**Médecins Sans Frontières Suisse is recruiting an**

**Emergency 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 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
- 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 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

**Job Description**

- Implementation of and Participation in exploratory missions and evaluations, on the request of E cell.
- Definition, implementation (or modification) of the operational strategy of an emergency mission.
- Identification and management of the means necessary for the implementation of an emergency intervention.
- Coordination of the medical mission in collaboration with the FCO/PMR/medco/cell: evaluation of needs and situation, definition of strategy and activities.
- Coordination and supervision of staff (emergency) in the mission.
- Management of material and financial resources.
- Management of mission security.
- Reporting on the interventions.
- According to the decision taken by headquarters, the Emergency Coordinator can be asked to coordinate an activity, which is under the responsibility of a Head of Mission in the country where the section is already active.
- The Emergency Coordinator can be asked to intervene within the framework of certain MSF trainings and to take part in international meetings.
Your Profile

- 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.
- Or international staff from other humanitarian organizations, with 24 months of field experience in emergency contexts in a HOM role, who have carried out at least one mission in an emergency context with MSF.
- Medical / Paramedical background ideally.
- Expertise in analyses of unstable contexts / crises situations
- Capacity to quickly evaluate an emergency situation on ground and to propose an appropriate strategy of intervention
- General knowledge of MSF in emergency management
- Experience in Public Health programs
- 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
- Knowledge and affinity/belief in advocacy role 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 communicate clearly decisions
- 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
- Desirable:
  - Other languages represent an advantage: Arabic, Spanish, Portuguese
- PSP and Negotiation training

Terms of Employment

- Field-based contract, fixed-term for one year, renewable. Duration of the direct interventions on the field: from 4 weeks to 3 months (certain flexibility is asked in the event of needs)
- Per-diem in the field during assignments;

How to apply

Interested candidates should forward their complete application in English or in French (5MB max) to ecell.gva@geneva.msf.org, stating “E-COORDO 2022.11” in the subject line:
- CV 2 pages. max.
- letter of motivation 1p. max.

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/