wages: between 3,500 and 4,500 CHF according to MSF field experience.

Applications should content updated CV + Cover Letter

And be sent, by e-mail, to: Ecell.gva@geneva.msf.org

with the subject line -> **E HAO 1705 APPLICATION**

DEADLINE: 5:00 PM – 15 JUNE 2017

! Only shortlisted candidates will be contacted for an interview (Skype), beginning of July 2017 !