

## Vacancy Assistant to the General Director & the Management Team

### I. General presentation

#### **MSF-Germany**

Médecins Sans Frontières – Ärzte ohne Grenzen e.V. (MSF Germany) is the German section of the international medical humanitarian organization Médecins Sans Frontières (MSF), that delivers emergency aid to people affected by armed conflict, epidemics, natural and man-made disasters, or exclusion from health care in nearly 70 countries. At times, MSF also speaks out publicly to bring forgotten crises into view, alert the public to abuses occurring beyond the headlines or challenge the diversion of humanitarian aid for political purposes. MSF also campaigns for affordable drugs and medical treatment to be made available to victims of neglected diseases in the countries where it works.

### II. Terms of reference:

<b>Job title:</b>	Assistant to the General Director and the Management Team
<b>Job location:</b>	Ärzte ohne Grenzen, Berlin
<b>Job dimension:</b>	Full-time (40 hours per week)
<b>Starting of Job:</b>	1 <sup>st</sup> September 2017
<b>Duration of contract:</b>	two years, with possible extension
<b>Salary:</b>	<b>maximal</b> 3.103 €, abhängig von der relevanten Berufserfahrung
<b>Deadline for application:</b>	<b>19.06.2017</b>

#### **Place within the organisation**

The Assistant to the General Director (GD) and the Management Team (MT) reports hierarchically and functionally to the General Director.

### III. Description of activities:

#### **1. Overall objectives of the position**

The Assistant to the General Director and the Management Team ensures the effective and efficient functioning of the executive team of MSF-Germany by providing secretarial support to the GD and the MT.

#### **2. Tasks**

- Functioning as the GD's initial contact person for external communications, making sure that information is passed on to the right internal contact person
- Handling all written correspondence, answering routine emails and questions to the GD and on MSF in general
- Managing the GD's Agenda including travel planning and appointment coordination
- Organization and preparation of weekly Management Team meetings; minute-taking in English; scheduling of follow up on agreed action points
- Support the Head of Department Finance and Administration with the compilation and production of management and board reports

- Support the Head of Department Finance and Administration with the production and compilation of the Annual Plan and Budget Support the GD in the preparation of a weekly written internal communications to the Berlin office
- Support the GD and Head of Department Finance and Administration with other organisational reporting and documentation task and projects
- General administrative and organizational tasks including the management of contacts and filing and archiving
- General data base maintenance
- Provides leave cover for association team as required

#### **IV. Requirements:**

- Minimum of 2 years work experience in a similar position (office organisation and administration)
- Excellent communication skills, orally and in writing in German and English
- Service orientated person with a high level of discretion
- Excellent computer skills (Word, Excel, Internet, Power Point)
- Strong interest in international humanitarian work and current affairs
- Interest in governance and compliance issues
- Ability to handle a high workload under considerable time pressure
- A structured and organized approach to the job including the ability to handle different topics in parallel as well as sometimes complex a detailed planning and reporting processes.
- The ability to prioritize among competing demands and expectations
- Good team player

Further questions to Katharina Lange, +49 30 700 130 181,  
Katharina.Lange@berlin.msf.org.

We offer a very interesting position in a highly dynamic field with a strong and motivated team. We are looking forward to reading your application. Please note that we don't cover the travel expenses for a first round interview in Berlin.

**Please submit your complete written application in English (incl. letter of motivation, CV and certificates) by E-Mail and integrate all documents in 1 file (pdf welcome).**

**The deadline for applications is 19th June 2017.**

**bewerbung.ber@berlin.msf.org**

**Ärzte ohne Grenzen e.V.**

**z. H. Sylvana Pikowski**

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