



Efficiency Program Manager (f/m/diverse)

I. General introduction

Médecins Sans Frontières (MSF) is a private and independent international medical aid organisation. It was founded in 1971 by a group of French doctors and journalists. Whether it is war-wounded people in Yemen, displaced populations in South Sudan or patients with tuberculosis in Central Asia: MSF provides medical aid in more than 70 countries worldwide. The projects are targeted especially at people in need who do not have access to sufficient medical treatment or who are barred from aid. ÄRZTE OHNE GRENZEN e.V. in Germany is one of the 24 membership organisations of MSF. The main focuses of our work lie in the management of field projects, recruitment of field personnel, raising awareness about humanitarian issues, and fundraising. In 2019, ÄRZTE OHNE GRENZEN e.V. collected roughly 164 million Euros in private donations and other income and is currently employing more than 200 staff in Germany.

For the Finances and Administration department we are looking for an Efficiency Program Manager, starting from 01.11.2020:

I. Terms of Reference

Position:	Efficiency Program Manager (f/m/d)
Job location:	Berlin or other MSF office (needs to be confirmed)
Start date:	01.11.2020
End date:	31.01.2021
Job dimension:	100% (40 hours per week)

Place within the organisation

The Efficiency Program Manager is responsible for the management of the Transformational Investment Capacity (TIC) Efficiency focus area, working together with the TIC team as part of the TIC Secretariat. He or She directly reports to the MSF Germany Head of Finance & Administration with a dotted / functional line to the TIC Lead.

Overall objective of the position

The Program Manager provides leadership, management, coordination, and direction to a broad spectrum of project teams and their sponsors on initiatives to realize efficiency gains on a transformational scale for the MSF movement. He or She also supports MSF Germany to realize its objectives regarding efficiency in the Strategic Plan 2021–24.

II. Tasks:

Serve as the Program Manager – TIC Efficiency Focus Area

- Identify, support, contribute, coordinate and accompany concrete proposals and TIC projects across a multitude of functional and geographic domains, with a primary focus on complex intersectional initiatives.
- In certain cases, directly manage and implement projects
- Work with MSF leadership, teams and individuals to solicit ideas and proposals for efficiency gains, leading problem-solving workshops and employing a systematic data-driven approach to business case development
- Assist the TIC Selection Committee in applying consistent evaluation criteria to evaluate potential proposals that meet the criteria
- Disseminate across the Movement the lessons learned and methodology employed during the realization of projects, while maintaining a funnel of potential opportunities and a roadmap of the relevant initiatives across the Movement.
- Line-manage the Efficiency Program assistant

Contribute to Efficiency Programme Strategy, Plans and Budgets

- Contribute to a programme roadmap
- Coordinate efficiency project planning activities across the programme
- Develop programme communication and change management plans where appropriate

Support & accompany existing TIC projects

- Be first point of contact for project managers for troubleshooting and methodology support
- Facilitate accompaniment, either directly (when not involved in the project) or by assisting a TIC Selection Committee member(s) to accompany the project
- Offer bespoke support to promising incubator TIC initiatives attempting to scale up to become large-scale or very large-scale TIC initiatives. (6-month reporting, check-in calls)

Leadership, Stakeholder management and Teamwork

- Establish clear goals
- Foster a culture that is focused on meeting 'client' needs
- Provide constructive feedback, coach and support others to make the best of their abilities
- Clearly agree what is expected of others and hold them to account
- Manage conflict within stakeholders working on the efficiency focus area

III. Profile:

Education

- Project management certification
- Post-secondary education in business administration

Skills

- Ability to work with a high degree of autonomy cooperating with colleagues all over the world
- Ability to think strategically: understand whether and how specific initiatives and projects can contribute to achieving strategic objectives
- Ability to engage and influence senior stakeholders (internal and external) to build a shared understanding of expected outcomes and establish a climate of trust
- Ability to communicate a vision for change, and the associated benefits

- Ability to apply an analytical approach to problem solving, which can involve synthesizing large amounts of unfamiliar data
- Ability to resolve organizational or professional conflicts in a positive and constructive manner
- Proficient use of MS Office and project management software
- High level presentation skills

Professional experience

- Experience leading complex international projects in multiple functional areas, with a focus on support functions such as Finance, HR, and Supply Chain
- Management experience ideally for an international Non-profit organization with a strongly decentralized structure and set-up

IV. We offer:

- Payment in accordance with internal salary structure; in this position according to group 5, starting gross salary from min. 3.318 to max. 4.198 Euro, depending on individual relevant working experience
- Benefits: 30 days of annual leave per year, 13th salary, subsidized public transport ticket, regular increases in salary according to salary structure, company pension (from min. 2 years of employment period) as well as free drinks and fruit
- Meaningful and diversified work within a respectful and positive organization culture
- Insights on international field projects through regular reports, presentations and exchange with colleagues
- Possibility of taking an active part in shaping the organization through cross-departmental working groups, regular staff surveys etc.
- Personal development through in-house trainings and the support of individual training programs
- Support on work-life-balance through part-time working, working remotely, health promotion and an external psychological employee assistance offer
- A office that is located centrally in Berlin with excellent connections to public transport

As an internationally operating organization, we welcome diversity, open-mindedness and mutual respect. In accordance with our values, we only analyze the professional qualifications in the applications, regardless of ethnical and social origin, religion or belief, gender, sexual orientation or age of the applicant.

We're looking forward to receiving your application until **19.10.2020**. Please submit your complete written application (incl. a letter of motivation **in English**, CV without photo, certificates) by E-Mail and integrate **all documents into one file** (pdf, max. 5 MB).

Further information can be obtained from: **Cameron Wrigley**, Head of Finance: Cameron.Wrigley@berlin.msf.org

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