

Médecins Sans Frontières Switzerland (MSF) is recruiting an

EMERGENCY COORDINATOR (F/M/X)

Field-based contract - 12 months (Renewable)

To fulfill its mission of assistance to victims of conflicts, epidemics or natural disasters, MSF Switzerland has created an Emergency Pool, of which, members are experienced individuals capable of evaluating a situation, opening, closing, and coordinating emergency projects.

The successful candidate is expected to:

- Work in all contexts set by the Emergency cell (Ecell)
- Have the flexibility to work in different positions depending on your profile
- Work in emergency contexts in collaboration with regular cells
- Fill gaps in regular projects if/when needed

Duty Station

Any country, either whether the Emergency Cell has activities, where an assessment is being conducted or where OCG has a regular mission that requires support.

On call, as Emergency Coordinator you should be available within 48 hours for rapid and short interventions. You will be part of a core group of medicals, para-medicals, and support staff responsible for responding to:

- Epidemic outbreaks
- Nutritional crises
- Displaced populations and/or refugees' camps
- Conflict contexts
- Natural disasters
- Exploratory missions
- Short gap filling in the field on regular missions

Job Description (but not limited to)

- Implementation of and participation in exploratory missions and evaluations, upon request of the Ecell
- Definition, implementation (or modification) of the operational strategy of an emergency mission
- Identification and management of the tools, resources and means necessary for the implementation and management of an emergency intervention
- Coordination of the emergency mission in collaboration with the FCO/PMR/MedCo/Ecell: evaluation of needs and situation, definition of strategy and activities
- Networking and negotiation with all pertinent actors to enable access, security and implementation of activities.
- Coordination and supervision of the staff in the mission
- Management of material and financial resources for the emergency intervention
- Management of the entire mission' security
- Reporting on the interventions, explorations and activities pertaining to the mission
- In accordance with the headquarters, you can be mandated (or requested) to coordinate activities, under the responsibility of a Head of Mission in the country where the section is already working
- You can be asked to intervene within the framework of certain MSF trainings and to take part in local, national, and international meetings

Your Profile

Required:

- 24 months of field experience with MSF in a coordination role (12 months in a HOM role) and at least one mission in an emergency context with MSF. at least one mission in an emergency context with MSF.
- Fluency in both French and English is highly desirable
- Expertise in analyses of unstable contexts / crises situations
- Capacity to quickly evaluate an emergency on ground and to propose an appropriate strategy of intervention.
- General knowledge of MSF in emergency management
- Proven management skills with emphasis on team-leadership/human resources
- Knowledge and experience in security management in insecure contexts
- Commitment to the aims and values of MSF
- A flexible and solution-oriented mentality and the ability to be decisive in chaotic circumstances,
- Proven skills in negotiation, diplomacy and decision-making skills
- Proven capacity for coordination and organization
- Ability to prioritize work, manage teams and clearly communicate decisions.
- Capacity to work in a volatile, insecure context and deal with stress.
- PSP Training (at minimum ERT training)

Preferred:

- Medical / Paramedical background preferable.
- Experience in Public Health programs

Desirable:

- Ability to work as part of a multi-cultural and multi-disciplinary team
- Availability, flexibility, mobility
- Other languages represent an advantage: Arabic, Spanish, Portuguese

Terms of Employment

- Field-based contract, fixed-term for one year, renewable.
- Duration of direct interventions in the field: from 4 weeks to 3 months (certain flexibility is asked in case of needs)
- Travel arrangements and visa requirements will be taken in charge by MSF. MSF will provide per diem and accommodation when under assignment, but not between assignments.

We encourage applications from people of all genders, ages, sexual orientations, backgrounds, religions, beliefs, abilities, and all other characteristics of diversity.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including Sexual harassment.

How to apply

Interested candidates should complete their application in English or in French (5MB max) by following the link below:

<https://msfsuisse-career.talent-soft.com/Pages/Offre/detailoffre.aspx?idOffre=313&idOrigine=502&LCID=1036>

Please include:

- CV 2 pages. max.
- letter of motivation 1p. max.

The deadline for applications is November 8th, 2026 at 5pm.

The applications will be treated confidentially.

Only short-listed candidates will be contacted.

For more details on MSF and job opportunities, please visit our website: www.msf.ch