

Médecins Sans Frontières Suisse has a vacancy for a

## Field Recruiter

for paramedical and medical specialist profiles

### Main Purpose

MSF OCG counts more than 7000 employees (600 international staff, 6000 national staff) in around 25 countries. In 2018 only, OCG (Operational Centre Geneva) has sent 1'382 expatriates in missions. In 2018, the field recruitment team has received some 3653 applications and have carried out 178 final interviews.

As a **Field Recruiter**, you will directly contribute to answering OCG's medico-operational needs by recruiting diverse medical or para medical profiles, willing to work internationally in our various fields of intervention. Such profiles will vary from paramedical (Nurses, Midwives, Pharmacist,...) to medical specialists (Obstetricians/gynaecologists, Surgeons, Anaesthetists).

### Your Responsibilities

To ensure that the right profiles are recruited at the right time in order to answer OCG operational needs in all contexts! You will ensure a diverse pool of candidates, ready to answer emergencies, planned or unplanned needs.

You will be in charge of:

#### Sourcing

- In collaboration with selected MSF partners worldwide, ensures OCG's Sourcing Strategy and guarantees diversity in recruitment sources.
- For MSF Switzerland, in collaboration with HR Marketer, identifies and uses diverse sources of recruitment in order to receive targeted profiles (schools, associations, social media, digital networks...), with a specific drive for critical positions.
- Actively participates in HR Marketing event (forums, job fairs, presentations, info session...)

#### Active Recruitment

- In collaboration with technical referents and pool managers, ensures the overall compliance and quality of the field recruitment process
- Manages the full recruitment cycle for applications, including the overview of those coming from selected MSF partners.
- Supports fellow recruiters in the recruitment for other profiles when needed (Logistics, Medical, Administration, communication, Advocacy), and contributes to the team's understanding of paramedical and medical specialists specificities (diploma, educational background,...)

#### Integration

- Conduct the Induction Program for new comers

### Your Profile

- **Experience** Previous experience in recruitment mandatory  
Previous MSF (or other INGO) field experience mandatory  
Previous experience in training and facilitation
- **Education** University degree
- **Languages** English and French mandatory. German an asset
- **Knowledge** Computer literacy  
Recruitment & sourcing techniques, including digital  
Interest in the paramedical and medical area
- **Competencies** Commitment to MSF's work and values

Strong organizational skills, eye for detail, rigor  
Strong interpersonal and analytical skills, good listener, diplomatic, discrete  
Excellent communication, writing and reporting skills  
Ability to work efficiently and independently under pressure  
Service oriented, team spirit  
Self-driven with a solution-oriented approach  
Flexibility and adaptability

- **Availability** Early March 2019, open ended contract, full time
- **Location** Geneva based, with flexibility to travel within Switzerland for HR Marketing events, or abroad for decentralized recruitment if needed. Willingness to travel to mission to provide field support.

## About MSF

By working with MSF, you are committing yourself to a recognized international associative movement, with a specific approach to humanitarian help.

Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF. For more information on the MSF Charta, please read here: <http://www.msf.org/en/msf-charter-and-principles>

## Terms of Employment

- Open-ended contract, full-time position
- Based in Geneva, with travel within Switzerland and field visits
- Starting date : early March 2019
- Gross annual salary : CHF 83'808.- to CHF 96'492.- (salary commensurate with experience and internal salary grid)

## How to apply

Candidates submit their application following the requirements: CV 2 p. max. – letter of motivation 1p. max. – in French or in English. **Closing date for application is 11<sup>th</sup> February 2019.**

## **APPLY HERE**

**The 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/>