



The Swiss section of Médecins sans Frontières

is seeking a

DEPUTY DIRECTOR OF OPERATIONS

OF THE OPERATIONAL CENTER IN GENEVA

Médecins Sans Frontières (MSF) is an international medical humanitarian organization that provides impartial medical assistance in more than 80 countries to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, in an independent and impartial manner.

Médecins Sans Frontières Switzerland is one of the five operational sections within the MSF Movement and hosts the Operational Center Geneva (OCG) with the active support and involvement of several MSF sections, amongst which Switzerland, Austria, Germany, Australia, Canada and the USA. The OCG currently manages an average of 50 to 60 medical projects in around 20 countries worldwide, corresponding to a budget of 116 million Swiss Francs in 2012.

MISSION

Until recently, the management of the operations department was comprised of one director of operations, one deputy director of operations and one assistant. OCG has decided to reinforce its direction of operation with the opening of a second Deputy Director of Operations. This position falls under the direct supervision of the director of operations who delegates him(her) part of his tasks and responsibilities. The deputy director of operations will participate to the definition, adaptation and implementation of the operational policy of the MSF operational centre based in Geneva. (S)he will be responsible for the good running of the medical operations in the field and participate to the management of the headquarters Operations department team (15 staff).

At all times, (s)he will respect the MSF Charter, principles and ethical codes and suggests, if needed, adequate measures to adapt them.

The deputy DirOP will mainly focus on daily monitoring of our operations and direct support to the desks - knowing that such demands for support from our missions have dramatically increased during the last years; this deputy DirOP will be also in charge of the management of the department of operations, in support to the DirOP. (S)he will participate to the coaching/monitoring of the Programme managers and their deputies in the desk teams. In close collaboration with the Director of Operations, (s)he stimulate will encourage the reflection and the debates on the operational issues within the department.

(S)he will cooperate with his/her counterparts from the four other operational centres and those of partner sections supporting the OCG in order to make out the best of the global resources available in the MSF movement and optimise their use.

KEY HIERACHICAL AND FUNCTIONAL RELATIONS

- Reports to the Director of operations
- Under the delegation of the director of operations, participates to the management of the Operations' department (5 desks including emergencies), with the support of another deputy, and is a member of the operations' management team

KEY RESPONSABILITES

The deputy director of operations will assume tasks and responsibilities delegated to him(her) by the director of operations:

- (S)he will participate to the implementation of the multiyear policy and annual operational project according to the guidance decided by the Director of operations;
- (S)he will manage daily administrative tasks for the good running of the Operations' department;
- (S)he will contribute to the strategic platforms and decisions concerning the development of the operations' department as a member of the management team;
- (S)he will contribute to the reflection and debates on operational issues at headquarters level and within the association and the international movement.

MAIN ACTIVITIES

OCG Operations:

- Participates to the implementation of the multiyear operational policy and the annual plan , the coordination of the support, and the follow up of the necessary resources (human, financial, technical, etc.)
- Monitors the follow up of the budget of the Operations' department within the agreed timeframe voted by the Board
- Stimulates internal and external communications on operational issues
- Represents MSF in external forums and media on operational issues: information, positioning, etc.

Daily management and coaching of the Operations Department:

- Maintains the cohesion within the team
- Participates and leads/stimulates departmental meetings
- Monitors priorities, arbitrations and major decisions decided by the management of the operations
- Visits the field or other sections regularly
- Supports and follows-up operational issues, and ensures that processes are being followed

Relation with other MSF sections and else:

- Keeps regular contacts with counterparts from other MSF sections (meetings, exchanges,)
- Ensures the coherence of operations within MSF at international level
- Reflects and debates on operational and humanitarian issues within the MSF movement and with key external partners

PROFILE

- University level (preferably medicine, public health, international relations, or related)
- At least five years experience with an international humanitarian NGO, with a significant part spent in programme management in varied field contexts and/or headquarter positions
- Capacity to communicate and represent MSF, good negotiation and diplomatic skills
- Expertise in the analysis and management of unstable contexts and crisis situations
- Leadership, team management capacities
- Solid analytical and writing skills
- Dynamic, flexible and able to support a heavy workload
- Strategic planning and orientation skills
- Proven sense of priorities and able to work independently
- **Command of the French and English languages is mandatory**

CONDITIONS

- Full-time long term contract
- Position based in Geneva, implying frequent travels
- Position to be filled asap (March/April 2012)

The full job description will be shared with selected candidates.

Online applications (letter of intent and CV) must be sent by **10th March 2012** to Patricia Martorell: patricia.martorell@geneva.msf.org

Applications will be treated in strict confidence if requested by candidates.

Applications that do not fit the terms of references will not be considered; only short listed candidates will be contacted for an interview.