



## **Médecins Sans Frontières/ International Office Is looking for a**

### **Human Resources Manager**

#### **1. Background**

The “Médecins Sans Frontières International” (IO) is an association by Swiss law based in Geneva. It is the only legal entity, which binds all MSF sections together, as the 19 sections agree to its statutes, are members, and pay its costs. The IO provides resources in terms of information and co-ordination to the benefit of its members and also administratively hosting the international project Campaign for Access to Essential Medicines (CAME).

The Human Resources Manager is a new position based in the IO in Geneva. Reporting to the Financial & Administrative Director, the position seeks to develop, implement and carry out a human resources policy for the International Office and the Campaign. The position works in close collaboration with the MSF HR Managers in other MSF offices to administer human resources management for IO and Access Campaign teams. The IO has 80 permanent positions and an average of 40 short term contracts per year. Only one third of those positions are based in Geneva while others are located in other MSF entities all over the world.

#### **2. Place in the organisation**

- Report to the Financial & Administrative Director

#### **3. Objectives of the position**

- To develop, implement and carry out HR policies for the IO.
- Support IO in executing of HR policy and tools effectively.
- Support and ensure managers in HR issues.
- Manage all IO position on a HR perspective.

#### **4. Main responsibilities**

- Advises and supports management with all aspects of HR administration. Points out and analyses HR related developments, suggest improvements and new HR policies.
- Advises and assists management during performance evaluations and reorganisations.
- Provides HR representation and guidance at disciplinary, grievance, and investigatory meetings and coach managers how to deal with them effectively.
- Responsible for developing and updating HR policies & procedures (e.g. absenteeism, management at distance, performance, training).
- Co-ordinates and supports the recruitment process (needs analysis, writing ads, pre-screening of candidates, interviews, salary negotiations) for all opened positions.



- Drafts/ changed job descriptions in co-operation with management and executes job-ratings.
- Monitors that HR policies are executed in an unambiguous way with proper usage of the appropriate instruments.
- Advises the IO management team regarding current employment legislation and future changes that may affect the IO (at least in CH).
- Administrative duties including: Maintaining and updating the digital personnel file and hard copy employee files; prepare Offer Letters and statements of Terms and Conditions of Employment.

## **5. Communication (internal & external)**

### **Internal**

- With IO management teams
- With HR managers of MSF operational sections (5), partner sections (7) and other MSF entities (delegate, branch offices and supply centres (3)).

### **External**

- With lawyers on policy issues to safeguard compliance with national legislations
- With external consultants on project issues (training) or technical requirements of HR instruments.

## **6. Professional requirements and experience**

- 3-5 years comprehensive 'hands on' experience as HR generalist in a similar function
- Degree in human resources management
- Fluency in English & French
- Self starter and autonomous
- Ability to work in a multi-cultural environment requiring patience and understanding
- Strong communication, negotiation and persuasion skills
- Problem solver
- Ability to work in a fast paced environment.
- Ability to respect a high level of confidentiality
- Ability to travel within Europe from time to time
- MSF or International NGOs' a plus
- Swiss work permit an advantage

## **7. Employment conditions**

- Indefinite contract
- Based in Geneva
- Part time 80% (to be revised if needed)
- Starting date: as soon as possible



## **8. Practical information to apply**

**Deadline for Application: 14<sup>teen</sup> of August 2010**

Interested candidates should send a Letter of Motivation, and Curriculum Vitae, by e-mail to [isabelle.saussereau@msf.org](mailto:isabelle.saussereau@msf.org) or by mail Rue de Lausanne, CP 116, 1211 Geneva 21, Switzerland.

**Only short listed candidates will be contacted.**