Médecins Sans Frontières Suisse is recruiting an

Emergency HR & Finance Coordinator

Field-based, 12 months, renewable

Context
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 and coordinating projects. The post of Emergency HR & Finance Coordinator reports directly to the Emergency Cell (Operations Department at headquarters in Geneva).

The candidate is expected to
- work in all contexts set by the emergency cell
- have the flexibility to work in different positions depending on his/her profile (whether both Finance and HR)
- work in emergency contexts with regular cells and fill gaps in regular projects if needed.

Duty Station
All countries where the emergency desk opens activities, which require an urgent response. On call, the Emergency HR & Finance Coordinator should be available within 48 hours for rapid and short interventions. He/she is 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 gaps filling in the field on regular missions
- Capacity building
- Assistance to Finance or HR department for specific dossiers at HQ in Geneva

Your Profile
- 24 months of field experience with MSF in a coordination role with at least one mission in an emergency context with MSF.
- Or expatriates from other humanitarian organizations, with 24 months of field experience in emergency contexts in a coordination role, who have carried out at least one mission in an emergency context with MSF.
- Capacity to quickly evaluate an emergency situation on ground and to propose an appropriate Finance and Human resources strategy
- General knowledge of MSF in emergency management

Requirements
- An excellent technical working knowledge of Unifield, Homere and strong skills in information technology
- Excellent knowledge of MSF’s procedures for Administration, HR and Finance – with a good knowledge in institutional funding mechanisms (OCG internal procedures is an added value)
• Capacity to open up MSF office, implement administrative, financial and human resources management procedures according to OCG standards, including a regular reporting
• Set up, recruit and train a functional administrative team (HR & Finance)
• Proven skills in negotiation, diplomacy and decision-making skills
• Proven capacity for coordination and organization
• Capacity to work in a volatile, insecure context and deal with stress
• Ability to work as part of a multi-cultural and multi-disciplinary team
• Availability, flexibility, mobility
• Fluency in both French and English is essential
• Other languages represent an advantage: Arabic, Spanish, Portuguese
• Significant experience in Human Resources and Finance with MSF, at field and coordination level

**Terms of Employment**
• Field-based contract, fixed-term for one year, renewable
• Per-diem in the field during assignments;

**How to apply**
Interested candidates should forward their complete application (CV 2 p. max. – letter of motivation 1p. max. – in English or in French – 5MB max) to ecell.gva@geneva.msf.org, stating "E-FinHRCO 2022.1T" in the subject line.

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**The deadline for applications is 27.11.2022.**

**The applications will be treated confidentially.**

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

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For more details on the job offer or MSF, please visit our website: [http://www.msf.ch/travailler-avec-nous/](http://www.msf.ch/travailler-avec-nous/)