



HUMAN RESOURCES COORDINATOR

With MEDECINS SANS FRONTIERES you will be responsible for the human resources management and development of our international and national staff in the mission countries. You will ensure that national staff contracts are compatible with local labour policies and legislation. You will also contribute to filling international staff vacancies and carry out associated administrative tasks, such as ensuring that immigration formalities are processed smoothly. You will lead the team of national admin staff and give them further training. In addition you will be a member of the country coordination team and provide advice and support to them and the project coordinators in relation to human resources and management issues.

Take the challenge – work with MSF

During your mission you will experience challenging working situations and living conditions that will connect you with the team and the local people. You will work with basic tools, share amenities with your colleagues, including computers, showers and refrigerators. Improvisational skills and independence will be essential, as will the ability to remain calm and capable of working constructively in a team even under strained circumstances. This is because you will be working on the ground with a small, international, multidisciplinary team and in close collaboration with your local colleagues. You will learn a lot: about the people in your project and about yourself.

To become a human resources coordinator with MSF you will need ...

- at least two years of relevant professional experience in a position with human resources responsibility
- knowledge of staff management and development
- knowledge of the operation and administration of staff databases
- experience travelling or working in a 'developing' country
- the ability to set priorities and take the initiative
- ideally, experience in a position of leadership and knowledge of international labour law
- fluency in English; knowledge of French, Arabic and/or Russian an advantage
- at least twelve months availability

"The work in Pakistan was very wide-ranging and challenging. No two days were the same. I often needed a lot of stamina and a thick skin, as I occasionally had to make unpleasant decisions. In the coordination team in the capital we were responsible for supporting the projects. For me, this meant regular visits to the projects and listening to the difficulties experienced by my colleagues. This required a lot of empathy and patience. But just to be able to see what we were achieving in the projects was ample compensation for all of that." Christine Braun, Pakistan

"As human resources coordinator, I ran a department of up to 35 staff: Alongside the administrative team in the office in the capital, my remit included general office and domestic personnel, sometimes for several institutions. I was often also responsible for the recruitment of national medical specialists. And I provided support in human resources management to the project coordinators and logisticians. Although there were of course a few unpleasant tasks, such as dismissing staff or disciplinary procedures and strike arbitration, I largely found the work exciting, varied and very satisfying." Patricia Foucault, Chad and Sudan

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Project work opens up whole new realms of experience: both professional and personal.

INTERESTED? Then please go to
👉 www.aerzte-ohne-grenzen.de/mitarbeiten to find out more.
There you can also download an application form.

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