

Médecins Sans Frontières Suisse is recruiting an

Emergency Human Resources Coordinator (FIMIX)

Field-based - 12 months (Renewable)

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

The Emergency Human Resources Coordinator is a key member of this pool and reports directly to the Emergency Coordinator, as well as to the E-Cell HR Referent.

The successful candidate is expected to:

- Deploy rapidly in all contexts set by the Emergency cell
- Have the flexibility to assume different HR roles according to operational needs (HR Coordinator but also HR/Administration Manager)
- Gap fill in regular cells if required.

As a member of the Emergency Pool, the Emergency HR Coordinator must be available for deployment within 48 hours for short-term emergency interventions. You will be part of a multidisciplinary response team - including medical, paramedical, and support staff - mobilized for emergencies such as epidemics, armed conflicts, natural disasters, and other acute crises. You may also be involved in exploratory missions, short-term assignments within regular missions or gap filling in the Emergency Cell in Geneva HQ.

Job Description (but not limited to)

- Act as a strategic partner to Operations by contributing to mission planning and execution. Support the design of appropriate emergency organizational structures and ensure adequate HR capacity and sizing.
- Define, adapt, and oversee the implementation of human resources policies for emergency interventions, ensuring alignment with the operational context and challenges.
- Ensure MSF operates as a responsible employer within the mission. Oversee all HR management, administrative, and legal matters, proactively addressing HR-related risks and adapting processes to the emergency context.
- Is the technical referent for all HR and Administration related issues at Mission level (recruitment, management and development of teams, contracting and remuneration of national staff, follow up of daily workers, etc.). Coordinates the urgent recruitment of HR required for the mission. Ensures the timely deployment of critical staff in coordination with the E-Cell HR Referent.

- Monitor working conditions and staff wellbeing, with a focus on high-stress environments. In collaboration with the medical department, coordinate psychosocial support as needed.
- Design, recruit and train the HR teams at coordination and project level.
- Contribute to emergency preparedness and surge capacity planning by assessing HR risks and implementing appropriate mitigation strategies.
- Participate in exploratory missions and evaluations, upon request of the Ecell.

Your Profile

Required Skills and experience

Field Experience

- Minimum of 2 years in HR management in the field with MSF, gained through exposure to various contexts, including emergency contexts (population displacement, epidemic outbreaks, natural disasters and/or conflicts).
- At least one field experience with MSF in HR coordination (HR Coordinator or Deputy HR Coordinator).
- Ability to quickly evaluate an emergency on the ground and propose an adapted HR strategy.
- Experience in Finance management is an advantage.

Strategic and Interpersonal Skills

- Ability to work effectively in volatile and insecure environments, with strong resilience and stress management skills.
- Strong interpersonal and communication skills
- Strong people management skills.
- Strong coordination and organizational skills.
- Strong adaptability and flexibility to navigate changing priorities, dynamic operational environments, and evolving team dynamics.
- Responsible behavior that contributes to the safety and integrity of everyone – prevent, report, and refuse any abusive behavior and/or behavior that goes against MSF's values.
- Ability to thrive in a multicultural environment and demonstrate commitment and support for diversity, inclusive and non-discriminatory attitudes and behaviors.

Language skills

- Fluency in both French and English is highly desirable. Alternatively, candidates must demonstrate an excellent command of either language and at least B1 proficiency in the other.
- Knowledge of other mission languages is an advantage (Spanish, Portuguese, Arabic).
- Proficiency in an additional language, especially Spanish, Arabic, and/or Portuguese.

Terms of Employment

- Field-based contract. One year fixed-term contract, renewable based on operational needs and performance.
- Duration of field assignments: 4 weeks to 3 months (flexibility required according to needs).
- Accommodation and travel arrangements such as visa-related costs will be taken in charge by MSF.
- Comprehensive support and guidance will be provided by dedicated technical referents throughout the assignment.

We encourage applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

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.talentsoft.com/Pages/Offre/detailoffre.aspx?idOffre=312&idOrigine=502&LCID=1036>

Please include:

- CV (max 2 pages) and letter of motivation.

***The deadline for applications is 01.11.2026.
All 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/>